



**CLINTON COMMUNITY LIBRARY BOARD OF TRUSTEES  
MONTHLY MEETING AGENDA  
Monday, December 13, 2021 from 6:30pm – 7:30pm**

*Online meeting*

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

**WELCOME/CALL TO ORDER** – By Board President Johanna Whitton at 6:33pm.

**ROLL CALL** – By Board 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 Lis Giglio present.

**MINUTES – Johanna Whitton**

Vote to approve minutes from November 8, 2021 meeting. Motion by Mary Pat to approve the minutes. Second from Eliot. Approved unanimously.

**PUBLIC COMMENT**

Clinton Town Board Liaison - Councilmember Michael Whitton – Mike reported that he had a meeting with Town Engineer Pete Setaro this week. In January he will have Pete come to the Library Board meeting for input and discussion on the access ramp. Also, Katherine Mustello will be the Town Board Liaison to the CCL Board starting in January 2022.

**DIRECTOR'S REPORT** - Carol Bancroft – see attached

Vote - Member Library Board Approval of the MHLS Direct Access Plan: Motion by Johanna to approve the Direct Access Plan for 2022 through 2026. Second by Mary Pat. Approved unanimously. Carol also reported that she just received an email to officially close out our PPP Loan. So it is closed as of today's date.

**COMMITTEE REPORTS**

**Finance – Justin Carroll**

Vote - November 2021 Financials. Motion by Justin to approve the November 2021 Financial reports as presented. Second by Johanna. Approved unanimously.

Vote - FY 2022 Budget. Justin reported that budget was posted on website last month for public review and comment. No comments were received. Full year 2022 budget is \$179K which includes \$1 per year for rent. Justin also walked through the income and expenses. Motion by Justin to approve the FY 2022 Budget. Second by Chris. Approved unanimously.

At January meeting will discuss residual cash movement and continue plan for a 5 year budget.

**Governance – Kim Lewis**

Update on Board Self-Evaluation. We are missing input from 3 board members. Please send to Kim asap and she will summarize. So far there are no major issues.

Vote - New trustee applicant- Elisabeth Giglio. Motion by Kim to appoint Lis Giglio for a 3 year term beginning in January 2022. Second by Eliot. Approved unanimously.

Vote on FY 2022 slate of Officers and Committee Chairs: Motion by Kim to approve Officers and Committee Chairs as presented below. Second by Johanna. Approved unanimously.

Board President: [Mary Pat Sternberg](#)  
Vice-President: [Kim Lewis](#)  
Treasurer: [Justin Carroll](#)  
Secretary: [Johanna Whitton](#)  
Long-Range Planning Committee Chair: [Mary Pat Sternberg](#)  
Finance Committee Chair: [Justin Carroll](#)  
Fundraising Committee Chair: [Kim Lewis](#)  
Governance Committee Chair: [Johanna Whitton](#)

Also, Kim recommended that Lis join the Fundraising and Long-Range Planning committees, and that Charlie join the LR Planning Committee, as well as remain on the Finance Committee.

Discussion and Vote on policies:

- 1- [Finance Policy](#): Motion by Kim to approve. Second by Mary Pat. Approved unanimously.
- 2- [Programming Policy](#): Motion by Kim to approve. Second by Charlie. Approved unanimously.
- 3- [Posting Policy](#): Motion by Kim to approve. Second by Eliot. Approved unanimously.
- 4- [Service to Patrons with Disabilities](#): Motion by Kim to approve. Second by MPat. Approved unanimously.
- 5- [Vulnerable Adult Policy](#): Motion by Kim to approve. Second by Mary Pat. Approved unanimously.

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

Annual Appeal – Cards are coming in steadily. Current total is just over \$11K. Carol has been sending out an updated spreadsheet of results each week.

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

We will have electronics to recycle in 2022. We may be able to drop off in Ulster County recycle area. Committee will be focused on ramp drawings and completion in 2022.

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

Update on Draft: Moving forward Johanna will publish meeting minutes. Instead of using the term 414, we will call this the Library Budget Vote.

[Draft FAQs](#): Committee has been working on FAQs. Thanks to Chris for her work on this. Everyone should take a look at the draft and we can review and discuss in January.

#### **OLD BUSINESS**

Library Lease – agreed to postpone discussions until 2022. Mary Pat went to Town Board Meeting in November and discussed. Three Town Board Members still want to charge the library \$150 per month rent, instead of the current \$1 per year. Town Board members are willing to meet with the Library Board to discuss, therefore discussion will be postponed to 2022 as we continue to work on our 5 year budget.

#### **NEW BUSINESS**

Vote on Newspaper of Record for January 1, 2022 - December 31, 2022: Poughkeepsie Journal – Motion by Johanna. Second by Eliot. Approved unanimously.

Vote on [2022 Holiday Closing Schedule](#) : Johanna suggested that we add the new Federal Holiday Juneteenth, which will be observed on Monday June 20, 2022. All agreed. Motion by Johanna to approve the 2022 Holiday Closing Schedule with this addition. Second by Chris. Approved unanimously.

Vote on [2022 Board of Trustees Monthly Meeting dates](#) : Motion by Johanna to approve the 2022 Board of Trustee Meeting dates, with April 11 to be confirmed. Second by Chris. Approved unanimously.

Thank outgoing Trustees Sue Ellen Fairbanks, and Eliot Werner: Both Eliot and Sue Ellen stated that they will continue to support the library after their terms end December 2021, and they are just an email or phone call away. Thank you.

**NEXT MEETING:** Monday, January 10, 2022 at 6:30pm - meeting location TBA.

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

**DRAFT**