



**CLINTON COMMUNITY LIBRARY BOARD OF TRUSTEES  
DRAFT MONTHLY MEETING AGENDA  
Monday, May 9, 2022 from 6:30pm – 7:30pm**

**WELCOME/CALL TO ORDER – Mary Pat Sternberg called to order 6:30pm**

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

**MINUTES – Mary Pat Sternberg/received from Johanna Whitton**

Vote to approve minutes from the April 11, 2022 meeting. Motion to accept the minutes made by Justin Carroll. Second by Lis Giglio. Approved unanimously.

**PUBLIC COMMENT**

Clinton Town Board Liaison - Councilperson Katherine Mustello said that she and fellow Town Board member Chris Juliano wanted to talk to Carol Bancroft about the 414, but because Chris Juliano has been sick they will need to schedule something in the future. In regards to the lease agreement, Kathryn believes that “we need to come to a compromise.” Kathryn applauded our ability to get people to show up to their meeting, but she said she also heard from people on the other side.

**COMMITTEE REPORTS**

**Finance – Justin Carroll**

Vote to approve April 2022 Financials tabled until next month due to the Finance Committee not having a quorum at their monthly meeting on Friday, May 6.

The financials are on target for both expenses and revenue.

The 2021 990 has been prepared, signed, and filed with the IRS.

Regarding the The Learn, Play, Create grant - CCL will have some flexibility to spend down the grant past the end of August deadline. Carol Bancroft will work with her contact at Dutchess County.

We had several electronic deposits go to the old checking account that we closed due to fraudulent activity. We will keep the old account open for three more months to manage these deposits. The bookkeeper is transferring the deposits to the new account. No checks can be written from nor debits can be made from the old account.

**Governance – Johanna Whitton**

The Governance Committee did not have an official meeting prior to the monthly CCL Board meeting.

Motion to appoint Joyce Morse to the CCL Board for a term effective June 1, 2022 through December 31, 2023 made by Johanna Whitton. Second by Mary Pat Sternberg. Approved unanimously. Congratulations Joyce - welcome!

Trustee recruitment is critical. We still have one vacancy left by Eliot Werner, and another soon with Mary Pat Sternberg leaving the Board when she moves. Please keep talking to library supporters about joining the Friends or the Board.

Motion to accept resignation as Board President effective on May 9, 2022 immediately after the adjournment of this meeting 5/9 made by Johanna Whitton. Second by Justin Carroll. Approved unanimously.

Motion made by Johanna Whitton to appoint Kim Lewis as Interim Board President, as outlined in the Trustee bylaws, effective on May 9, 2022 immediately after the adjournment of this meeting through December 31, 2022. Second by Mary Pat Sternberg. Approved unanimously.

Motion made by Mary Pat Sternberg to appoint Christina Johnson as Board Vice President effective on May 9, 2022 immediately after the adjournment of this meeting through December 31, 2022. Second by Justin Carroll. Approved unanimously.

Mary Pat Sternberg recommended that in the future the role of Vice President should be reviewed and built out to include more responsibilities than running the Board meetings in the President's absence. Justin suggested that perhaps managing the folders, materials in the drive could be one of those responsibilities. Johanna Whitton would like to create an onboarding process for new Trustees, and set-up an **annual retreat day for**

#### **Fundraising – Kim Lewis**

Shredding Event, cost \$100, and raised \$355. Record Storage Solutions was very generous to CCL and only took a \$100 stipend to off-set their costs. Was a very successful community event with a huge turnout.

Book Sale final preparations underway. We have a lot of books! Fiction and Children's books will be upstairs, and non-fiction downstairs. Tables borrowed from the Clinton Historical Society will be set-up Wednesday in the Town Hall. The Friends Group is doing a great job and helping at all stages. On Saturday we will have the plant sale too, the Pollinator Pathway program, and the Lion's Club will be there with free hotdogs. We have a lot of volunteers, and we need all of the Trustees to sign up as well. The sign-up sheet is on the drive but Carol will email it to the Board. Road signs will be placed soon too. We can have someone collect 414 signatures at the book sale.

Trustee Appreciation Event will be on June 10. Invitations were sent out recently, and included the Town Board. Zack Snow, Justin Carroll, and Charlie Dykas will not be able to attend. We would like to give each former Trustee an engraved bookmark and gift card. Lis Giglio has also priced out a plaque with The Award Shop in Red Hook that we can engrave former Trustee names on the brass plates and add to. Justin suggested the plaque have the date "2020 - \_\_\_\_" and leave the end date blank until we fill the plaque. The cost for the event would be approximately \$800. The finance committee will find the best place to categorize this expense. We have not celebrated the departing Trustees for two years due to COVID. Perhaps each Trustee can bring wine, or beer to the event.

