

Clinton Community Library Board of Trustees Meeting, 8/14/17 (6:30 – 7:53 pm)

Present: Barbara Burns, Sue Ellen Fairbanks, Matthew Pfisterer, Bill Relyea, Zachary Snow, Mary Pat Stenberg, Johanna Whitton, Teresa McGuirk
Rebekkah Smith Aldrich (MHLS)

Absent: Eliot Werner (Town Board)

TOPIC	DISCUSSION	ACTION
<p>1) Welcome Approval of Agenda Approval of Minutes Board Calendar Quarterly Report</p>	<p>Agenda 8/14/17: no discussion. Minutes 6/12/17: no discussion.</p> <p>June Quarterly Report to Town of Clinton was submitted.</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by J. Whitton. Approved unanimously. Motion to accept 6/12/17 Minutes. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously.</p>
<p>2) Community Speak</p>	<p>There were no members of the community present.</p>	
<p>3) 414 Campaign</p> <p>Visibility/Transparency</p>	<p>Committee met 6/29, 7/11, 7/20, 8/8. Director, two trustees and RSA/MHLS met informally with D. Michael (Town Board) on 8/2/17. 315 Petition signatures are secured. Letter to Town Clerk and Resolution are prepared.</p> <p>Trustee in Library: June, B. Burns; Jul, J. Whitton; Aug, M. Pfisterer. Trustees attended the TB meeting in June, July, August. September newsletter will carry educational information about the Ballot Resolution.</p>	<p>Motion to approve Resolution as attached. Motion by J. Whitton; 2nd by Z. Snow. Approved unanimously. Petition package will be finalized 8/15 and submitted to Town Clerk 8/21. It is anticipated that the Town Board at its September 2017 meeting will instruct that the Petition be submitted.</p>
<p>4) Library Director Report (Attached)</p>	<p>Director discussed programs, circulation and personnel. We continue to have a Camp Ramapo staff assistant and we have successfully sought partnerships with several community organizations, including the Pleasant Plains Presbyterian Church’s “Back to School Drive.” A new focus on making libraries accessible to special needs children and adults is being developed.</p>	
<p>5) Financial Report (Attached)</p> <p>Finance Statements (Attached or In Library)</p> <p>2017 Full Year Projection</p>	<p>One copy of Financial Statements will be available at each BOT meeting. Additional packets will be made available upon request. Committee met 7/11/17 and 8/10/17 and recommends acceptance of: Transaction List – June 2017, July 2017 P&L YTD Statement- June 2017, July 2017 P&L Budget vs. Actual Statement – June 2017, July 2017</p> <p>Approximate projection of the likely results for the full year 2017 predict income and expenses will follow the Budget figures closely. The net shortfall, which will include a newly promised grant, will be somewhat smaller than projected.</p>	<p>Motion to approve the June and July 2017 Transaction List, P&L YTD, and P&L Budget vs. Actual Statements. Motion by Z. Snow; 2nd by M. Pfisterer. Approved unanimously. Balance Sheets for June 2017 and July 2017 need adjustment. Z. Snow will request that \$10,000 reserved from last year’s grant income be included in 2017 statements. The committee is now receiving a Deposit Detail Report, as requested by Z. Snow.</p>

<p>Audit (Filed in Library and on Website)</p> <p>Finance Policy</p> <p>Grants</p>	<p>Committee reviewed and finalized the Report to the Board of Trustees and the Financial Report submitted by RBT CPAs, LL.P. Their recommendations for management of capital assets and tighter controls in two areas have been followed.</p> <p>Policy was amended to include the change in how the Library will capitalize its fixed assets and the requirement that the Board Treasurer review the monthly bank statements.</p> <p>As noted in the Director's report, several grants have been received or are anticipated. Newly arrived is a grant from the Community Foundations of HV, earmarked for acquisitions and programs.</p>	<p>Motion to approve the Finance Policy as Amended. Motion by Z. Snow; 2nd by J. Whitton. Approved unanimously.</p>
<p>6) Fund Raising Reports (Attached)</p>	<p>Committee met 6/20, 6/29, 7/6, 7/25. The sailing fundraiser is cancelled due to insurance. The Golf Tournament, Tag Sale and Wine Tasting are scheduled. A donation of books has been received, raising the question of another Book Sale fundraiser. A bicycle and large TV have been donated.</p>	<p>Two Board members plan to attend an MHLS Fund Raising workshop.</p>
<p>7) Governance Committee Report (Attached)</p>	<p>Committee met 8/8/17. The Board Survey showed very positive feelings about the overall performance and effectiveness of the Board, especially in comparison to last year's survey. Themes expressed in the survey were discussed: finance education, long range planning and policy review, rapport with community groups, recruitment of new trustees, organization of a Friends group.</p>	<p>Information on a Finance Education workshop and the MHLS Newsletter list serve was distributed.</p>
<p>8) Facilities Committee</p>	<p>Smoke detectors have been installed in the library. A handyman has been hired by the Town.</p>	
<p>10) Town Board Liaison</p>	<p>No discussion.</p>	
<p>9) Operations Committee</p>	<p>Motion to go into Executive Session to discuss the employment history of a staff member. RSA was invited to participate. Motion by M. Pfisterer; 2nd by Z. Snow. Approved unanimously.</p>	<p>Executive session started 7:25 pm; ended 7:50 pm. M. Pfisterer will arrange a meeting with the Library Director.</p>
<p>11) Community Speak</p>	<p>There were no members of the Community present.</p>	
<p>12) Adjournment</p>	<p>The President reminded trustees to send their reports for the next BOT meeting, September 11, to the Board box prior to the meeting.</p>	<p>Motion to Adjourn. Motion by B. Burns; 2nd by M. Pfisterer. Approved unanimously. Meeting adjourned at 7:53 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, September 11, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.