



**CLINTON COMMUNITY LIBRARY  
MONTHLY BOARD OF TRUSTEES MEETING MINUTES**

**Monday, September 13, 2021 from 6:30pm – 7:30pm**  
*in-person meeting*

**WELCOME/CALL TO ORDER** – By Board President Johanna Whitton at 6:30pm.

**ROLL CALL** – By Board Secretary Sue Ellen Fairbanks: Board members present 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**

Vote to approve minutes from August 9, 2021 meeting. Motion by Johanna to approve.  
Second by Chris. Approved unanimously.

**PUBLIC COMMENT**

Clinton Town Board Liaison - Councilmember Michael Whitton:

First Mike reported that the grant for the ramp contains 2 parts (highway garage roof and ramp for library). The roof work should take about one week and be done by winter. Then the bid package for the ramp will go out in December/January timeframe so that work can begin in the spring of 2022. Mike stated that Pete puts together the bid package for the town, and suggested that the library board looks at the drawings before the bid package goes out. Also, the library lease is on the town board agenda for tomorrow night.

**DIRECTOR'S REPORT** - Carol Bancroft (attached).

Vote to approve 2020 Annual Report – Motion by Mary Pat. Second by Justin. Approved unanimously.

Carol also reported that our insurance company now wants all insurance documents to be received electronically in PDF format moving forward. Board agreed and determined that Director and Board President will have access.

Staff now required to complete the daily COVID questionnaire. And lastly a Big Congratulations to the CCL High School Battle of the Books Team for First Place. Great work and we are all very proud.

**COMMITTEE REPORTS**

**Governance – Kim Lewis**

Two policies to update this month. Kim will send out to committee and bring to board for approval at a future meeting.

New Trustee recruitment – Kim, Johanna, Charlie and Eliot have been talking to several folks that may be interested. Kim and Carol working on updates for recruitment literature and email.

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

Car Show is planned for Saturday October 2. Planning complete and ready to go.

Annual appeal card is being worked on and reviewed. Will go to printer in October.

Election Day Raffle: Our Friends Group is leading the way for gift cards and raffle basket donations. Good progress.

### **Long Range Planning – Mary Pat Sternberg**

Ramp update – See above from Michael Whitton.

Update regarding connection project – Will hold off on as-builts for other renovations until after we have the drawings for ramp and entryway. Sequence of events will first be a signed lease, second the ramp designed and in process, and third to ensure that the ramp design takes into account the connection/bathroom project.

Discussion regarding the revised lease – Committee discussed language updates that may be needed. In some areas we do not want too many specifics. Agreed to look at other leases for sample language. Library Board is reviewing lease, and will come back to our liaison Michael Whitton with any updates required.

Per Mary Pat, the committee also discussed continued use of outside space and possible purchase of outdoor furniture to be used by both children and adults.

### **Finance – Justin Carroll**

August 2021 Financials – Vote. Motion by Justin to approve the August financial statements. Second by Charlie. Approved unanimously.

Long term budgets – Committee continues to work on a 5 to 6 year long-term budget, and will review with entire board at October meeting. Will also provide a budget proposal for 2022. Reminder that Agnes Varis trust funding ends in 2026.

### **OLD BUSINESS - None**

### **NEW BUSINESS**

Planned Giving: Agreed to ask Serena Marrero from the Community Foundations of the Hudson Valley to speak to us virtually about planned giving. Setup for Oct. 21 at 5:30pm.

### **NEXT MEETING**

Next Meeting: Monday, October 11, 2021 at 6:30pm (online via GoToMeeting).

### **ADJOURNMENT**

Motion by Sue Ellen to adjourn at 7:39pm. Second by Chris. Approved unanimously.

**APPROVED**