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

The committee met just prior to this meeting. Our cleaning person resigned so we are looking to hire someone new and may use the Town's new vendor.

Carol Bancroft is continuing to look at furniture for the children's area to be paid for with Learn, Play, Create funds.

The Programming Director, Crystal Middleton has resigned effective May 26. Thank you Crystal for your excellent work! Carol Bancroft is already interviewing candidates.

Mary Pat has resigned as chair of this committee and Lis Giglio will take the lead and chair future meetings.

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

We are on track with our Library Budget vote planning and progress. The biggest news to report is that all property owners are being reassessed and assessments have essentially increased for all properties. The Town Assessor gave us the expected median property value as \$415,000 and that property would pay approximately \$67 annually toward the library. The FAQs will be adjusted to reflect the change. Justin mentioned that in 2017 we asked for \$16 per every \$100,000 and now we are asking for \$15.97 for every \$100,000. The tax rate is not increased, but the total amount

taxpayers will be slightly more. Johanna emphasized the library is part of the Town Budget, this budget is the taxpayers telling the Town Board how much to allocate to the library. The Town could in fact allocate more funding to the library on top of the 414 funding. The total amount we are asking for was firmly grounded in our five-year budget projections, based on active and greatly increased usage of the library, and the extensive programs, and collection items on offer.

There are clipboards with petitions for everyone to take home with them to gather signatures. The 414 kit will be back by Carol's desk. The petitions are to get the budget proposition on the ballot, so if folks are hesitant to sign, remind them that we are not asking them to commit to voting yes right now, we are simply asking for the question to be placed on the ballot. We need 207 signatures and are aiming to collect 300.

Please let Carol and Johanna know when you have petitions to turn in, so that we can mark the super list and lock them in the file cabinet. You can highlight the folks that you collected signatures from in yellow. All petition carriers and signers need to be registered to vote in the Town of Clinton. Folks need to print their name as it is listed on the voter registration roll.

We will need to have a Board meeting in July and vote to accept the petitions and pass them on to Carol Makin, Town Clerk no later than August 1. We are looking to meet the week of July 25, 2022.

#### **Friends - Kim Lewis**

Kim has been attending the Clinton Community Day meetings, and the recent Friends meeting primarily discussed Community Day and the budget vote. The Town has a very ambitious plan for CC Day with a lot of activities all day, a parade, different booths and vendors, food trucks, music, and 9pm fireworks. The Library will have two tables there with programming info, 414 materials, children's activities, bring welcome bags, register people for library cards with our hot spot, etc. Trustees will be expected to sign-up for a shift.

The Friends had a lot of questions about the Library Budget vote, and they would be happy to help us go door-to-door.

The Friends are also coordinating bringing plants in for the book and plant sale.

The next Friends meeting is planned for May 23.

#### **DIRECTOR'S REPORT - Carol Bancroft**

The Library received \$1,500 from the Elizabeth C. Davis Foundation for our summer reading programming. The Northeast Dutchess fund grant application has been submitted, and we expect to hear back in June or July.

Carol asked that Katherine Mustello announce the book and plant sale at the Town Board meeting.

Crystal has accepted a full-time position with another library, and her last day is May 26, 2022. Interviews are in progress. Justin asked about wage pressure, and if it's a sticking point with candidates. Carol has looked at the pay for similar positions and we are well within the pay range being offered at other organizations.

We are upgrading some technology - a new wireless router, and a hot spot. This will allow our program facilitators the ability to do hybrid programs. Mid-Hudson Library will be installing the boosters that will amplify the WiFi outside the building and will be especially helpful to folks that lose power when the library is closed, outdoor programs, and during the summer concert series.

First in-person lunch and learn since last year was a great success!

Circulation is steady and E-book circulation is up. Carol wants to take a closer look at how much it has increased to prepare for next year's budget because e-books are very expensive and we want to make sure we have the items that our patrons are requesting.

**OLD BUSINESS**

Trustee Essentials training is available and was posted in a recent e-mail from MHLS. Joyce is attending and Lis will watch the recording.

**NEW BUSINESS**

Mary Pat put a call out for a Trustee to attend the Town Board meeting on May 10. Carol Bancroft will be attending but it would be great for a Trustee to attend as well.

**NEXT MEETING:**

June 13, 2022 at 6:30pm in person

**ADJOURNMENT**

Mary Pat Sternberg made a motion to adjourn the meeting at 7:37pm. Second by Justin Carroll. Approved unanimously. Meeting adjourned.

Respectfully submitted by Johanna Whitton on 5/23/2022.