



TY LIBRARY

## MONTHLY BOARD OF TRUSTEES MEETING

### MINUTES

Monday, May 10, 2021 from 6:30pm – 7:30pm

Link to join meeting:

<https://www.gotomeet.me/ClintonCommunityLibrary/may-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 6:31pm.

**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, Town Board Liaison Michael Whitton present, and Friends Group Liaison Rise Cross present.

#### **MINUTES – Johanna Whitton**

Approve minutes from the April 12, 2021 meeting. Motion by Johanna to approve. Second by Chris. Approved unanimously.

#### **PUBLIC COMMENT**

##### **Clinton Town Board Liaison - Councilmember Michael Whitton:**

First Mike reported on the ramp grant. There is still paperwork to complete. Board will discuss with Ray.

Second Mike reported that Shane Egan from the Town Board is working on the library lease agreement. Mike will then present the results to the Town Board, and once approved, it will come back to the Library Board of Trustees to finalize.

##### **Library Friends Group - Rise Cross:**

This was Rise's first meeting in this role. She introduced herself and stated that she has been involved with the library for many years. She is a member of the book club and also involved with cleaning up the garden in front of the library. She reported that the Friends Group will be working on the Book Sale and Plant Sale being held in June.

#### **COMMITTEE REPORTS**

##### **Finance – Justin Carroll**

April 2021 Financials – Vote:

Motion by Justin to approve the April financial statements. Second by Mary Pat. Approved unanimously.

2020 Form 990 has been filed with the IRS.

Justin reported that the CPA firm John Grady of Rhinebeck has been hired to perform the financial review, and will start in the July timeframe.

##### **Governance – Kim Lewis**

Trustee vacancy: Kim reported that she has been working with Eliot to recruit, however there is nothing concrete to report at this time. The next Governance meeting is scheduled for May 27.

##### **Fundraising – Sue Ellen Fairbanks**

Book/Plant Sale: June 10-13. Volunteer and Trustee sign-up sheets in process. We would like to have 1-2 members of the board present at all times.

**Long Range Planning – Mary Pat Sternberg**

As-Built quotes: We have received and reviewed 3 estimates for As-Built Drawings. After the committee meeting, Mary Pat sent the estimates to Karin Payson for review and input. We are also reaching out to Town Clerk Carol Mackin to see if the town has any plans or drawings in their archives.

Also reported that Johanna will reach out to Didi Barrett's office to understand why the application was returned to Ray Oberly, and see if the library board can offer help to complete.

**414 Ad-Hoc Committee - Johanna Whitton**

Project Plan Update: Per Johanna meetings have started. Committee is looking at a task plan. The top 3 priorities are 1) Building the Case, 2) Finance portion and 5 year projections, and 3) Marketing and Communication materials. All documents are in the trustee drive for everyone to review and help.

**DIRECTOR'S REPORT (attached)**

Sent card from the Board to a staff member who is out 6-8 weeks for unplanned surgery. Able to cover the hours with existing staff.

Working to change procedures and programs as NYState is opening up from COVID restrictions. Thus, the library will need a new policy for airborne and infectious disease. When we receive the template, will work with Governance to establish a library policy.

Our 2 bullet aid requests have been submitted and focused on Optimistic Aging.

Sue Serino was at the library today to give Susan her award, and took a tour of the library.

Library is starting to have more outdoor programs and Mah Jongg will be starting on Tuesday afternoons.

Reminder that there are several webinars coming up for Trustees as part of the MHLS Trustee Education Series. Everyone is encouraged to reach out to Rebecca and Casey with any questions.

**OLD BUSINESS - None**

**NEW BUSINESS**

Meeting in person? Johanna asked how everyone feels about meeting in person in near future. Please send an email to Johanna indicating if you feel comfortable with an in-person meeting in June or August.

**Next Meeting – Monday, June 14, 2021 at 6:30pm (Format TBD)**

**ADJOURNMENT - Motion by Johanna to adjourn at 7:37pm. Second by Eliot. Approved unanimously.**

**DRAFT**