

Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Mary Pat Sternberg, Teresa McGuirk, Rebekkah Smith-Aldrich (MHLS),  
 Eliot Werner (Town Board, 6:30-7:00 pm)

Absent: Zachary Snow

TOPIC	DISCUSSION	ACTION
<p>1) New Year's Greetings                      2) Approval of Agenda                      3) Approval of 12/5/16 Minutes</p>	<p>Agenda: No discussion.                      Minutes 12/5/16: No discussion</p>	<p><b>Motion to accept Agenda.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Approved unanimously.  <b>Motion to accept 12/5/16 Minutes.</b> Motion by B. Burns; 2<sup>nd</sup> by M.P. Sternberg. Approved unanimously.</p>
<p>4) Community Speak</p>	<p>No members of the community were present.</p>	
<p>5) Financial Report (attached)</p> <p>Full Year Results vs. Budget</p> <p>Balance Sheet Meeting</p> <p>Audit Proposals</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 1/3/17 and recommends acceptance of:                      Transaction List – December 2016                      P&amp;L YTD Statement - December 2016                      P&amp;L Budget vs. Actual Statement – December 2016                      Balance Sheet – December 2016</p> <p>Full year results show net income of over \$12,000, with half the excess arising in roughly equal shares from income and expenses. After deferring a portion of the Agnes Varis Charitable Trust grant, the net is reduced to \$2,000. These results represent significant out-performance compared to the budget published to the community, thanks to the Agnes Varis Charitable Trust and other grants.</p> <p>Committee and Library Bookkeeper met with Ying Wang of Van Nostrand &amp; Hoolihan on 12/6/16. Ms. Wang walked the Committee through the balance sheet for 1/31/15, including the depreciation conventions applied to assets.</p> <p>Proposals have been received from Van Nostrand &amp; Hoolihan, our tax accountants, and Sedore, successor to the firm that performed the financial review for 2014. Price range is \$5,000 - \$6,500. Indicated starting date is 4/1/17 with one month to completion.</p>	<p><b>Motion to approve the December 2016 Transaction List, P&amp;L YTD, P&amp;L Budget vs. Actual, Balance Sheet statements.</b> Motion by B. Burns; 2<sup>nd</sup> by S.E. Fairbanks. Approved unanimously.</p> <p>The Board recognized the strong effort and success of the Director and the effort from Trustees in securing grants to add support for the library. The Director and Trustees will continue to seek grants.</p> <p>Committee has a better understanding of the methodology used to construct the balance sheet. Ms. Wang will rework the format of the balance sheet.</p> <p>Z. Snow is in conversation with both firms concerning price and timeline. M. Pfisterer shared that his audit experience with Sedore was very satisfactory.</p>
<p>6) Sustainability Action Plan 2017</p>	<p>Reviewed project management plan; 2x/month meetings proposed; training schedule with R. Smith-Aldrich to be arranged. Voter Registration List has been obtained; # of last gubernatorial voters pending.</p>	<p><b>Motion to pursue a 414 Vote in 2017, contingent upon sufficient petition signatures.</b> Motion by S.E. Fairbanks; 2<sup>nd</sup> by M. Pfisterer. Approved unanimously. Subsequent vote when presenting petition will be needed.</p>

<b>7) Fund Raising Report</b> (attached)	Committee met 1/5/16. Annual Appeal response continues; thank you letters being sent by Director; follow-up phone calls pending end-January; mailing list needs to be reconciled. Book Sale scheduled for February 23, 25, 26. Wine Tasting workshops set for March 10 and October 20 with S. Sherk; wine course under consideration. Community Party planned April 22. Other events and newsletter underwriting being planned.	M.P. Sternberg will promote appeal at Town Board meeting tomorrow evening.
<b>8) Director Report</b> (attached)	Board praised Director for comprehensive well organized report. Director emphasized: Program planning is strong; Optimistic Aging report due early February; intention to discuss salary increases with Finance Committee; collaboration with B. Corrado for staff training; firming up of financial handling (cash register ordered); researching on-line donation tools; plan to begin informing community about library finances in January newsletter; acceptance of first designated gift.	
<b>9) Facilities Committee</b>	Meeting held with E. Werner. Money specifically earmarked for library maintenance was preserved in town budget. Meeting held with R. Oberly about smoke detectors; town engineer will be involved in designing; wireless interconnected units. Ownership of downstairs space discussed. Director has arranged for Ramapo volunteers to paint areas.	Meeting planned with L. Ferisi re fire inspection and emergency evacuation review. B. Relyea will explore ownership of downstairs space with R. Oberly.
<b>10) Operations Committee</b>	Policy Review Plan: Director will monitor policies and propose changes as may be needed. Committee will review changes with Director and bring recommendations to Board for approval.	
<b>11) Governance</b> <u>New Trustees</u> <u>Conflict of Interest</u> <u>Quarterly Report to</u> <u>Town of Clinton</u> <u>Board Calendar</u> <u>Visibility/Transparency</u>	Two community members (LF and JW) have taken applications. Conflict of Interest certifications were submitted by five trustees.  Submitted. Distributed. M.P. Sternberg was trustee in library in December. B. Burns spoke at the Town Board meeting in December.	M.P. Sternberg and Director will follow up. One trustee certification pending.  B. Relyea is trustee in library in January. M.P. Sternberg will speak at the Town Board meeting in January.
<b>10) Community Speak</b>	None.	
<b>11) Adjournment</b>	The President reminded trustees to send their reports for the next BOT meeting to the Board box prior to the meeting.	<b>Motion to Adjourn.</b> Motion by B. Burns; 2 <sup>nd</sup> by B. Relyea . Approved unanimously. Meeting adjourned at 7:30 pm.

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, February 13, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.