

Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, B. Relyea, Mary Pat Sternberg, Zachary Snow, Teresa McGuirk, Rebekkah Smith Aldrich (MHLS), Eliot Werner (Clinton Town Board)

TOPIC	DISCUSSION	ACTION
<p>1) Welcome 2) Approval of Agenda 3) Approval of 10/17/16 Minutes</p>	<p>Agenda: No discussion. Minutes 10/17/16: Community Speak – change word; Topic: correct numbering</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. Motion to accept 10/17/16 Minutes as amended. Motion by B. Burns; 2nd by S.E. Fairbanks. Approved unanimously.</p>
<p>4) Community Speak</p>	<p>None.</p>	
<p>5) Financial Report (attached)</p> <p><u>2016 Budget</u></p> <p><u>2017 Budget</u></p> <p><u>Audit</u></p> <p><u>Sustainability</u></p>	<p>One copy of Financial Statements will be available at each BOT meeting. Additional packets will be made available upon request.</p> <p>Committee met 11/8/16 and recommends acceptance of: P&L YTD Statement – September 2016 revised Transaction List – October 2016 P&L YTD Statement - October 2016 P&L Budget vs. Actual Statement – October 2016</p> <p>2016 Budget continues on track to break even but statements will show excess due to credit of full Varis Grant. Library could establish a Fund Balance to bridge time to town grant in early 2017.</p> <p>Town Board removed its tentative \$2,000 increase to library grant; grant is now expected to be same as 2016.</p> <p>At Finance Committee meeting D. Biery thought the <i>Independent Accountants’ Review</i> Report for year ending 2014 had been deemed sufficient for CCL purposes. R. Smith Aldrich explained difference between audit and financial review. R. Smith Aldrich advised that, although there is currently no regulatory pressure, the audit is considered best practice for fiduciary oversight of a library. B. Burns said that large grant applications often specify a look back at a library’s audits. Board is aware of the substantial cost for an audit. R. Smith Aldrich advised that a Dyson mini grant for capacity building might be available to offset cost to library.</p> <p>B. Burns met with members (4) of a community book club. All Seniors, they also all had played leadership roles in the library in the past. They were supportive of a dedicated tax for the library.</p>	<p>Motion to approve the September 2016 P&L and October 2016 Transaction List, P&L YTD and P&L Budget vs. Actual statements. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously. Balance Sheet remains subject to discussion with accountants.</p> <p>Information to community will show that \$10,000 of the Varis Grant was held for use in 2017.</p> <p>Library 2017 Budget is scheduled for approval at December BOT meeting. Finance Committee will send proposed budget to trustees prior to that meeting.</p> <p>Motion to proceed with RFP for library audit. Motion by Z. Snow; 2nd by B. Relyea. Approved unanimously.</p> <p>Finance Committee will prepare RFP and Dyson grant application.</p> <p>After election, obtain voter info for petition to be on ballot. Plan strategy for campaign expenses. Begin outreach for sustainability campaign volunteers. Continue to emphasize branding and visibility. Library Director will prepare information packages</p>

<p><u>Insurance</u></p> <p><u>Annual Meeting</u></p>	<p>Finance Committee is reviewing the library's insurance parameters.</p> <p>Reviewed what is needed from Finance Committee for Annual Meeting per By Laws: Vote: 2017 budget. Vote: authorize bank</p> <p>Reviewed what is needed at first regular meeting of new year: Operating & financial reports for 2016</p>	
<p>6) Library Director Report (Attached)</p> <p><u>Circulation</u></p> <p><u>On-line Newsletter</u></p> <p><u>Strategic Programming</u></p>	<p><u>Election Day Raffle</u>: 2016: \$580 approximate 2015: \$479.50; 2014: \$486.00</p> <p>Director expressed concern over "down a little" circulation and is making an effort to identify what materials the community wants. M. Pfisterer advised that his library has had success by identifying "certain niche collections." Director recognized TV series as important. R. Smith Aldrich offered to share information about how to increase circulation that was gathered from MHLS directors.</p> <p>The Board thanked C. Bancroft for the November on-line newsletter and for the Facebook congratulations to a community artist who was recently named to a NYT "best" list.</p> <p>B. Burns talked about strategic programming -- In the face of a 414 campaign, it may help to have programs that people will appreciate as benefiting the community at large even though they do not themselves attend. Examples:</p> <ul style="list-style-type: none"> • Collaborating w. community groups w. CHS – Ride the Day Line in 1949 hosted the Clinton Business Assn. • Trying to make good use of being open on Friday Nights: Family Crafts, Family Movie Night, Purl Jam, Open Mic • Our unique Optimistic Aging series: November: Tai Chi classes; Total Recall class scheduled In Dec. starting classes in Gentle Yoga for Seniors; and another Lunch & Learn with presenter from FDR. • For children: Halloween Trick or Treat December: Gingerbread House making Ongoing: Story Time • Unique programs: Women's Self-Defense class December: Energy Savings Workshop March? Disaster Response Training workshop Ongoing: Computer class: iPhone iPad 	

