

CLINTON COMMUNITY LIBRARY

GOVERNANCE COMMITTEE MEETING – February 1, 2017 (3:30 pm)

AGENDA

Consideration of New Trustee Applications
Committee Rosters

MINUTES

Present: B. Burns, S. Fairbanks, Z. Snow, T. McGuirk.

The Committee interviewed Johanna Whitton as a potential new trustee. The Committee suggested that, if elected, she concentrate her energies on fund raising (she had already attended a meeting of the Fund Raising Committee on January 30), the 414 campaign, and leveraging her connections with the Rhinebeck School District to recruit volunteers, and she agreed.

The Committee then went into executive session. It unanimously and enthusiastically voted to recommend Ms. Whitton's election to the Board at the next meeting.

Mr. Snow noted that the Committee had also received a trusteeship application from Linda Fasolino, but he had been unable to reach her to schedule an interview. After the meeting, at Mr. Snow's request, Mary Pat Sternberg contacted Ms. Fasolino and reported that for personal reasons she is withdrawing her application for the time being.

Ms. Burns asked Mr. Snow to take ownership of the document showing the membership and mission of each Board committee. He will circulate an updated version after the next Board meeting.

Minutes prepared by Z. Snow, February 7, 2017

CLINTON COMMUNITY LIBRARY

FINANCE COMMITTEE MEETING – February 2, 2017 (2 pm)

AGENDA

- 1) January Financial Statements
- 2) Selection of Recommended Auditor
- 3) Compensation Adjustment Proposal from Library Director
- 4) Date of Next Meeting

MINUTES

Present: Z. Snow, B. Burns, T. McGuirk, D. Biery.

1) Financial Statements for January 2017 (attached).

The Committee received and approved the financial statements for January 2017 (attached), and recommends their approval by the Board. Mr. Snow noted that the use of cash accounting continues to complicate the presentation of the deferred portion of the grant from the Agnes Varis Charitable Trust. Ms. Burns suggested changes in the presentation of expenses for computer supplies and the optimistic aging program. Mr. Snow noted that personnel expenses continue to be under budget, and Ms. Biery suggested that FICA tax may not be appearing in the P&L – she will investigate. The balance sheet remains subject to the adjustments discussed at a meeting held in December between the Committee and Van Nostrand & Hoolihan.

2) Selection of Recommended Auditor

The Committee discussed the audit proposals submitted by Van Norstrand & Hoolihan and Sedore & Co. Mr. Snow reviewed the history of the two proposals, both of which were improved through negotiation. In the end, the cost and timing of the two proposals are essentially equivalent, so the Committee considered other factors, including the Library's prior experience with both firms, the extent of the two firms' work for other libraries, etc., and decided to recommend to the Board that the Library retain Sedore & Co.

3) Compensation Adjustment Proposal from Library Director

The Committee excused Ms. Biery and went into executive session to discuss a compensation adjustment proposal from the Library Director. The proposal calls for higher hourly compensation for the staff (but not the Director). The total personnel cost for 2017, if the compensation adjustments were made as of March 1, appears to be approximately \$80,000, compared to \$74,000 in the current budget. Mr. Snow asked Ms. McGuirk to recalculate and verify that number, given an apparent discrepancy between the average percentage increase per person and the overall budget impact. Before the meeting, Mr. Snow had sought input on the proposal from Matt Pfisterer, Chair of the Operations Committee, who was generally supportive. The Committee decided to recommend to the Board implementation of the proposal as submitted.

4) Meeting Schedule

While the Committee usually meets on the Tuesday before each Board meeting, that date will not work in March for two members, so the Committee will instead meet on Wednesday, March 1, at 4 pm.

Minutes prepared by Z. Snow

February 8, 2017

Fundraising Committee minutes
1/30/17

Present: Bill, Barbara, Sue Ellen, Johanna, Teresa, Mary Pat
Next Meeting- Wednesday, Feb. 15 5:15- Book Sale

Annual Appeal-

Present total as of end of January just under \$10,000
Mary Pat reached out to Lara Vitiello about drawing in part time residents
Teresa and Zach jointly plan to meet with Omega
How to update list to include outside Clinton library users?-
Barbara will work on addresses

For next Appeal-

talk about appeal at all fundraising committee meetings in prep
Weekly meetings once close
Card format- well received
Card should include in honor of, in memory of...
Encourage volunteers through appeal
After vote- do we do an appeal, targeted appeal, a calendar lottery instead?
Look into online payment option- Mary Pat
Send something to prior contributors, in case you missed it, we are in the middle of our appeal

Summer Concert Funds-

Look into grants
Donors to sponsor individual concerts

Book Sale-

Tables from East Clinton Firehouse
Get 10 new signs
Flyers- Johanna and Mary Pat will distribute
List on Web sites
 Facebook
 Newspapers
Sell library bags
Leftover books - Better...

