

**Clinton Community Library Board of Trustees Meeting, 3/13/17** (6:30 – 7:15 pm)

**Present:** Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Zachary Snow, Johanna Whitton, Rebekkah Smith Aldrich (MHLS), Eliot Werner (Town Board)

**Absent:** Mary Pat Sternberg, Teresa McGuirk

TOPIC	DISCUSSION	ACTION
<p><b>1) Welcome</b>  <b>Approval of Agenda</b>  <b>Approval of 2/13/17 Minutes</b>  <b>Committee Meetings Board Calendar</b>  <b>Annual DCPL Trustees Dinner</b></p>	<p>Agenda: No discussion.  Minutes 2/13/17</p> <p>J. Whitton has set up a Meetings Calendar on Google Drive. Distributed.  Flier distributed for May 2.</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 2/13/17 Minutes.</b> Motion by B. Burns; 2<sup>nd</sup> by Z. Snow. Approved unanimously.</p>
<p><b>2) Community Speak</b></p>	<p>No Community members were present.</p>	
<p><b>3) Financial Report</b>  (attached)</p> <p><u>February Statements</u></p> <p><u>Audit</u></p> <p><u>Compensation</u></p> <p><u>2017 Budget</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 3/1/17 and recommends acceptance of:  Transaction List – February 2016  P&amp;L YTD Statement - February 2016  P&amp;L Budget vs. Actual Statement – February 2016  The Balance Sheet – February 2016 remains subject to year-end adjustments.</p> <p>RBT engagement letter has not been received. Dyson Foundation replied that they could not provide a grant to support the audit.</p> <p>The final compensation package for 2017 exceeds the board-approved budget by \$2,000.</p> <p>The budget has been revised to show figures adjusted upward for Personnel and Insurance and downward for Newsletter.</p>	<p><b>Motion to approve the February 2016 Transaction List, P&amp;L YTD and P&amp;L Budget vs. Actual statements.</b> Motion Z. Snow; 2<sup>nd</sup> by M. Pfisterer .Approved unanimously.</p> <p>Z. Snow will follow up on the RBT contract.</p> <p><b>Motion to approve the revised Compensation Adjustment Proposal in the amount of \$82,000.</b> Motion by Z. Snow; 2<sup>nd</sup> by B. Relyea. Approved unanimously.</p> <p><b>Motion to approve the 2017 Budget revision.</b> Motion by Z. Snow; 2<sup>nd</sup> by J. Whitton. Approved unanimously.</p>
<p><b>4) Sustainability Action Plan 2017</b></p> <p><u>Newsletter</u></p> <p><u>Visibility/ Transparency</u></p>	<p>Team met 2/28; work is progressing on proposed budgets, FAQ and Making the Case statement.</p> <p>#9 was mailed in February. Annual Report to Community will mail early April.</p> <p>M. Pfisterer was Trustee in Library in February.  B. Burns spoke at the February Town Board meeting.</p>	<p>S.E. Fairbanks will be Trustee in Library in March.  B. Relyea and J. Whitton will speak at the March TB meeting.</p>

<p><b>5) Fund Raising Report</b> (attached)</p> <p>Book Sale</p> <p>Wine Tasting</p> <p>Wine Course</p> <p>Build A Better World</p> <p>Stewart's Holiday Match</p>	<p>Committee met 3/1/17.</p> <p>Final: about \$1,800. Roadside signs placed by B. Relyea helped publicity.</p> <p>Prelim: \$695 Attendance: 33 Very enjoyable evening.</p> <p>Deferred to Fall 2017.</p> <p>Invitation is nearly finalized for printing.</p> <p>Director applied for \$1,300 for equipment, materials and furniture for downstairs. Received \$750, same as last year.</p>	
<p><b>6) Operations Report</b></p>	<p>Committee met 3/1/17. Amended Personnel Policy and Finance Policy.</p> <p>M. Pfisterer and R. Smith Aldrich reported on Advocacy Day activity in Albany and encouraged continued contact with legislators to restore/increase funding for NYS libraries.</p>	<p><b>Motion to approve amended Personnel Policy.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by Z. Snow. Approved unanimously.</p> <p><b>Motion to approve amended Finance Policy.</b> Motion by M. Pfisterer; 2<sup>nd</sup> by J. Whitton. Approved unanimously.</p>
<p><b>7) Facilities Committee</b></p>	<p>B. Relyea, T. McGuirk, E. Werner and B. Burns participated in a Fire Safety Inspection with the Town Engineer on 2/14/17. The Town Engineer said that the library is largely within code but his report has not yet been received. B. Relyea said that six wireless smoke detectors will be installed.</p>	
<p><b>8) Director Report</b> (attached)</p>	<p>LD prepared and submitted the Annual Report to NYS.</p> <p>Useful upcoming MHLS webinars: March 15 (10-11) "Drafting a Facility Plan;" April 4 (10 am) "Introduction to the State Aid for Public Library Construction Grant Program"</p>	<p>Motion to Approve 2017 Report to NYS was deferred to the April BOT meeting. The report is in the Board mailbox.</p>
<p><b>9) Community Speak</b></p>	<p>No Community members were present.</p>	
<p><b>10) Adjournment</b></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><b>Motion to Adjourn.</b> Motion by B. Burns; 2<sup>nd</sup> by B. Relyea. Approved unanimously. Meeting adjourned at 7:15.</p>

All attachments are available on line and in the Library. Minutes from previous meetings are also available on line and in the Library. The next meeting of the Board of Trustees is Monday, April 3, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.