



## CLINTON COMMUNITY LIBRARY BOARD OF TRUSTEES MONTHLY MEETING MINUTES

Monday, October 11, 2021 from 6:30pm – 7:30pm  
*Online meeting*

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

**WELCOME/CALL TO ORDER** – By Board President Johanna Whitton at 6:31pm.

**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 September 13, 2021 meeting. Motion by Justin to approve. Second by Eliot. Approved unanimously.

### **PUBLIC COMMENT**

Clinton Town Board Liaison - Councilmember Michael Whitton. Mike reported that there are no major items to report this month. Added that the Library Lease is on the Town Board agenda for tomorrow night.

### **DIRECTOR'S REPORT - Carol Bancroft (see attached report)**

Friends Group update – Carol reported that the Friends Group is doing very well with organizing the Election Day raffle.

2022 Holiday Schedule – Carol presented a draft schedule and suggested that the library add President's Day in February as a closed holiday for the library. Schedule will be voted on in November or December.

Carol also added that library programming is going well and there are more offerings for teens and middle school students. For the annual appeal, Carol has given all the trustees access to review and update the mailing list, and cards will go to the printer next week.

### **COMMITTEE REPORTS**

#### **Finance – Justin Carroll :**

Vote - September 2021 Financials – Motion by Justin to approve. Second by Kim. Approved unanimously.

Vote - Signatories on new bank account for Learn, Play, Create restricted grant – Motion by Johanna to create a separate account with Mary Pat and Eliot as signatories. Second by Charlie. Approved unanimously.

First Draft of FY 2022 Budget – presented and discussed. Will be voted on in November or December.

5 year budget projections – presented by Justin and discussed by full board of trustees.

#### **Governance – Kim Lewis :**

Discussion and Vote on policies. The committee reviewed 6 policies and the following 3 were revised:

Confidentiality of Patron Records Policy. Motion by Kim to approve. Second by Justin. Approved unanimously.

Key Policy. Motion by Kim to approve. Second by Eliot. Approved unanimously.

Freedom to View Policy. Motion by Kim to approve. Second by Eliot. Approved unanimously.

Also the committee continues to follow-up on leads for new trustee recruitment.

**Fundraising – Sue Ellen Fairbanks:**

Car Show Update: Event was a success. Raised \$1295. Thank you cards are complete.  
Election day raffle and annual appeal cards are in process and on track.

**Long Range Planning – Mary Pat Sternberg/Kim Lewis:**

Committee updated the long-range plan. Mary Pat will post for all to review.  
Continue to track lease renewal, ramp grant, and As-Builts for future project.

**414 Ad-Hoc Committee – Mary Pat Sternberg:**

Plan to meet again next Monday at 5:30pm virtually.

**OLD BUSINESS**

Library Lease. Johanna has drafted a letter to submit to the Town Board, requesting to keep our lease at the current \$1 per year rent charge. She will send on behalf of the Library Board of Trustees. All agreed.

**NEW BUSINESS:** None

**NEXT MEETING:** Monday, November 8, 2021 at 6:30pm - meeting virtually

**ADJOURNMENT:** Motion by Johanna to adjourn at 7:40pm. Second by Justin. Approved unanimously.

**DRAFT**