



CLINTON COMMUNITY LIBRARY MONTHLY BOARD OF TRUSTEES MEETING MINUTES

Monday, June 14, 2021 from 6:30pm – 7:30pm

Link to join meeting:

<https://www.gotomeet.me/ClintonCommunityLibrary/june-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, and Sue Ellen Fairbanks. Mary Pat Sternberg excused absence. Library Director Carol Bancroft present, and Town Board Liaison Michael Whitton present.

MINUTES – Johanna Whitton

Approve minutes from May 10, 2021 meeting. Motion by Eliot to approve. Second by Justin. Approved unanimously.

PUBLIC COMMENT

Clinton Town Board Liaison - Councilmember Michael Whitton (5 minutes). Per Michael the Town Board has received a new library lease from the Town Attorney. Lease sent to Town Board for approvals, and then it will be sent to the CCL Board of Trustees. Mike will work with Town Board this week to seek approvals and closure.

DIRECTOR'S REPORT - Carol Bancroft (10 minutes). Per Carol she has been in touch with Supervisor Ray Oberly on Covid regulations. Ray said that CCL can use the Town Hall for programs up to 18 people. Carol also reported that the morning library clerk has resigned and she hired a new clerk to start on June 28. Per Carol, the Friends Group has been meeting with her monthly and they were a great help for the book/plant sale. Also, a change in Wifi companies will save CCL \$50 per month. Circulation remains strong and more patrons are using Hoopla and online services. The mushroom walk was very successful and a reminder that more trustee training sessions are available online.

COMMITTEE REPORTS

Governance – Kim Lewis

1. Discussion - Mask Policy. Kim mentioned that if there are policy updates or changes from the Town in relation to Covid over the next few weeks, how does CCL want to address, since we do not have a Board meeting in July. After discussion, motion by Justin to align our CCL mask wearing policy with the Town of Clinton. Second by Eliot. Approved unanimously.
2. Vote on updated policies:
 - Copier and Copyright Policy – motion by Kim to approve minor changes and wording adjustments. Second by Charlie. Approved unanimously.
 - Internet, Wireless Internet, and Hotspot Use Policy – motion by Kim to approve. Second by Chris. Approved unanimously.
 - Library Bill of Rights – added our CCL diversity statement and other minor updates. Motion by Kim to approve. Second by Chris. Approved unanimously.
3. NY State Safety Plan submitted – updates have been made and reviewed with Director. Per Kim there is no need to vote on this.

Fundraising – Sue Ellen Fairbanks

Update on our June 10-13 Book/Plant sale. First an enormous Thank YOU to everyone that helped setup and worked the sale, and to all of the Town Residents, friends, and families who participated. Our proceeds topped \$4,000 dollars, and it was truly the best we have ever done on a Book Sale.

Long Range Planning – Johanna Whitton covering for Mary Pat Sternberg

No meeting since last month. Mike Whitton provided the lease update. Mary Pat spoke with Ray about the paperwork for the access ramp. Ray is still working on this and we agreed to include in Old Business moving forward.

414 Ad-Hoc Committee - Johanna Whitton

No meeting since last month. Johanna will schedule next meeting.

Finance – Justin Carroll

- May 2021 Financials – Vote. Justin reviewed the spreadsheet with Board and he made a motion to approve the May financial report. Second by Johanna. Approved unanimously.
- Discussion of long-term budget (15 minutes) – Justin explained how the Finance Committee is working on a 5-10 year budget for the Library. He explained the three main revenue streams, and invited all board members to take a copy of the spreadsheet and shift around the numbers to get an idea of how changes to expenses and income affect the budget.

OLD BUSINESS - None

NEW BUSINESS - None

NEXT MEETING

Next Meeting: Monday, August 9, 2021 at 6:30pm (Format TBD). No meeting in July.

ADJOURNMENT – Motion by Chris to adjourn at 7:31pm. Second by Eliot. Approved unanimously.

DRAFT