

**Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Mary Pat Sternberg, Zachary Snow, Teresa McGuirk
Community: Beth Forschler, Marianne & Karl Muggenburg, Johanna & Mike Whitton.**

TOPIC	DISCUSSION	ACTION
<p>1) Welcome 2) Approval of Agenda 3) Approval of 11/14/16 Minutes</p>	<p>The Board introduced themselves to the community members and thanked them for coming to the Annual Meeting. Agenda: No discussion. Minutes 11/14/16: No discussion</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. Motion to accept 11/14/16 Minutes. Motion by B. Burns; 2nd by Z. Snow. Approved unanimously.</p>
<p>4) Community Speak</p>	<p>No discussion.</p>	
<p>5) Financial Report (attached)</p> <p><u>2016 Budget</u></p> <p><u>2017 Budget (attached)</u></p> <p><u>Bank</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 12/2/16 and recommends acceptance of: Transaction List – November 2016 P&L YTD Statement - November 2016 P&L Budget vs. Actual Statement – November 2016</p> <p>We continue to collect money from grants, some of which was not anticipated in our 2016 Budget. With less spending than budgeted, a surplus of \$5,000 - \$10,000 is anticipated at year end. M.P. Sternberg suggested we reach out to the teachers unions of Pine Plains, Rhinebeck and Millbrook for support similar to the support received from the Hyde Park Teachers Union.</p> <p>The 2017 Budget shows a shortfall of \$35,291.</p>	<p>Motion to approve the November 2016 Transaction List, P&L YTD and P&L Budget vs. Actual statements. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously. A meeting is scheduled with our accountant firm on 12/6 to discuss the Balance Sheet and how to implement the audit process.</p> <p>\$10,000 of the Agnes Varis Charitable Trust Grant was held for use in 2017.</p> <p>Fund Raising Committee will follow up on the teachers union suggestion.</p> <p>Motion to approve the 2017 Clinton Community Library Budget. Motion by Z. Snow; 2nd by B. Relyea. Approved unanimously.</p> <p>Motion to approve Citizens Bank to continue as the depository of the Library’s funds for 2017. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously.</p>
<p>6) Governance Report (attached) <u>Slate of Officers</u></p> <p><u>Meeting Schedule (attached)</u></p> <p><u>Committee Membership (attached)</u></p>	<p>Committee met 11/23/16.</p> <p>Current officers agreed to serve an additional one-year term.</p> <p>As prescribed in the Library By Laws, there will be eleven meetings.</p> <p>A description of committee membership and objectives was distributed.</p>	<p>Motion to Approve Slate of Officers for 2017 as follows: B. Burns, President; B. Relyea, Vice President; M.P. Sternberg, Secretary; Z. Snow, Treasurer. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously.</p> <p>Motion to Approve BOT Meeting Schedule. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously.</p> <p>Committee chairs have agreed to serve an additional one-year term.</p>

<p><u>Sustainability</u></p> <p><u>Trustee Training</u></p> <p><u>Accessibility/ Transparency</u></p> <p><u>Board Calendar</u></p>	<p>S.E. Fairbanks has set a meeting with the Director to begin to coordinate the Sustainability campaign.</p> <p>A letter of intent (attached) was sent to Berkshire Taconic Foundation Nonprofit Learning Program. While geographically undesirable (Great Barrington), the program offers learning opportunity about Board roles and responsibilities and fund raising, post-program consultation with the trainer, and a \$2,000 grant to implement skills learned.</p> <p>Z. Snow was Trustee in Library in November and spoke with several patrons.</p> <p>Distributed.</p>	<p>M.P. Sternberg will be the Trustee in Library in December.</p>
<p>7) Facilities Committee Report (attached)</p>	<p>Lease documentation (original in 1975; 1st extension in 2000; change to association library in 2006; 2nd extension in 2010) has been obtained.</p> <p>The committee used the MHLS Facility Plan Outline to identify priorities: dealing with the deteriorating soffits and fascia, installation of fire/smoke alarms, and bringing the outside stair banisters up to code.</p> <p>Other areas to be addressed as soon as practical: arranging for a fire inspection, arranging for an accessibility review, considering replacement of the carpet, water fountain access on the first floor, a review of cleaning arrangements within the library spaces and an inspection to look for other possible code violations within the library facility.</p>	<p>Responsible party for upkeep and repair of the premises is not clear in these documents and will be looked into further.</p> <p>B. Relyea will meet with E. Werner to discuss how best to move ahead with these items.</p>
<p>8) Fund Raising Report (attached)</p> <p><u>Annual Appeal</u></p> <p><u>2016 Grants</u> (attached)</p>	<p>Committee met 12/5 to begin planning a 2017 calendar for fund raising.</p> <p>The Director solicited bids for printing and mailing the Appeal. Minuteman Press was the most competitive. Final Costs were:</p> <p>\$1,215.00 Printing \$ 575.00 Mail Handling \$ 154.45 Postage \$1,944.45 Total</p> <p>This is higher than the amount approved in our last meeting but it includes mail handling and postage not identified at that time.</p> <p>The Director prepared a chart of grants obtained in 2016.</p>	<p>The committee will meet again in early January to plot timelines for the events proposed.</p> <p>Grant development will also be a focus of the early January meeting.</p>

<p>9) Library Director Report</p> <p><u>Closing Schedule</u> (attached)</p> <p>2017 Newspaper <u>of Record</u></p>	<p>Tai Chi has been well attended and will continue in 2017. Chair Yoga is starting in December. All Level Yoga will begin in January. Director attended a lunch at Camp Ramapo; the collaboration with Camp Ramapo has been very successful.</p> <p>Director presented a holiday closing schedule for the Library</p> <p>Director recommended continuing <i>The Poughkeepsie Journal</i> as the newspaper of record</p>	<p>Motion to approve holiday schedule. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously.</p> <p>Motion to authorize <i>The Poughkeepsie Journal</i> as the Library's newspaper of record. Motion by B. Burns, 2nd by B. Relyea. Approved unanimously. Director will send notification letter to <i>The Poughkeepsie Journal</i>.</p>
<p>10) Community Speak</p>	<p>There was discussion of the parameters of the 414 campaign and the Library's collaboration with Camp Ramapo.</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 the Business Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. The Business portion of the meeting adjourned at 7:22 pm. The meeting continued with refreshments and informal conversations between the Board and the community members in attendance.</p>

All attachments are available in the Library. Minutes from previous meetings are also available in the Library. The next meeting of the Board of Trustees is Monday, January 9, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.