



CLINTON COMMUNITY LIBRARY
MONTHLY BOARD OF TRUSTEES MEETING

MINUTES

Monday, January 11, 2021 at 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 by President Johanna Whitton at 6:32pm.

Welcome to new member of the Board, Charlie Dykas.

ROLL CALL by Secretary Sue Ellen Fairbanks. Present: Director Carol Bancroft, Johanna Whitton, Kim Lewis, Charlie Dykas, Eliot Werner, Justin Carroll, Marion Auspitz, Mary Pat Sternberg, Chris Johnson, Sue Ellen Fairbanks, and our town board liaison Michael Whitton.

MINUTES

Approve minutes from December 7, 2020 meeting. Motion by Mary Pat to approve. Second by Marion. Approved unanimously.

PUBLIC COMMENTS

Clinton Town Board Liaison - Councilman Michael Whitton. Mike reported that he continues to work on the utility breakdown by square footage of the town complex for Library lease renewal. The complex has 3 electric meters, and now trying to determine what buildings are on each meter. Mike is in touch with Central Hudson, and is working with them on this. Once he gets the information, he will pass it over to the Board. Insurance costs seem to be a new item that has been mentioned for lease renewal, as well as garbage pick-up. Board will continue to work on this so that the lease renewal can be completed soon.

Carol took a follow-up to check with other libraries to see how they pay for utilities in a rented space.

Ramp: Mike also reported that he spoke to the town planner about a hand drawn sketch of the access ramp from several years ago. Once the grant is approved an architect will make new drawings for the project.

Mary Pat took a follow-up to try and find the hand drawn sketch. She has completed this and sent out an email to the Board with the sketch attached.

COMMITTEE REPORTS:

Finance – Justin Carroll. Justin reviewed and discussed with Board the 2020 budget vs. actual.

December 2020 financials – Vote. Motion by Justin to approve the financial statements. Second by Johanna. Approved unanimously.

Allocation of funds to Contingency Account – Vote. Motion by Johanna to allocate \$15,892.82 to the contingency account. Second by Justin. Approved unanimously.

Governance – Kim Lewis

Discuss Committees and Committee members, and purpose of each Committee. Kim discussed the committee recommendations for 2021. Operations and Governance would combine, and Facilities and Long-Range Planning would combine also. Kim will send out the sheet of 'committee recommendations' to each member of the board.

Ad Hoc 414 Committee – Kim also discussed the formation of the new ad hoc 414 committee which we agreed to establish in January 2021. It was suggested that we do an annual review and reorganization meeting in 1Q of each year to review and update our committee structures and members. Also, Johanna mentioned that she asked Rebecca and Casey from MHLS to help us kick off the 414 campaign.

Kim also discussed the trustee expectations and general recommendations, which have been documented on one page. She will send this out to everyone for review.

Kim worked with Carol and Chris on the diversity statement to add to the By-laws. She will send this out to everyone for review, so that we can vote on it at our February meeting.

Fundraising – Sue Ellen Fairbanks. First 2021 committee meeting is this Wed. January 13. Plan is to review 2020 and discuss/brainstorm what events we can plan for 2021. Minutes will be posted in the board box.

Operations – Elliot Werner

Update on Friends Group. Eliot reported that more residents expressed interest on the annual appeal cards. Carol and Eliot will reach out to the interested friends and will have an initial meeting in the February time frame.

Long Term Planning – Sue Ellen Fairbanks. Committee met in November. The plan has been updated and posted to the board gmail box for all to review, and send any feedback to the committee.

Facilities – Mary Pat Sternberg. Committee met today on January 11 at 5pm. Reviewed and updated the facility plan. Mary Pat will send out. They also brainstormed a list of potential future enhancements. Mary Pat will send this out, and next step will be to prioritize and estimate.

DIRECTOR'S REPORT – Carol Bancroft. Reported that the annual appeal is going well. Carol also submitted the PPP forgiveness paper work. Circulation is steady. Curbside continues. Both the adult and children's craft projects are very popular. Report attached.

OLD BUSINESS – None.

NEW BUSINESS

Annual Conflict of Interest & Ethics Certification – Reminder that all trustees should return a signed copy to Carol or fill out via the Google Form.

Vote on Bank of Record for 2021. Motion by Johanna for Citizens Bank. Second by Mary Pat. Approved unanimously.

Next Meeting – Monday, February 8, 2021 at 6:30pm (Format TBD)

ADJOURNMENT – Motion to adjourn by Eliot at 7:56pm. Second by Chris. Approved unanimously.

APPROVED