



## CLINTON COMMUNITY LIBRARY MONTHLY BOARD OF TRUSTEES MEETING

### DRAFT MINUTES Monday February 14, 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 by Mary Pat Sternberg at 6:32pm.**

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

#### **MINUTES – Mary Pat Sternberg/Received from Johanna Whitton**

Vote to approve minutes from January 10, 2022. Motion to approve by Mary Pat Sternberg. Second by Justin Carroll. Approved unanimously.

#### **PUBLIC COMMENTS**

Katherine Mustello, Library Liaison from the Clinton Town Board Liaison, encouraged the Trustees to subscribe to the Town wide email updates. She also uplifted the email that Town Clerk Carol Makin sent on behalf of the newly reassembled Recreation Committee. The Recreation Committee is seeking feedback from the community about interests and programs. Councilmember Mustello believes that Recreation and Library can dovetail in their programming efforts.

#### **COMMITTEE REPORTS**

##### **Finance – Justin Carroll reporting**

Vote to approve January 2022 financials: Motion to approve by Justin Carroll. Second by Johanna Whitton. Approved unanimously.

Since we are only one month into the new fiscal year, our expenditures and income are as expected. The bulk of our expenses is personnel costs. And the income received in January is primarily from the annual appeal. We are almost at our goal for annual appeal gifts. Carol and Johanna will be reaching out to donors that we typically receive a gift from this time of year.

The bookkeeper and Carol identified two fraudulent charges of \$500 each in our checking account with Citizen's bank. We discussed what actions were taken and how to move forward if fraudulent charges were to appear again. One charge has been reversed already and we expect the second charge to be refunded as well.

Justin made the following motion, with a second by Chris:

WHEREAS, two fraudulent charges were made to the Library's checking account and have been escalated to the Bank's fraud department, and;  
WHEREAS, in the event of any subsequent fraudulent charges, the Finance Committee, Director and Citizen's Bank believe it may be prudent to close the existing account and open a new bank account to prevent any further fraudulent charges,  
NOW THEREFORE, BE IT RESOLVED, the Board hereby approves the closure of the existing checking account and opening of a new checking account if deemed necessary by the Chair of the Finance Committee and the Director, in consultation with Citizen's Bank, and;  
BE IT FURTHER RESOLVED, the Board approves the following individuals as authorized signatories for such new account: Carol Bancroft, Mary Pat Sternberg, and Kim Lewis.

### **Governance/Operations – Johanna Whitton reporting**

Mary Pat Sternberg and Johanna Whitton met with Carol Bancroft on Wednesday, February 9 for the first part of the Director's annual evaluation. We reflected on the past evaluation and goals from December 2020, the changes since then, and how Carol has done an excellent job of managing the multiple priorities of the library, the staff, the budget, and engaging the community continually in meaningful ways. We will meet again for part two of the evaluation, and formalize new goals and highlight the past accomplishments and anything that we may want to see improvements or changes in.

### **Fundraising – Kim Lewis reporting**

The committee met and drafted the fundraising timeline for the year. The following events are being planned:

- Hyde Park Teacher's Association online fundraiser - active now through March 31.
- Shredding truck in mid-April
- Plant and Book Sale & 2022 Events, May 19-22. Books will be accepted starting March 1st. The Library Friends Group will help with the book/plant sale.
- Donor/Gala gathering potentially in June
- Car Show
- Election Day Raffle
- Annual Appeal

Kim will try to coordinate with the Town for a Community Day type of event. Chris Juliano is the liaison to the Recreation Department and Community Day is traditionally around Labor Day. There is also a "Green Fair" sponsored by the Town's Climate Smart Task Force in mid-May that perhaps the Library can participate in.

Justin noted that we need to make sure that library budget vote materials are available for these events.

### **Long Term Planning – Mary Pat Sternberg reporting**

The committee discussed the accessible entrance/ramp project. Carol and Kim, met with Tim Gleeson from the Town's architectural firm and discussed various ramp options. Three ramp options were presented. We are awaiting drawings from Tim Gleeson, and once received the drawing will be shared with the Trustees.

