



CLINTON COMMUNITY LIBRARY MONTHLY BOARD OF TRUSTEES MEETING

DRAFT MINUTES Monday, January 10, 2022

· 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 – Mary Pat Sternberg

ROLL CALL – by Board Secretary Johanna Whitton: Trustees present Johanna Whitton, Justin Carroll, Kim Lewis, Charles Dykas, Mary Pat Sternberg, Elisabeth Giglio, Christina Johnson. Also present: Library Director Carol Bancroft, Library Programming Coordinator Crystal Middleton, and Town Board Liaison Katherine Mustello.

MINUTES – Mary Pat Sternberg

Vote to approve minutes from December 13, 2021. Motion to approve by Chris Johnson. Second by Mary Pat Sternberg. Approved unanimously.

PUBLIC COMMENTS

Presentation given by Crystal Middleton regarding her independent capstone project. She created an interactive website that teaches children about the Town of Clinton and the history of the community. The goals of this project align with both the Library and the Clinton Historical Society's missions of making age-appropriate resources easily available to children and their families. This web-based resource could be used in conjunction with programming at the Library or Historical Society, and classroom teachers could use it to enhance learning.

Katherine Mustello introduced herself as our new liaison from the Town Board. She has a long history with the Library and was the Director of the Library in the past.

COMMITTEE REPORTS

Finance – Justin Carroll

Vote to approve December 2021 financials: Motion to approve by Justin Carroll. Second by Charles Dykas. Approved unanimously.

Review 5 year budget projections: Justin explained that the Library's budget will be running into a deficit without an increase in funding. The three main drivers of expenses for the Library are personnel, collection, and programming costs. Without an increase in funding the library would have to cut back on these critical services to remain budget neutral. In five years, we project that the Library will see an increase in expenses of over \$70,000.

Governance/Operations – Kim Lewis/Johanna Whitton

Kim Lewis is concluding her term as Governance Chair and has compiled the 2021 Board Evaluation. Kim reported that the Trustees did not identify any major concerns, that we work and communicate well together as a group, and that there is excellent management of the Library by the Director.

Johanna Whitton has taken over as the chair of this committee and meetings will continue to be the last Thursday of the month. The next meeting will be online Thursday, January 27, 2022 from 5pm-6pm.

Fundraising – Kim Lewis

No committee meeting in December. Next meeting will be in February and will discuss the spring book sale.

Long Term Planning – Mary Pat Sternberg

No committee meeting in December.

Library Budget Vote Committee - Johanna Whitton

No committee meeting in December. Next meeting on Monday, January 17, 2022.

DIRECTOR'S REPORT

- On December 9th the Library participated in the Town tree lighting event. It was a huge success and attended by over 70 people.
- Library staff performance reviews will be conducted soon, and Carol reported that all staff are doing a great job. The Director will be setting 2022 goals with the staff and looking for feedback.
- The Library participated in the Turning Outward Project in 2021 and recently submitted a final report with our findings. The Turning Outward project team included Carol Bancroft, Susan Rohrmeier, Christina Johnson, and Mary Pat Sternberg. The project consisted of conversations with community members that can be used to inform and guide Library's long-range plan. Furthermore, Carol Bancroft will share the report with the Town Board, with project participants, and with other community organizations so that collectively we can work to solve any of the issues that arose from this project. Please refer to the Turning Outward report for more details.
- Discussion surrounding the surge in covid cases. The Town Hall has been temporarily closed due to the surge and impacts our ability to hold in-person programs. Trustees recommended that all in-person programming, whether in the Town Hall or not, be postponed at this time or moved to an online format through January 31, 2022.

OLD BUSINESS

Lease renewal- discussed inviting Town Board members to meet w Library Board in February to resolve our impasse regarding the lease. Mary Pat Sternberg will coordinate invitations to members of the Town Board.

NEW BUSINESS

- NYS 2021 Annual Report is due to New York State through the online portal by March 2022. Carol Bancroft will be submitting the report.
- 2021 Annual Report to Community will be mailed out to every household in Spring 2022.
- Trustees must complete and return the Conflict of Interest and Ethics Certification forms Carol or Mary Pat Pat immediately.

Next Meeting – February 14, 2022 at 6:30pm (Format TBD)

Motion to adjourn meeting made by Johanna Whitton. Second by Justin Carroll. Approved unanimously.

ADJOURNMENT at 7:47pm.

DRAFT

Respectfully submitted by Johanna Whitton on 1/15/2022