

**MINUTES**  
**CLINTON COMMUNITY LIBRARY**  
**MONTHLY BOARD OF TRUSTEES MEETING**  
**Monday, April 9, 2018 6:30pm**

- I. **WELCOME/CALL TO ORDER** – By President Matt Pfisterer at 6:30 PM.
- II. **ROLL CALL** – Performed by Board Secretary Sue Ellen Fairbanks. Present: Matt Pfisterer, Mary Pat Sternberg, Marion Auspitz, Sue Ellen Fairbanks, Teresa McGuirk, and Mike Whitton (town board liaison). Excused absences: Zack Snow and Johanna Whitton.
- III. **MINUTES**
  - a. Approval of minutes of March 12, 2018 – Motion to approve and accept minutes by Mary Pat Sternberg, second by Marion Auspitz. Approved unanimously.
- IV. **PUBLIC COMMENTS** - None
- V. **CORRESPONDENCE** – Teresa received a letter from Mid-Hudson with an open invitation from the MHLS Board to attend one of our meetings. Per Matt, they are in transition now, therefore we will reconsider this at a later date.
- VI. **TOWN BOARD LIAISON REPORT** – Michael Whitton – Per Mike he would like to investigate the downstairs mold remediation that was completed several years ago. Teresa will check with MHLS on any guidance. Mary Pat will look into getting indicators to measure current conditions.
- VII. **COMMITTEE REPORTS:**
  - a. *Finance Committee* – due to excused absences of Zack and Johanna, Matt suggested that we defer the report and vote to our next meeting. All agreed. Most recent minutes and reports are in board box.
  - b. *Governance* – No updates.
  - c. *Fundraising* – Mary Pat stated that the HPTA Golf Tournament is set for Sept. 15 at Dinsmore. Proceeds are given to the 3 local libraries. More updates to follow on how they want to handle gift baskets and donations. Most recent minutes are in board box.
  - d. *Operations* – Per Matt, no updates for this month.
  - e. *Long Term Planning* – Chair Sue Fairbanks reporting: Committee meeting held on March 12 to update plan. Sub-committee meeting held on April 5 to work on pages 1 and 2. Sue will send out updated document and call a committee meeting in April. Most recent minutes and document updates in board box.
  - f. *Facilities* – Chair Mary Pat Sternberg reporting: new computer desks, staff desks, and work areas established. Committee will go on a field trip this month to review layouts of other small / local libraries, to get ideas on improvement to our circulation desk, entry, and layout. Most recent minutes are in board box.
  - g. *Development* – Chair Marion Auspitz. Discussed if this committee should be removed from list, and need clarity on mission and reporting.

VIII. **DIRECTOR'S REPORT** – from Teresa McGuirk, attached and in board box. Circulation is up year to year, March 2017 to March 2018. Program attendance is high and continues to grow. Monthly Lunch and Learns are very popular and successful. First contra dance is this Saturday, and outlook is that it will be very well attended.

IX. **OLD BUSINESS**

- a. Amended Lease Agreement – Matt to get second copy notarized.
- b. Permanent Charter Application – Teresa is making progress and will continue to work on this.
- c. Trustee Emeritus Status Guidelines – Matt presented draft policy. Will send out for review, and we can vote on this at our next meeting.

X. **NEW BUSINESS** - None

XI. **ADJOURNMENT** – Motion to adjourn at 7:40 PM by Mary Pat, second by Sue Ellen, approved unanimously.

**DATE OF NEXT MEETING: Monday, May 14, 2018 6:30pm**

**DRAFT**