

MINUTES
CLINTON COMMUNITY LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING
Monday, April 13, 2020 6:30pm

- Meeting conducted via teleconference due to the public health closure of the Library and the suspension of certain requirements of NYS Open Meeting Law during the "Covid 19" pandemic.

WELCOME/CALL TO ORDER – at 6:33PM by President Matt Pfisterer.

ROLL CALL – by Secretary Sue Ellen Fairbanks. In attendance: Matt Pfisterer, Mary Pat Sternberg, Carol Bancroft, Chris Johnson, Justin Carroll, Kim Lewis, Tim Sullivan, Johanna Whitton, and Sue Ellen Fairbanks. Excused absence Marion Auspitz. Also in attendance, Michael Whitton, Clinton Town Board Liaison.

MINUTES

Approval of Minutes of March 9, 2020 - Motion by Tim to approve, second by Sue Ellen. Approved unanimously, except with Johanna Whitton abstaining, since she was not in attendance at the March 9 meeting.

PUBLIC COMMENTS – Eliot Werner in attendance. No public comments.

Clinton Town Board Liaison - Councilman Michael Whitton

- *Clinton Community Library Lease Renewal* – Mike provided an update on the lease renewal. Due to the difficulty in having another face to face meeting at this time, for now, the lease will continue on a month to month basis, until it can be reviewed and approved by the town board.

COMMITTEE REPORTS:

Finance – Johanna Whitton reporting. Minutes attached for February and March finance committee. Motion by Mary Pat to approve the February and March financial reports. Second by Tim. Approved unanimously. Also had a follow-up discussion from emails among the board. Motion by Mary Pat that during the current COVID-19 state of emergency, all library staff are paid for their scheduled hours, and may be asked to work from home by Director. Second by Tim. Approved unanimously.

Governance – Kim Lewis reporting. Motion by Kim to approve the updates to the Emergency Closing Policy that she sent out via email prior to this meeting. Second by Johanna. Approved unanimously.

Fundraising – Sue Ellen Fairbanks reporting. Due to the pandemic and stay at home orders, our previously planned event dates have been put on hold, specifically the April 25 shredding and May 16 donor appreciation.

Operations – Matt Pfisterer reporting:

- *Provision of Library Service During the Public Health Closure* – Carol reported that the library has been providing electronic offerings and free services to our patrons, as available. Staff is also providing informational, exercise, and entertainment links, and getting creative on existing and new programs.

Long Term Planning - Sue Ellen Fairbanks reported that there are no updates.

Facilities – Mary Pat Sternberg reported that once the library is able to re-open the team will review plans for a thorough cleaning.

DIRECTOR’S REPORT – Carol Bancroft reporting. See attached document.

OLD BUSINESS - None

NEW BUSINESS -

- Emergency Closing Policy (**VOTE**) – Completed above during Governance report.
- Federal Government Stimulus Programs – Discussion lead by Finance Committee as to Library being eligible to apply for the Paycheck Protection Program. This would be a one time loan that is forgiven. It is a short application through a local bank. Motion by Johanna to apply for Paycheck Protection Program. Second by Sue Ellen. Approved unanimously except for one No Vote from Tim Sullivan.

ADJOURNMENT – Motion by Sue Ellen at 7:20PM to adjourn. Second by Chris. Approved unanimously.

Next Meeting – Monday, May 11, 2020 at 6:30PM - (*Format TBD in accordance with State and County public health guidelines*)

DRAFT