

MINUTES
CLINTON COMMUNITY LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, September 17, 2018 6:30pm

- I. **WELCOME/CALL TO ORDER** – By President Matt Pfisterer at 6:33 PM.
- II. **ROLL CALL** – Performed by Board Secretary Sue Ellen Fairbanks. Present: Marion Auspitz, Matt Pfisterer, Johanna Whitton, Mary Pat Sternberg, Sue Ellen Fairbanks, Teresa McGuirk, and Mike Whitton (town board liaison). Zack Snow and Tim Sullivan excused absence.
- III. **MINUTES**
 - a. Approval of minutes of August 13, 2018 – Motion to approve and accept minutes by Mary Pat, second by Marion. Approved unanimously, with one update to date on bottom for next meeting.
- IV. **PUBLIC COMMENTS** – None.
- V. **CORRESPONDENCE** – Letter in the September 5th Poughkeepsie Journal from Susan Rohrmeier, thanking Nine Partners Lions for funding of CCL concert on Friday August 3. Mary Pat shared our thanks with Lions club at their most recent meeting.
- VI. **TOWN BOARD LIAISON REPORT** – Michael Whitton reporting – Didi Barrett responded with update on Assembly Grants Request funding. Library ramp and front door included as well as roof for town garage. Also, the town is looking at a future project for the overhead lighting in the town hall campus buildings, including the library. The work that started on the soffits and fascia has been discontinued.
- VII. **COMMITTEE REPORTS:**
 - a. *Finance Committee* – Zack Snow absent due to illness. Johanna reporting. Motion by Johanna to approve the August financial statements, second by Mary Pat. Approved unanimously. We also discussed and accepted the preliminary 2019 budget. Due to Zack's illness/absence, any other updates will be deferred to October.
 - b. *Governance* – Matt Pfisterer reporting, due to Zack's absence. Reminder that we need to keep a focus on recruiting new trustees.
 - c. *Fundraising* – Johanna Whitton reporting. Golf outing on Sept. 15 a success. Received a check from HPTA for \$1800. Final prep and signs for September 22 Book and Tag Sale. Planning and advertising in full swing. Reaching out for vendors to participate, and volunteers to help with setting up the book sale. Final edits on card for annual appeal in process.
 - d. *Operations* – Matt reporting. Evaluation complete and shared with trustees. No need for executive session. Also, all libraries must have sexual harassment policy in place by Oct. 9. Checked during meeting and our Personnel Policy includes this.
 - e. *Long Term Planning* – Chair Sue Ellen Fairbanks reporting. Presented August 16 version of 5 Year Plan document. Motion by Sue Ellen to approve document. Second by Mary Pat. Approved unanimously. Will ask MHLS for input also.

- f. *Facilities* – Chair Mary Pat Sternberg reporting. Team has tabled idea of a small refrigerator for staff. Also investigating the changing table for restroom. Also looking into a fresh water cooler due to the sulfur smell in building water. Contacted Town Clerk for info on vendor that is used, so we can contact same and save money. Team will also provide requested input to town budget for kitchen appliances, bathroom needs, etc.
- g. *Development* – Chair Marion Auspitz reporting. Team reviewed new and old grants and discussed how to move forward.

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 Learns continue to be popular. Summer concerts have been very well attended, and bands have been excellent. Permanent charter application is on agenda for Sept. 18 Board of Regents meeting. On Nov. 2 MHLS has a meeting at Locust Grove to vote on trustees. We are all invited to attend.

IX. **OLD BUSINESS**

- a. None.

X. **NEW BUSINESS –**

- a. Authorize Director to delete fines and billed items records in Automated Library System. Motion by Mary Pat. Second by Marion. Approved unanimously.
- b. Paving project at town complex. Mike to investigate communications and partnership with library.
- c. Director evaluation. In process with Operations committee. No need for executive session.

XI. **ADJOURNMENT** – Motion by Johanna to adjourn at 7:46 PM, second by Sue Ellen. Approved unanimously.

DATE OF NEXT MEETING: Monday, October 15, 2018 6:30pm. Marion and Tim excused.

Approved