

**MINUTES**  
**CLINTON COMMUNITY LIBRARY**  
**MONTHLY BOARD OF TRUSTEES MEETING**  
**Monday, June 11, 2018 6:30pm**

- I. **WELCOME/CALL TO ORDER** – By President Matt Pfisterer at 6:31 PM.
- II. **ROLL CALL** – Performed by Board Secretary Sue Ellen Fairbanks. Present: Matt Pfisterer, Zack Snow, Johanna Whitton, Mary Pat Sternberg, Sue Ellen Fairbanks, Teresa McGuirk, Tim Sullivan, and Mike Whitton (town board liaison). Marion Auspitz excused absence due to illness.
- III. **MINUTES**
  - a. Approval of minutes of May 14, 2018 – Motion to approve and accept minutes by Zack Snow, second by Johanna Whitton. Approved unanimously.
- IV. **PUBLIC COMMENTS** – None.
- V. **CORRESPONDENCE** – None.
- VI. **TOWN BOARD LIAISON REPORT** – Michael Whitton – Per Mike meeting with Didi Barrett to review needs and discuss funding available from her budgets, for items such as handicap access and energy conservation/efficiency was held and went very well. Next step is to get an estimate from town engineer, and move forward with Didi, Town Supervisor and Board. They are also looking at work to update downstairs kitchen so that building can be used as a cooling center and emergency location during power outages. Mike is also working to get CCL approved and trained on microphone system.
- VII. **COMMITTEE REPORTS:**
  - a. *Finance Committee* – Zack Snow reporting. Motion by Zack to approve the May financial statements, second by Mary Pat. Approved unanimously.
  - b. *Governance* – Zack Snow reporting. Zack reported results of May 21 meeting and made a motion to approve Timothy Sullivan as a member of the Board of Trustees, Johanna Whitton second. Approved unanimously. Zack also reported that the Governance Comm. has updated the Board Calendar and BOT reviewed and made a few additional minor updates. Zack also reported that the annual review of the by-laws is complete as of May 21, 2018.
  - c. *Fundraising* – Johanna Whitton reporting. Shredder event held on June 2 was a success. Contra Dances going well and two more are scheduled for July 14 and August 11. The Summer Concert series is being planned and the first concert will be held Friday night June 29. Golf outing plan in place for Sept. 15. Schools are working to raise funds too. The September Book Sale and Tag Sale will be held on Sept. 22 from 9-3. Planning is now in process.
  - d. *Operations* – Matt made a motion to hire the bookkeeper as a permanent position, second by Sue Ellen, approved unanimously. The annual performance evaluation of director will begin in August.
  - e. *Long Term Planning* – Chair Sue Fairbanks reporting. At our June 5 meeting, team began working on a 5 Year Plan document. Agreed to keep current

Mission Statement. Worked on a Vision Statement. Also started work on Goals and Objectives for Facilities. Sue Ellen will create a new document with above progress and work will continue this summer in committee.

- f. *Facilities* – Chair Mary Pat Sternberg reporting. Team is working on a Facility Plan, and will continue to work with Didi Barrett and town on accessibility. Also trying to get a changing table installed in restroom. Began discussion on how to fund facility improvements. This will continue in committee.

VIII. **DIRECTOR'S REPORT** – from Teresa McGuirk, attached and in board box. Circulation remains high. Programming is very active and new exercise programs and Lunch and Learn continue to be popular. Summer concerts will start soon and grant money will be used as more grants are also being applied for.

IX. **OLD BUSINESS**

- a. Meeting with NYS Assembly Member Didi Barrett went well and work with her team will continue.

X. **NEW BUSINESS –**

- a. Kim from town clerk office came to meeting and notarized signatures on Permanent Charter Application. Motion by Matt to notarize and approve charter application and send to Board of Regents, second by Johanna Whitton, approved unanimously.

XI. **ADJOURNMENT** – Motion to adjourn at 8:13 PM by Johanna Whitton, second by Mary Pat. Approved unanimously.

**DATE OF NEXT MEETING: Monday, August 13, 2018 6:30pm**

**DRAFT**