

Present: Marion Auspitz, Barbara Burns, Sue Ellen Fairbanks, Matt Pfisterer, Bill Relyea, Zachary Snow, Mary Pat Sternberg, Johanna Whitton, Rebekkah Smith Aldrich (MHLS), Eliot Werner (Town Board)

Absent: Teresa McGuirk

TOPIC	DISCUSSION	ACTION
<p>1) Welcome Approval of Agenda Approval of Minutes Board Calendar</p>	<p>Agenda 11/13/17: No discussion. Minutes 10/9/17: No discussion. Distributed.</p>	<p>Motion to accept Agenda. Motion by B. Burns; 2nd by B. Relyea. Approved unanimously. Motion to accept 10/9/17 Minutes. Motion by B. Burns; 2nd by M. Pfisterer. Approved unanimously.</p>
<p>2) Community Speak</p>	<p>There were no members of the community present.</p>	
<p>3) Governance Report</p>	<p>Motion to open Executive Session to discuss a trustee application and invite R. Smith Aldrich and E. Werner to attend. Motion by M. Pfisterer; 2nd by B. Relyea. Executive Session 6:38-6:40. Chair highlighted the application and the Committee’s meeting with the applicant on October 31. Motion to Return to Regular Order of Business. Motion by M. Pfisterer; 2nd by B. Relyea. Approved unanimously.</p> <p>Chair anticipates he will suggest changes in the functioning of Board committees.</p> <p>Chair presented information from the 2017 MHLS Annual Membership Meeting, also attended by T. McGuirk and M. Pfisterer, on October 25.</p> <p>President offered that the Board can now return its attention to items it had decided to defer in order to focus on the 414, e.g., policy review, ongoing legislative watch, physical plant, collaboration with CHS. President pointed to the addition of money in the 2018 Budget to hire consultants.</p>	<p>Motion to appoint Marion Auspitz as a trustee of Clinton Community Library. Motion by Z. Snow; 2nd by J. Whitton. Approved unanimously. Board welcomed M. Auspitz as Trustee. President will introduce M. Auspitz to the Clinton Town Board at their meeting on November 14.</p> <p>Chair will present a 2018 slate of officers and other information (per Board calendar) at the December Board meeting.</p> <p>President urged the Board to take six months to develop a new Long Term Plan and use a consultant to help package the Plan and the Annual Report to the Community so that both can also serve as our business card to foundations and big donors.</p>
<p>4) 414 Campaign</p>	<p>The 414 ballot proposal was approved by the Community: 805-471. The 63% approval rate shows strong support for the Library by residents of Clinton.</p> <p>The campaign came in under budget. The lawn signs and postcard were financed by Friends of the Library.</p>	<p>Remaining Tasks: Letter to the Editor (President), thank you letters to supporters (S.E. Fairbanks, J. Whitton); thank you letter to RSA (M. Pfisterer and President), TV thank you to community and Town Board, November 14 (B. Relyea, B. Burns).</p>
<p>5) Library Director Report (Attached)</p>	<p>2017 circulation-to-date is up! Attendance at programs continues to be strong and a new book club has been added.</p>	

<p>6) Financial Report (Attached)</p> <p>Finance Statements (Attached or In Library)</p> <p>2018 Budget</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 11/10/17 and recommends acceptance of: P&L YTD Statement- October 2017 P&L Budget vs. Actual Statement – October 2017 Balance Sheet – October2017</p> <p>A preliminary 2018 Budget was presented for review.</p> <p>Town supervisor has notified the Board that funds cannot be made available to the Library until the middle of April. This funding gap is similar to pre-414 years and the Library has sufficient reserve to manage it.</p>	<p>Motion to approve the October P&L YTD, P&L Budget vs. Actual and Balance Sheet Statements. Motion by Z. Snow; 2nd by J. Whitton. Approved unanimously.</p> <p>A vote on the 2018 Budget is scheduled for the December meeting. President will reply to Town Supervisor that the Library anticipates the funding to arrive in full in mid-April.</p>
<p>7) Fund Raising Report</p> <p><u>Election Day Raffle</u></p> <p><u>Silent Auction</u></p> <p><u>Wine Tasting Seminar</u></p> <p><u>Future Fund Raising</u></p> <p><u>Annual Meeting</u></p>	<p>Raised “over \$1,100.”</p> <p>A new event, with lessons learned, e.g., coincide next auction with event other than Election Day Raffle.</p> <p>Attended by 24 people, a comfortable number for presenter and space.</p> <p>The strong positive response to the 414 ballot proposal suggests that the community may now be responsive to forming a Friends of the Library. A Friends group could assist the Library through fund raising and volunteer hands-on support.</p> <p>The focus of the Annual Meeting will be on thanking the people (staff and community) who helped with the 414 campaign. There was discussion as to whether to move the meeting to our usual 2nd Monday of the month. Board reviewed the reasoning why the date had been changed to earlier in the month and the importance, in the interests of perceived transparency, of keeping to a meeting schedule that has been publicized.</p>	<p>The Board commended M. Molloy on the scope, appearance and fund raising outcome of the Election Day Raffle</p> <p>Committee will consider making a designated driver available in the future.</p> <p>R. Smith Aldrich advised that in small libraries the Friends group is usually organized under the umbrella of the library rather than as a separate non-profit agency. President reminded the Board that a creative tri-fold was developed for a previous attempt at Friends formation and that many copies are still available and could be adapted for use in a current effort.</p> <p>Consensus was to move the Annual Meeting to the 2nd Monday in December.</p>
<p>8) Operations Report</p> <p><u>Legislative Watch</u></p> <p><u>Policy Review</u></p>	<p>Chair discussed legislation that authorizes the maintenance and use of opioid antagonists at public libraries for treatment of opioid overdoses.</p> <p>In 2017 the Board intentionally deferred its ongoing review of policies in order to focus on the 414 Campaign.</p>	<p>Chair will keep Board informed of legislation relevant to the Library.</p> <p>Committee will reinstate its ongoing review of Library policies.</p>
<p>9) Town Board Liaison</p>	<p>E. Werner shared that CHS was investigating insurance coverage for the presence of alcohol at their events and inquired about the Library’s insurance.</p>	<p>Z. Snow will identify Library insurance relative to the use of alcohol at programs/events and determine if the Library’s current policy coverage is sufficient vs. addition of rider.</p>

10) Community Speak	There were no members of the community present.	
11) Adjournment	The President reminded trustees to send their reports for the next BOT meeting to the Board box prior to the meeting.	Motion to Adjourn. Motion by B. Burns; 2 nd by M. Pfisterer. Approved unanimously. Meeting adjourned at 7:40 pm.

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 our Annual Meeting, Monday, December 11, 2017, at 6:30 pm in the Library. All members of the community are welcome to attend.