

**MINUTES**  
**CLINTON COMMUNITY LIBRARY**  
**MONTHLY BOARD OF TRUSTEES MEETING**  
**Monday, May 14, 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, Zack Snow, Johanna Whitton, Mary Pat Sternberg, Marion Auspitz, Sue Ellen Fairbanks, Teresa McGuirk, and Mike Whitton (town board liaison).
- III. **MINUTES**
  - a. Approval of minutes of April 9, 2018 – Motion to approve and accept minutes by Mary Pat Sternberg, second by Marion Auspitz. Approved unanimously (Zack and Johanna abstained due to absence).
- IV. **PUBLIC COMMENTS** – None.
- V. **CORRESPONDENCE** – None.
- VI. **TOWN BOARD LIAISON REPORT** – Michael Whitton – Per Mike he investigated and there is no mold downstairs. He will continue to work with facilities committee. There will be a meeting with Didi Barrett to review needs and discuss funding available from her budgets, for items such as handicap access and energy conservation/efficiency.
- VII. **COMMITTEE REPORTS:**
  - a. *Finance Committee* – Zack Snow reporting. Motion by Zack to approve the Feb, March, and April financial statements, second by Mary Pat. Approved unanimously. Motion to approve the updated Finance Policy, second by Johanna Whitton, approved unanimously. Policy in board box.
  - b. *Governance* – Zack Snow reporting. Zack discussed interview of trustee candidate Tim Sullivan. Tim observing meeting. Governance meeting will meet to discuss.
  - c. *Fundraising* – Johanna Whitton reporting. Next event is shredder event on June 2<sup>nd</sup>. Mary Pat discussed the HPTA Golf Tournament 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. Report is in board box.
  - d. *Operations* – Per Matt, no updates for this month.
  - e. *Long Term Planning* – Chair Sue Fairbanks reporting. Motion to approve the Second Annual Review of the LR Plan, second by Johanna, approved unanimously. Document available in board box. Next step is to discuss where we are at with Rebeccah Smith from MHLS, and start working on a 5 Year Plan.
  - f. *Facilities* – Chair Mary Pat Sternberg reporting. Committee went 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. Mary Pat presented a matrix of top projects. Will participate in meeting with Mike Whitton, Ray O, and Didi Barrett to see what funding and grants are available. Most recent minutes are in board box.

- g. Development* – Chair Marion Auspitz. Closely tied to looking at grants and funding to improve facilities.

VIII. **DIRECTOR'S REPORT** – from Teresa McGuirk, attached and in board box. Motion by Zack Snow to ratify purchase of sound equipment, second by Mary Pat. Approved unanimously.

IX. **OLD BUSINESS**

- a. Trustee Emeritus Status Guidelines – Matt provided an update. Agreed to discuss with Zack at next Governance Comm. meeting.
- b. Board Calendar – Sue Ellen is working on updates and requested ideas from group. Will be completed before next meeting.

X. **NEW BUSINESS –**

- a. Solar projects in Clinton. Will continue as part of Facilities Committee.
- b. Trustee applicant. Introduced Tim Sullivan, and Zack will schedule a meeting of Governance Committee.

XI. **ADJOURNMENT** – Motion to adjourn at 7:53 PM by Mary Pat, second by Sue Ellen, approved unanimously.

**DATE OF NEXT MEETING: Monday, June 11, 2018 6:30pm**

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