Wine Tasting

All set for March 10(Sue Ellen, Mary Pat) and Oct. 20
Will consider wine course

April 22nd Party (Johanna)

Focused meeting
Reach out to Teacher's Unions- Mary Pat

Basketball tournament- pursue with Dan H

Community Day-Is anyone in town talking about it/interested?
tag sale
Bring people to the library

Clinton Vineyard event- reach out to Pat Cortese

Look into former library event- Denise

Newsletter Underwriting-Johanna

Reach out to businesses through letters

Clinton Community Library
Director's Report
February 8, 2017

Circulation: The staff and I have been working with a consultant. Bonny Corrado has spent 8 hours so far in the library working on Sierra training and evaluating general library organization and function.

January actions: 1. Sierra Circulation tips and tricks training/evaluating holds 2. Making sure all staff is confident with Overdrive applications. 3. Weeding and cleaning up the records. 4 Using displays and marketing materials to promote the collection.

Our circulation is up slightly from January 2016 and is up 173 checkouts at the desk from December 2016.

Staff: The local libraries have had job openings and experienced a tremendous amount of movement in terms of employment opportunities. In order to keep pace with the rising minimum wage and local hourly rates I am proposing salary increases that are different from the ones used to create the 2017 budget. The staff we have now is extremely competent. They exceed expectations in performing the required tasks, and go above and beyond duties in their job descriptions.

Programs: Story time is being held in the downstairs space and has seen an increase in attendance. Carol has been attending an early literacy training and is looking to apply even more of the concepts. She has started a Super Saturday Story time on and has had a great response. Saturday February 4th was take your child to the library day.

☺ Tai Chi restarted on Monday January 16th. Due to the change in the instructor's schedule, we had to move the day and time of the class. He is offering his services for free but asks that we take up a good will offering. The attendance averages 12 participants and will continue until the end of March.

☺ Chair Yoga for seniors has been popular with an average of 8 participants. This was a 6 week program which was due to conclude March 4th but we have chosen to continue it until the end of March because of the positive enthusiastic response.

☺ Yoga for all levels will be held with a different instructor on Saturday mornings starting January 14th. This has also become a very popular class but with different individuals! The participation is 10-16 people.

☺ We have started to offer chess on Friday afternoons. The word is catching on and he has had several students regularly attending. (Adults and children)

☺ Open Mic night continues to grow and change and should be considered successful. We have new performers and an ever changing audience.

☺ We had to cancel a lunch and learn last week due to the weather. There were 12 people signed up. This one was on the battle for Dutchess County in 1776. We have several more scheduled into the coming year, they are being offered every other month.

A Citizens Emergency Preparedness; Native Edibles and Awareness through Movement are new programs scheduled for March.

Keep an eye on the calendar, programs are being planned to continue to expand our offerings.

Library Business:

The annual appeal responses are still coming in slowly.

May 2 is the date for the annual Dutchess County Trustee dinner. It will be held at the Culinary Institute.

18 New titles have been added to the e-magazine [Zinio](#) site.

It's time to start to pay attention to Library Advocacy write or call the representatives now! Advocacy Day is March 1.

Volunteers continue to help with sorting the books for the book sale. We actually could use more books! I am still waiting to find out about the availability of tables from the WCFD.

The annual report will be filed by February 17.

Final paperwork for the Berkshire Taconic Community Foundation's Northeast Dutchess Fund grant, for our Optimistic Aging Program was submitted.

I submitted an application to The Stewarts Matching Holiday Fund for equipment and furniture for downstairs. The money is usually received at the end of March.

Outreach Projects:

Camp Ramapo continues to share a staff assistant with us. She is working on organizing our collection and has begun sorting books for the book sale. We may be getting a second individual to assist with these tasks. The staff assistants are also currently painting the bathrooms.

We continue to have an overwhelming response to the food pantry collection each month.

Communications and schedule:

Dutchess Directors Meeting February 16

MH Director's Meeting March 3

I will be away February 9-13 and March 6-13.

Respectfully submitted,
Teresa McGuirk