<p>MHLS Automation Agreement</p> <p>Annual Meeting</p>	<p>Trustee Ed: Annotated list of MHLS Services was distributed.</p> <p>Review of relevant agenda for Annual Meeting per ByLaws: Holiday Schedule 2017 Authorize newspaper of record</p>	<p>Motion to Approve MHLS Automation Agreement. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously.</p> <p>Requested Director’s recommendation for library hours.</p>
<p>7) Fund Raising</p> <p>Election Day Raffle</p> <p>Annual Appeal</p> <p>2017 Plan</p>	<p>Committee met on October 26 and November 7.</p> <p>Director expressed appreciation to staff and especially to M. Molloy for organizing and enhancing the raffle. Several new library cards were issued during the event. Trustees reported a positive response from the community about the library and its programs. A new trustee may have been identified.</p> <p>The Board thanked C. Bancroft for her design of the appeal package. The Board recognizes that the cost of printing will be higher than last year and may or may not result in increased donations, but is considering the appeal package as our first quiet step in the 414 campaign . . . and what we want to project to the community.</p> <p>Committee agreed to prepare a plan for 2017 fund raising and present it at the January 2017 meeting.</p>	<p>M. P. Sternberg will follow up with the community member who expressed interest in becoming a library trustee.</p> <p>Motion to approve Annual Appeal printing costs not to exceed \$1,500. Motion by M.P. Sternberg; 2nd by M. Pfisterer. Approved unanimously. Director will coordinate the printing bids (4) so that a printer selection can be made, and will investigate mailing cost.</p>
<p>8) Building Maintenance</p> <p>Lease</p>	<p>B. Relyea attended town budget public meeting and brought deteriorating façade again to Town Board’s attention. Town budget shows 11,000 for repair but it is unclear whether budget line is dedicated to the library or is to be a “handyman” shared item with town departments. Town budget includes smoke alarms for library.</p> <p>Access to the downstairs space remains a strong concern. R. Smith Aldrich advised that application for a Library Construction Grant requires a facility plan and a lease of ten years. Library Construction Grants are matching grants. The Director raised the possibility of approaching the Elizabeth C. Davis Memorial Fund, among other foundations, for assistance with building repair.</p> <p>At the Finance Meeting D. Biery attempted phone contact with a law firm that may have prepared a 10-year lease extension in 2010 (found by D. Biery on a town computer; looks reputable but is not signed).</p>	<p>B. Relyea will ask Town Board whether (or what amount of) repair money is dedicated to the library.</p> <p>R. Smith Aldrich will send B. Relyea a sample facility plan outline to help organize the committee's thinking about building needs.</p> <p>Director will follow up with D. Biery. B. Relyea will follow up with Town Clerk; a lease (on legal size paper), said to extend to 2028, is not dated and not signed.</p>

<p>9) Governance</p> <p><u>Annual Meeting</u></p> <p><u>Visibility</u></p>	<p>Board Calendar was distributed.</p> <p>B. Relyea's term ends December 31, 2016. He has agreed to stay on as trustee until the 414 vote is resolved.</p> <p>Review of what is needed for Annual Meeting per By Laws: Vote: 2017 Schedule of BOT meetings Also need schedule of 2017 meetings.</p> <p>Officer nominations are needed for January 2017 meeting.</p> <p>S. Fairbanks was trustee-in-library in October.</p>	<p>Motion to extend the term of Bill Relyea for one year or until the 414 vote is resolved. Motion by B. Burns; 2nd by M.P. Sternberg. Unanimously approved.</p> <p>Z. Snow is trustee-in-library in November/</p>
<p>10) Community Speak</p>	<p>None.</p>	
<p>11) Adjournment</p>	<p>The President reminded trustees to send their reports for the next BOT meeting to the Board box prior to the meeting.</p>	<p>Motion to Adjourn. Motion by B. Burns; 2nd by M. Pfisterer. Approved unanimously. The meeting adjourned at 7:36 pm.</p>

All attachments are available in the Library. Minutes from previous meetings are also available in the Library.

The Annual Meeting of the Board of Trustees is Monday, December 5, at 6:30 pm in the Library. All members of the community are welcome to attend.