

MINUTES
CLINTON COMMUNITY LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, October 15, 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: Zack Snow, Matt Pfisterer, Johanna Whitton, Mary Pat Sternberg, Sue Ellen Fairbanks, Teresa McGuirk, and Mike Whitton (town board liaison). Marion Auspitz and Tim Sullivan excused absence. Public: Kim Lewis.
- III. **MINUTES**
 - a. Approval of minutes of Sept 17, 2018 – Motion to approve and accept minutes by Matt, second by Johanna. Approved unanimously.
- IV. **PUBLIC COMMENTS** – None.
- V. **CORRESPONDENCE** – None.
- VI. **TOWN BOARD LIAISON REPORT** – Michael Whitton reporting – Mike sent an email to Ray Oberly for update on soffits and fascia work. We have been told that this work will continue. Final update on the paving project was that it cost \$150K and \$50K was covered via a grant
- VII. **COMMITTEE REPORTS:**
 - a. *Finance Committee* – Zack Snow reporting. Motion by Zack to approve the Sept. financial statements, second by Johanna. Approved unanimously. Reported that Sept financials are on track for year end. The preliminary 2019 budget shows a small deficit of \$5,500. After discussion, motion by Mary Pat to start using Pay Pal to collect funds, second by Zack. Approved unanimously.
 - b. *Governance* – Zack reporting. Discussed Kim Lewis interview. Will vote at November meeting for election to board. Discussed use of Board Gmail account and better methods to communicate. Discussed investigating a tool called Drop Box. Also reported that committee and review of policies will continue. Zack has also been working on the slate of officers and committees for 2019.
 - c. *Fundraising* – Johanna Whitton reporting. September 22 Book and Tag Sale was a success and went very well. Thank you cards are in process. Card for annual appeal in process and ready to go to printer. Major effort now is Teresa and Johanna working on updated mailing list.
 - d. *Operations* – Matt reporting. Completed director annual review. Next step is to discuss with finance committee chair.
 - e. *Long Term Planning* – Chair Sue Ellen Fairbanks reporting. 5 Year Plan document was approved at our 9/17 meeting. Sue Ellen sent to Rebekkah at MHLS for review and comment. Rebekkah gave her stamp of approval, so agreed we would move forward with this plan as is. Teresa and Tim are working on two questions to present to patrons on library hours, so we can gather public input.

- f. Facilities* – Chair Mary Pat Sternberg reporting. Committee is working on a draft Facilities Plan, to dovetail with Long Range Plan.
 - g. Development* – Chair Marion Auspitz. No update.

- VIII. **DIRECTOR’S REPORT** – from Teresa McGuirk, attached and in board box. **Absolute Charter has been Granted to CCL.** This is a huge step and success. Motion by Sue Ellen to approve a travel stipend for Teresa to attend the NYLA Shubert Award dinner on Nov 9, second by Johanna. Approved unanimously. Per Teresa, she received a bill from Dutchess County. She will consult with Rebekkah on library law to reference in response.

- IX. **OLD BUSINESS**
 - a. Review of Board Calendar. Updates made and attached.
 - b. Didi Barrett – T.O.C. Grant. This goes to full Assembly next for approval.
 - c. Permanent Charter Application. Celebrate! This has been Approved.

- X. **NEW BUSINESS –**
 - a. Trustee application from Kim Lewis. Will be voted on at Nov. 19 meeting.
 - b. MHLS Strategic Planning Workshop. Johanna reported to highlights and recommended.
 - c. NYLA Shubert Award Dinner Attendance Nov. 9, 2018. Matt will be attending for his library and will also represent CCL. Teresa has been funded and approved to attend also. **This is a great accomplishment for CCL – NYLA Shubert Award.**

- XI. **ADJOURNMENT** – Motion by Johanna to adjourn at 7:48 PM, second by Mary Pat. Approved unanimously.

DATE OF NEXT MEETING: Monday, November 19, 2018 6:30pm.

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