

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

TOPIC	DISCUSSION	ACTION
<p>1) Welcome Approval of Agenda Approval of Minutes</p> <p>Committee Meetings</p> <p>Board Calendar</p>	<p>Agenda 5/8/17: Remove review of policies. Minutes 4/3/17: #2 Action: add sentence. #4 Discussion: reword second sentence.</p> <p>Committee Chairs were encouraged to add their meetings to the Board Google calendar. J. Whitton attended MHLS Trustee Training workshop. Library Director and BOT President attended Dutchess Trustee Dinner.</p>	<p>Motion to accept Agenda as amended. Motion by B. Burns; 2nd by J. Whitton. Approved unanimously. Motion to accept 4/3/17 Minutes as corrected. Motion by B. Burns; 2nd by Z. Snow. Approved unanimously.</p> <p>BOT Self Review is moved to August agenda.</p>
<p>2) Community Speak</p>	<p>There were no members of the community present.</p>	
<p>3) Library Director Report (Attached)</p>	<p>Board reviewed comparative data on <i>Overdrive</i> circulation. Director anticipates changes to <i>Overdrive</i> driven by customer satisfaction.</p> <p>Grants: Berkshire Taconic Community Foundation application was submitted. Stewarts Matching Grant was received for furniture and a security camera in the downstairs children’s area.</p> <p>New library card design is being worked up.</p> <p>Director attended leadership workshop on “Change.”</p>	<p>Director plans to survey <i>Overdrive</i> users about their needs.</p> <p>Library will apply for MHLS Outreach Mini Grant.</p> <p>Director will disseminate workshop materials relevant to: What is the role of trustees in change?</p>
<p>3) Financial Report (Attached)</p> <p><u>Audit</u> <u>2016 Tax Filing</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 5/1/17 and recommends acceptance of: Transaction Lists – March 2017 and April 2017 P&L YTD Statements- March 2017 and April 2017 P&L Budget vs. Actual Statements – March 2017 and April 2017 Balance Sheets – March 2017 and April 2017</p> <p>Budget vs. Actual Statement and Balance Sheet for December 2017 were revised to reflect the inclusion of FICA taxes in the personnel expenses and year end adjustments. The Library achieved basically a break-even outcome, demonstrating that we are managing our expenses in tandem with our income.</p> <p>Requested documents are being forwarded by D. Biery.</p> <p>The 990 Tax document has been filed.</p>	<p>Motion to approve the March 2017 and April 2017 Transaction Lists, P&L YTD, P&L Budget vs. Actual, Balance Sheet statements. Motion by Z. Snow; 2nd by J. Whitton. Approved unanimously.</p> <p>Motion to approve the revised Budget vs. Actual Statement and Balance Sheet for December 2016. Motion by Z. Snow; 2nd by M.P. Sternberg. Approved unanimously. Both statements will be archived in the Library. The Balance Sheet for December 2016 will be posted on the website.</p>

<p>4) Sustainability Action Plan 2017 <u>Visibility/ Transparency</u></p>	<p>Team met 4/11 and 4/27. Director received positive feedback on the 2016 <i>Annual Report to Community</i>. Z. Snow was Trustee in Library in April.</p>	<p>Town Board members have been invited to meet informally with us to update them and answer questions.</p>
<p>5) Fund Raising Report <u>Build A Better World</u></p>	<p>Committee met 4/10/17. The April 22 community event was attended by 74 guests. J. Whitton submitted a Preliminary Postmortem Report. We are attempting to document actual and in-kind expenses.</p>	<p>Thank you notes will be sent to donors.</p>
<p>6) Operations Report</p>	<p>The plan for Policy Review will be postponed indefinitely in order to allow the Board to focus on the Sustainability Action Plan 2017. The Director Evaluation is on the August agenda and will follow the format used last year.</p>	<p>M. Pfisterer will prepare the evaluation questionnaire and submit it to the Library Director.</p>
<p>7) Facilities Committee</p>	<p>The February 2017 Building Inspection Report (attached) was received from L. Fiorese, Building Inspector, Town of Clinton. The Library is in compliance with fire safety codes allowed prior to 1984.</p>	<p>B. Relyea will request recommendations (if any) from the Building Inspector and will continue to follow up with the Town Supervisor on the installation of smoke alarms.</p>
<p>10) Community Speak</p>	<p>There were no members of the Community present.</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. Motion by B. Burns; 2nd by Z. Snow. Approved unanimously. Meeting adjourned at 7:33 pm.</p>

Minutes and attachments from this and previous meetings are available on line and in the Library.
 The next meeting of the Board of Trustees is Monday, June 12, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.