



COMMUNITY LIBRARY

MONTHLY BOARD OF TRUSTEES MEETING

MINUTES

Monday, April 12, 2021 from 6:30pm – 7:30pm

Link to join meeting:

<https://www.gotomeet.me/ClintonCommunityLibrary/april-board-of-trustees>

- 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.

ROLL CALL – by Secretary Sue Ellen Fairbanks. Board members present are Johanna Whitton, Justin Carroll, Kim Lewis, Eliot Werner, Chris Johnson, Charlie Dykas, Mary Pat Sternberg, and Sue Ellen Fairbanks. Library director Carol Bancroft present and Town Board Liaison Michael Whitton present.

MINUTES – Johanna Whitton

Approve minutes from March 8, 2021 meeting – Motion by Eliot to approve 3/8 minutes. Second by Justin. Approved unanimously.

PUBLIC COMMENTS

Clinton Town Board Liaison - Councilmember Michael Whitton – Mike has been working on a grant with the Highway Dept. and had the opportunity to ask Ray O. about the Library Ramp Grant. Per Ray, the State was not satisfied with the paperwork he submitted, so Ray is working on a Re-Do. No estimated date of completion at this time. Mike also stated that he is working with the Town Attorney on the Library lease renewal and will move forward to present it to the Town Board for approval.

COMMITTEE REPORTS

Finance – report from Treasurer Justin Carroll:

March 2021 Financials – Vote – motion by Justin to approve the March financial statements that were sent out. Second by Charlie. Approved unanimously.

Justin also reported that the finance committee is moving forward with the CPA firm John Grady of Rhinebeck to perform the financial review of our library.

Governance/Operations – Kim Lewis

Revised Policies for review and approval votes:

Lending policy – motion by Kim to approve. Second by Mary Pat. Approved unanimously.

Records Retention - motion by Kim to approve. Second by Mary Pat. Approved unanimously.

Unattended Child policy – motion by Kim to approve. Second by Sue. Approved unanimously.

Public Discussion policy – motion by Kim to approve. Second by Eliot. Approved unanimously.

Kim also reported that we still have an open position on the Board of Trustees.

Fundraising – report from committee chair/Secretary Sue Ellen Fairbanks

Our main event now is the Book / Plant Sale scheduled for June 11-13, both indoors and out.

We will need help to setup and move books and tables on Wed. June 9 and Thurs. June 10.

Thursday June 10 has a \$10 entry fee, and the plant sale will be Saturday and Sunday.

Long Term Planning – report from committee chair/Vice President Mary Pat Sternberg

Site Visit and Meeting with Karin Payson, Architect was held April 6. We did a tour of the library building with Karin and discussed our needs (restroom in library and connecting upstairs with children's room downstairs). Karin provided a rough sketch, and next step is to get As-Built drawings. We will work on getting 3 estimates for the drawings.

414 Ad-Hoc Committee - Johanna Whitton

We conducted the Asana workflow tool overview with the team. Next step is to start work on building the business case.

DIRECTOR'S REPORT from Carol Bancroft. See attached.

Carol reported that the annual appeal is up to \$21K (plus).

Congratulations to Susan Rohrmeier for 2021 NYS Outstanding Librarian Award!!

Carol is applying for bullet aid for the library.

The Friends Group Chair is Nancy Drago, Secretary Zack Snow, BOT liaison is Rise Cross.

OLD BUSINESS

Google Drive access and structure - Johanna and Carol reviewed with Board. Encouraging all to try it.

NEW BUSINESS

Turning Outward Update – Carol has started meetings. Will review with Board on June 1 at 4:30pm.

Next Meeting – Monday, May 10, 2021 at 6:30pm (Format TBD)

ADJOURNMENT - Motion by Chris to adjourn at 7:32pm. Second by Mary Pat. Approved unanimously.

DRAFT