



**CLINTON COMMUNITY LIBRARY BOARD OF TRUSTEES
MONTHLY MEETING AGENDA
Monday, April 11, 2022 from 6:30pm – 7:30pm**

WELCOME/CALL TO ORDER – President of the Board Mary Pat Sternberg called the meeting to order at 6:31pm

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

MINUTES – Mary Pat Sternberg/received from Johanna Whitton

Vote to approve minutes from the March 14, 2022 meeting. Motion to approve by Mary Pat Sternberg. Second by Charles Dykas. Approved unanimously.

Annual Report to NYS

Carol Bancroft recapped the comprehensive details that are included in the 2021 Annual report to NY State: number of staff, circulation, hours open, programming, and our financials. This report is what the CCL Annual Report to the Community is based on.

Motion to approve the 2021 Annual Report to New York State made by Johanna Whitton. Second by Lis Giglio. Approved unanimously.

PUBLIC COMMENT

Clinton Town Board Liaison - Councilperson Katherine Mustello, asked about the accessible entrance project and wanted to ensure that the plan moving forward is the plan that the Trustees want.

COMMITTEE REPORTS

Finance – Justin Carroll

Operating Budget: We are slightly under the projected amount for the annual appeal. There are a handful of donors that have not made their annual contribution. The Finance Committee is referring the matter to the Fundraising Committee to follow-up with these supporters. Our financials are otherwise on target, and our fund balances are within their recommended ranges. We received the Town allocation of \$115,000 in March.

Restricted budget: Learn, Play, Create Grant (LPC) awarded to CCL by Dutchess County needs to be spent down by August 27.

Motion to approve the March 2022 financials made by Justin Carroll. Second by Johanna Whitton. Approved unanimously.

Motion to confirm the tax levy amount for the Library budget vote proposition be \$149,800 annually made by Johanna Whitton. Second by Mary Pat Sternberg. Discussion included the average household assessed at \$452,000 would pay approximately \$75 per year. Motion approved unanimously.

Governance – Johanna Whitton

Mary Pat Sternberg, current President, is moving out of the Town of Clinton soon. This committee recommends that Kim Lewis step into the President of the Board and Christina Johnson step into the role of Vice-President. This will

provide a smooth leadership transition for our Board and we will miss Mary Pat terribly and thank her for her incredible service to the Library.

Mary Pat and Johanna concluded our in person evaluation of Library Director, Carol Bancroft. The written evaluation still needs to be completed and after it is shared with Carol, it will be shared with the Board. We are so grateful to Carol for her leadership and skills as a

Mary Pat Sternberg and Johanna Whitton have a meeting with trustee candidate Joyce Morse, on Wed April 20 at 1pm in the Library. If appointed, Joyce would be filling the vacancy left by Sue Ellen Fairbanks, with the term ending in December 2023.

Fundraising – Kim Lewis

Reporting out that the Hyde Park Teacher's Association fundraised approximately \$800/\$900. We are waiting for the final totals. Thank you to everyone that participated.

Reminder to attend the Shredding Event on April 23, 9-11am. Record Storage Solutions is helping CCL provide this service. We usually raise several hundred dollars at this event. We can also have the Library Budget Vote petitions available for folks to sign.

We are preparing for the annual Book/Plant Sale in May. The Library Friends are busy sorting books already. During the book sale, we will have a trustee table with 414 petitions, and other local groups such as: Clinton Historical Society, Conservation Advisory Committee, Scenic and Historic Roads Committee, Nine Partners Lions Club will be there with hot dogs (Sat).

We are planning a trustee appreciation event on either Friday June 10, 5pm-7pm or June 12, noon-2pm. Trustees are to let Kim know what days work best. Kim confirmed with Justin Carroll that there is money in the budget for this event.

Long Range Planning – Mary Pat Sternberg

Update on new accessible entrance - Trustees met with Town Supervisor, Michael Whitton and have chosen scheme 3, with the ramp that goes across the building in front. We want to leave the book drop because people can drive up to it. Decking will likely be composite board to reduce maintenance.

This committee also discussed that the person that cleans the library may be moving away, so we may need to find another service provider soon.

Library Budget Vote Committee – Johanna Whitton

Carol Bancroft, Johanna Whitton, Lis Giglio, met with Town Clerk Carol Makin to review the procedure and timeline for petition submissions. The Town Clerk was very generous with her time and we will be working closely to ensure the petitions are delivered to her on a mutually agreed upon date. The petitions go directly to the Town Clerk, not to the Town Board. The Town Clerk will also file our public notices with the Poughkeepsie Journal and on the Town's website, and CCL will post one public notice as well as a back up. We will need to wrap up the petition gathering by mid-July. Johanna has opened a bank account specifically for the 414 Campaign.

There will be a meeting with Casey Conlin from MHLS about the 414 on Wednesday, April 20 at 5:30pm-6:30 via zoom.

Friends Updates - Kim Lewis

At the last Friends meeting, Johanna explained and gave details about the budget vote. We need to share 414 FAQs with Friends and Johanna will be attending the next Friends meeting too to discuss further.

The Friends are very ready to help out with all of our fundraising events.

The totes bags are ready, and include info for new residents. Friends will distribute to new residents in the town.

DIRECTOR'S REPORT - Carol Bancroft

The Annual Report to the Community is at printer, and will be mailed soon.

We enrolled in an Employee Assistance Program with several other libraries for \$168 per year. The EAP provides great support for employees but also for management.

All library programs are being offered in person, and some are even hybrid like chair yoga.

The summer reading program is shaping up and looking forward to a great summer.

OLD BUSINESS

Mary Pat Sternberg summarized the update regarding the Library lease, next steps, and our response to several Town Board members that want the Library to pay \$150 per month instead of the original terms of \$1.00 per year. In January of 2020, the Library Board directed Carol Bancroft to write to then Supervisor Oberly that we want to exercise our last ten year lease extension. For reasons unknown the lease was not brought to the Town Board for a vote immediately following, and then the vote was postponed due to COVID. Although there was discussion between the Library and Town Board about amending the lease, no terms were agreed upon. On April 1, 2022 the Library paid our \$1.00 annual payment. Justin Carroll mentioned that when we began these negotiations with the Town that we had this last extension available and that he thought our lease had expired.

Mary Pat Sternberg made a motion to exercise our final ten-year lease extension as the Library Board originally informed the Town in January 2020. Justin Carroll seconded the motion. Motion was approved unanimously.

NEW BUSINESS

Mary Pat Sternberg requested that all trustees sign up to attend and speak on the Library's behalf at Town Board meetings. Sign up sheet is here: [Trustee at Town Board Meetings Sign Up](#)

Starting in 2023 library trustees will be required to attend 2 hours of training per year. Mid-Hudson Library System has numerous opportunities for Trustee education. Visit Mid-Hudson.org click on calendar to view and register for classes.

Johanna Whitton will forward the link to the recording of the 414 MHLS workshop to all trustees.

NEXT MEETING: Monday, May 9, 2022 at 6:30pm in person.

ADJOURNMENT

Justin Carroll made a motion to adjourn the meeting. Mary Pat Sternberg seconded. Approved unanimously.

Meeting adjourned at 7:17pm