New computer desk and chairs have been purchased. The upgrade makes the space more efficient, provides greater privacy, better access to the shelves, and looks good.

The teen room is being used downstairs. With the Learn, Play, Create grant new furniture and supplies will be purchased. In the spring, the room will be painted. Volunteers will be needed to help.

Other spaces downstairs will need to be cleared out in preparation for the book sale. There is a musty smell and an issue with dead mice that we want to get ahead of before folks start to set-up for the book sale.

### **Library Budget Vote Committee – Johanna Whitton reporting**

Draft FAQs will be sent to the Trustees and feedback is requested.

Town Assessor, Teresa Stegner, has helped me calculate the approximate cost per \$100,000 in assessed value for our \$148,000 budget proposition. The assessor estimates that the average assessment in the town will be \$452,000 and library taxes for the average assessed property would be approximately \$72 per year and that means the average increase would be about \$17.00 per year. The budget increase is to keep pace with inflation, and maintain our staffing, operating hours, and level of services we currently offer.

MHLS is offering four library budget vote workshops that all Trustees are encouraged to attend this year. Johanna will forward the registration information via email.

As of now, we are unclear of how many signatures we will need to gather. A bill has been passed in the NY State assembly and senate to reduce the number of signatures required, but the Governor has not signed that bill yet.

#### **DIRECTOR'S REPORT HIGHLIGHTS – Carol Bancroft**

- January was really busy. We paused in person programming due to Covid temporarily. Have resumed in person.
- Carol requested \$800 from the Stewart's Holiday Match grant application for children's summer programming expenses, like performers, presenters, and incentives.
- The Friends Group welcome tote project is almost ready to launch. Turning Outward, and the Friends Group informed the content of the totes. A Town of Clinton Directory was compiled, brochures and information about the library, and other local groups will be included in the tote.
- Staff evaluations were conducted by Carol.
- All conflict of interest forms were submitted by Trustees
- Crystal is now part of the digital navigators of the Hudson Valley program. The program trains staff on better ways to help residents with technology issues. Upon completion, the library will receive a \$900 grant.
- CCL applied to be a micro-hub of the Library of Local. The micro-hub dovetails well with our established pollinator pathways and Climate Smart Communities program. The micro-hub aspect makes participation in the program much more manageable for a small library like us, with limited space to store large items.
- Carol applied for the "Beyond the Library" wifi access program. The program is offering exterior wifi routers that extends service up to 300 feet away from access points and would augment our current wifi. Configuration services would be provided by MHLS.
- We had a decrease in card holders at the end of the year because every year MHLS purges of folks that are deceased, inactive, or moved. Every three years library cards expire. In 2020 we automatically renewed cards during the pandemic since library access was so critical.
- Carol submitted the NYS Annual Report on 2/14/2022. In March, Trustees will vote to approve the report.

#### **OLD BUSINESS**

Mary Pat emphasized that we have a need for new trustees. We have two vacancies on the Board.

#### **NEW BUSINESS**

Mary Pat drafted an invitation to the members of the Town Board to discuss the lease renewal. She will email this to each member with the understanding that the Town Board can only meet two at a time, otherwise they would have a quorum. Justin Carroll will present our 5 year-budget projections.

Governor Hochul lifted the mask requirement on Feb 10. We discussed the mask guidelines in the library and decided to continue to follow Town's lead since we share space for programming. The staff will continue to mask because they prefer to. The Library will not require masks, but we will recommend them.

Mary Pat made a motion to adopt the Town's policy on mask wearing, seconded by Lis Giglio. Motion was approved unanimously.

At 7:34pm Chris Johnson made a motion to adjourn the meeting, second by Justin Carroll. Motion passed unanimously.

**Next Meeting – March 14, 2022 at 6:30pm (Format TBD - but likely in person)**