



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

**Monday, March 14, 2022 from 6:30pm – 7:30pm**

*Online meeting*

<https://meet.goto.com/ClintonCommunityLibrary/march-bot>

**WELCOME/CALL TO ORDER – 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 February 14, 2022 meeting. Motion to approve by Justin Carroll. Second by Kim Lewis. Approved unanimously.

**PUBLIC COMMENT**

No public comment

**COMMITTEE REPORTS**

**Finance – Justin Carroll**

1. We received the \$115,000 annual payment from the Town. The operating budget expenses and income are as expected.
2. Vote to approve February 2022 Financials: Motion to approve by Justin Carroll. Second by Johanna Whitton. Approved unanimously.
3. There was continued fraudulent bank activity in our Citizens Bank checking account. Two forged checks against our account were identified. One check for \$9,500 was successfully deposited. The other check was in the amount of \$13,200 and the recipient of the check called the Library to say it looked fraudulent. This is the second month that fraudulent activity has occurred and that account is closed and a new account has been opened. Moving forward, per the bank's suggestion, Carol and the bookkeeper will use online bill payment.
4. The Learn, Play, Create grant is a restricted gift that has its own budget. \$682.64 was spent on equipment line items. We have \$48,975 remaining in the budget.

**Governance – Johanna Whitton**

1. Discussed the updated Whistleblower Policy and the New York State updates. The biggest change to the language is to post the policy in a conspicuous area in the library so that employees know their rights. Vote to approve the updated policy: Motion to approve by Johanna Whitton. Second by Chris Johnson. Approved unanimously.
2. In committee, the job descriptions for Programming Coordinator, Assistant Programming Coordinator, and Clerk were reviewed and no suggestions were made to edit.
3. We have two trustee vacancies and are looking for community members.
4. Justin Carroll, Christina Johnson, Johanna Whitton have terms ending December 31, 2022. Current Board President, Mary Pat Sternberg has announced that she will be moving out of the area sometime in May or June this year.

**Fundraising – Kim Lewis**

1. Booksale collections have started. Carol is putting together flyers for book/plant sale. The Library Friends are getting ready to help sort and set-up for the event. Nancy Drago, President of the Library Friends Group, and Debbie Bennet are helping to lead the event.
2. Shredding event will be April 23.
3. There will be a Trustee appreciation event on Friday June 17th, 5pm-7pm informal gathering to honor past trustees that have retired from the Board: Marion Auspitz. The committee is asking trustees to donate \$25 to fund the event.
4. Annual Appeal is being planned for the fall.
5. Friend-raiser event is planned for Oct 22, 4pm-6pm, indoor/outdoor party.
6. The Hyde Park Teachers Association Book-a-thon is still open and all trustees are encouraged to participate in this fundraiser.

**Long Range Planning – Mary Pat Sternberg**

1. Update on Accessible entrance. As of this date we have not received drawings of the ramp.
2. The Library will coordinate with the Town on recycling of broken and obsolete library electronics.
3. The kitchen upgrade project, sponsored by the Masons, is still on hold. Katherine Mustello said the Town Board discussed the project but no decisions have been made.

**Library Budget Vote Committee – Johanna Whitton**

1. Vote - Tax Cap Override Resolution: Motion to approve by Johanna. Second by Mary Pat Sternberg . Approved unanimously.

Whereas, the adoption of the fiscal year 2023 budget for the Clinton Community Library may require a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and

Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it

Resolved, that the Board of Trustees of the Clinton Community Library voted and approved to exceed the fiscal year 2023 tax levy limit by at least the sixty percent of the board of trustees as required by state law on March 14, 2022.

2. Johanna will schedule a conversation with Town Clerk, Carol Makin, to discuss the budget vote and petition submission timeline.
3. Trustees are encouraged to register for the four upcoming workshops hosted by the Mid-Hudson Library System specifically about the 414 Municipal Budget Vote process.
4. We are working on a budget. Any advocacy/campaign pieces that say “Vote Yes” have to be paid for with separate funds, not public funds. Education around the vote “what, when, why” can be paid for with library operating budget funds.
5. Johanna, Kim, and Mary Pat will be attending the Library Friends meeting on March 28, 2022 to introduce the budget vote.

**DIRECTOR’S REPORT - Carol Bancroft**

1. CCL has been selected as one of the ten “library of local” grants awarded. The grant opens up a programming database to CCL. The environmental goals align with the CAC work and the Town’s environmental programs.

2. Wifi Access Point Project - we will receive a wifi extender that will extend the signal 300 ft outside of the library. And MHLS will install the equipment when it arrives.
3. We returned to in-person programming. We have started a new program called "Mind Time" in collaboration with local homeschooling families. The program 2 Mondays a month meetings, so that public school kids can attend on days off.
4. Lunch and Learn in person resumes in April.
5. Earth Day programs are being planned and will be cross promoted by all Dutchess county libraries. Theme for April is "Earth Day Everyday."

## **OLD BUSINESS**

**Library Lease Discussion** - Justin recapped that he, Kim, Mary Pat, and Carol Bancroft met with four members of the Town Board on Friday, March 4, 2022, in two separate meetings. The first meeting with Katherine Mustello and Dean Michael and then with Eliot Werner and Chris Juliano). The five-year budget projections were presented to the Town Board members, the lease terms were discussed, and thoughts on how to proceed were solicited. Katherine Mustello stated that she "and Dean were very impressed with the financial presentation and how clear they were. And we definitely think you should do the 414 because it's been a long time." Katherine is on the side of asking the library to pay for some utilities. She did express an interest in splitting out the electric, but has let that thought go.

At 7:19pm, Mary Pat Sternberg made a motion to enter into executive session and invited Carol Bancroft to join in order to discuss the Library Lease. The motion was seconded by Justin, and approved unanimously. At 7:50pm Mary Pat moved to leave executive session and Chris seconded. Approved unanimously.

**NEXT MEETING:** Monday, April 11, 2022 at 6:30pm - meeting location TBD

## **ADJOURNMENT**

At 7:52pm Mary Pat moved to adjourn. Chris seconded. Motion approved unanimously.

Draft minutes respectfully submitted on Mar 28, 2022 by Johanna Whitton.

