

Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Zachary Snow, Mary Pat Sternberg, Johanna Whitton, Rebekkah Smith Aldrich (MHLs), Eliot Werner (Town Board); Hon. James Brand, Community

Absent: Teresa McGuirk

TOPIC	DISCUSSION	ACTION
1) Welcome 2) Approval of Agenda 3) Approval of 1/9/17 Minutes	Agenda: No discussion. Minutes 1/9/17: Correct date of January meeting for Fund Raising committee.	Motion to accept Agenda. Motion by B. Burns; 2 nd by M.P. Sternberg. Approved unanimously. Motion to accept 1/9/17 Minutes as corrected. Motion by B. Burns; 2 nd by M.P. Sternberg. Approved unanimously.
4) Community Speak	J. Brand talked about the Dutchess Supreme Court Law Library (9 th Judicial District) in Poughkeepsie.	
5) Governance Report (attached)	Committee met 2/1/17. Z. Snow summarized the trustee application of J. Whitton. Johanna will serve on Fund Raising and Sustainability Action Plan committees. Board Calendar was distributed May 2 nd is the date for the annual Dutchess County Trustee Dinner.	Motion to approve Johanna Whitton as Trustee of Clinton Community Library. Motion by Z. Snow; 2 nd by B. Relyea. Approved unanimously.
6) Financial Report (attached) <u>January Statements</u> <u>Audit</u> <u>Compensation</u> <u>Budget</u>	One copy of Financial Statements will be available at each BOT meeting. Additional packets will be made available upon request. Committee met 2/2/17 and recommends acceptance of: Transaction List – January 2016 P&L YTD Statement - January 2016 P&L Budget vs. Actual Statement – January 2016 Balance Sheet – January 2016 Committee reviewed proposals from Van Nostrand & Hoolihan, our tax accountants, and RBT, successor to the firm that performed our 2014 financial review. Z. Snow explained the decision making process. Citing a competitive market, Director submitted a compensation adjustment proposal to bring staff salaries more in line with hourly rates offered by most other libraries. Two 2017 Budget lines (personnel, insurance) are increased.	Motion to approve the January 2016 Transaction List, P&L YTD, P&L Budget vs. Actual, Balance Sheet statements. Motion Z. Snow; 2 nd by B. Relyea. Approved unanimously. Motion to approve RBT to conduct an audit of the Library. Motion by Z. Snow; 2 nd by M. Pfisterer. Approved unanimously. Z. Snow will inform both firms and arrange for RBT contract. Motion to approve the compensation adjustment proposal provided we have assurance that the projected total compensation cost for 2017 does not exceed \$80,000. Motion by Z. Snow; 2 nd by M. Pfisterer. Approved unanimously. Finance Committee will prepare a Revised 2017 Budget for Board approval.
7) Sustainability Action	S.E. Fairbanks is collaborating with R. Smith Aldrich on agendas for	

<p>Plan 2017</p> <p><u>Newsletter</u></p> <p><u>Visibility/ Transparency</u></p>	<p>team meetings and Board trainings.</p> <p>Newsletter #9 will be mailed this week. Cost will be lower because we are not using the separate insert card for the calendar.</p> <p>B. Relyea was January trustee in library.</p>	<p>J. Whitton will investigate underwriting by local businesses.</p> <p>M. Pfisterer is February trustee in library. B. Burns will attend February Town Board meeting.</p>
<p>8) Fund Raising Report (attached)</p>	<p>Committee met 1/30/17. M.P. Sternberg reported progress. Book Sale is on schedule for last weekend in February. J. Whitton will take the lead on the April event. S. Sherk has submitted a plan for an educational wine tasting course.</p>	<p>Committee will review the wine course and make recommendation to Board.</p>
<p>9) Operation Report</p>	<p>Committee and Director will review library policies and bring recommendations to Board. Committee will also do the first annual review of the Long Range Plan and report to the Board in April.</p>	
<p>10) Facilities Committee</p>	<p>B. Relyea has scheduled a Fire Safety Inspection with the Town Engineer on 2/14/17.</p>	
<p>11) Director Report (attached)</p>	<p>Library Advocacy Day: Given the Governor's intention to reduce library funding, R. Smith Aldrich encouraged the Board to join other advocates in Albany on March 1 and to contact local legislators (Serino, Barrett) by phone.</p>	
<p>12) Community Speak</p>	<p>None.</p>	
<p>13) 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 Z. Snow. Approved unanimously. Meeting adjourned at 7:15 pm.</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, March 13, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.