

Minutes of the Bolton Free Library Board of Trustees Monthly Meeting – February 26, 2014

The meeting was called to order at 7:00pm by President Gena Lindyberg.

Those present: Megan Baker, Carole Newell, Gena Lindyberg, Joy Barcome, Anne Green, Emma Calautti, and Patti Haux. Absent: Carla Cummings.

Before Patti's arrival, a gift in memory of Mary Bet Haux was discussed. Megan was asked to discuss this with Patti and purchase an appropriate book in her mother's memory.

Anne moved to accept the minutes from the January 22, 2014 meeting, second by Patti, and carried.

Filling Penelope Jewell's position was discussed. Emma moved to appoint Vickie Reed to serve on the Board until the next election to fill the vacancy created by Penelope's resignation. This was seconded by Patti, and carried. Vickie arrived shortly after, and was welcomed to the board.

Becky will have all the financial information available at the March meeting.

The director's report had been received and reviewed by all. Patti moved to accept the director's report, second by Emma, and carried.

Committees Assignments

Finance – Carole Newell as chair, Becky Herrick, and Gena Lindyberg

Buildings and Grounds – Gena Lindyberg as chair, Carole Newell, and Joy Barcome

Personnel – Becky Herrick as chair and Joy Barcome

Policies and Procedures – Anne Green and Emma Calautti as co-chairs, Becky Herrick, and Patti Haux

Fundraising – Emma Calautti and Vickie Reed as co-chairs, Megan Baker, and all Board members

Sunshine – Joy Barcome

Grants – Anne Green

Library Website – Anne Green as Chair, Patti Haux, and Megan Baker

Book Sale – Patti Haux and Gena Lindyberg as co-chairs and Carla Cummings

Committee Reports

Finance:

- Becky presented the proposed budget for 2014. Please see attached. Patti moved to adopt the proposed budget, second by Anne. The budget was adopted by majority vote with Carole Newell voting in opposition to that budget.

- Becky informed us that our signature cards on file at TD Bank need to be updated. Becky made a motion to update our signature cards on file at TD Bank to include the current President and Treasurer, second by Anne, and carried. Megan was asked to copy this action to library letterhead for Becky to take to the bank.
- Megan has spoken to Tony Hall about the Library's finances, and he will write an article about that. He will speak to Becky and Megan to get the information needed for that article.

Policies & Procedures: Emma and Anne will call a meeting relatively soon, hopefully by May.

Fundraising:

- We need to change the procedure for the donations received at each of our fundraising events to determine if a thank you note is appropriate.
- Cabin Fever final check list will be emailed tomorrow.
- Plans for the Gala on August 24th are still in the early stages.
- The plant sale will be held during Memorial Weekend. Emma will send out a reminder in March for people to save bulbs and cuttings.
- The Thank You Party for the volunteers will be held in June in conjunction with our Annual Open House.
- The luncheon for the core group of volunteers who assist us at every event in so many ways was discussed again. Megan suggested that we have that luncheon in one of our homes with trustees providing the food. Everyone agreed with this idea, and Emma and Megan will put it together.

Book Sale:

- The sale of our antique books will be held mid-May. Patti and Gena will continue making plans for this event.
- Our annual book sale will be held July 25, 26, and 27, with set up on July 24th and clean-up following the sale on Sunday.

Buildings and Grounds

- The central air conditioning will be installed in April or May.
- The hardwood floor in the back room need some care. Gena will try a cleanser she uses, and Vickie will assist her.
- Cleaning the basement will have to wait until the snow is gone.
- We need to look into our fuel oil consumption.
- We need to continue our plans for the Wi-Fi porch. Eugene Baker is doing the architectural drawings for us. Anne asks to have the Building and Grounds committee take on a more active role in this project, since she is uncomfortable handling all of this on her own.
- Megan will check with Becky to see if the Town's Park Department has been thanked for the many things they do for us.

Sunshine

- The Sunshine committee will keep a list of thank you notes that have been sent out.
- A thank you note was sent to a person who did not receive one for a donation made at the Cabin Fever Party last year.

Grants: nothing to report

Personnel: nothing to report. Gena asked that any personnel questions be directed to the personnel committee, not employees.

Library Website: No progress has been made. Megan will contact the town to have them correct the link to the library website that they provide.

Unfinished Business

- Network Summary Report – SALS informs us that the information in this report is necessary for our annual report to the state. We will suggest to patrons using the Wi-Fi in the library that they change the name of the computers. We will also post information about this report on our bulletin boards. Megan will talk to Tony Hall about a possible article in the Lake George Mirror.
- Secondary Phone Line for Fax Machine – It would cost \$76 to bring the line to the building and \$14.99 a month. Michael Calautti would be able to install the line inside the building. Due to budget constraints, this will be tabled but remain on the agenda.
- Jane Gabriels' book Dragonfly Pond – Mrs. Gabriels' family has convinced her to not allow the library to sell her book to benefit us.
- E-Readers for the Public – we currently have received two readers. Joy Barcome has two more that she plans to donate.
- Alma Farm books – the Indian Tepee will sell our copies of Alma Farm when they re-open in May.
- Library Newsletter - the newsletter will now be predominately virtual one, with paper copies available at the library and the town hall. A committee of Megan, Anne, Patti, and Gena was formed to create the newsletter.

New Business

- Megan passed out Save the Date cards for SALS Annual Dinner to be held on May 19th at the Excelsior Springs in Saratoga.
- Megan informed the board that she would be away from March 17th through March 29th. Joan and April are planning to cover for Megan while she is away. Emma will pick up the mail; Megan will leave the post office key with her. Megan was asked to prepare and email the agenda for the March meeting. Gena will talk to Becky to see if a March meeting is necessary and email everyone that information.
- Megan asked about bereavement days. This will be discussed by the personnel committee.
- We need a new sandwich board. Megan will continue to use the old one until we can afford a new one.
- Jane and Ted Caldwell plan to ask Chris Bohjalian, a Vermont writer to visit Bolton Landing and our library. Megan has many ideas for this event, if he is interested. A committee for this event will be necessary.

- Sagamore luncheon- Jane Gabriels would like to promote the luncheon at the Sagamore that included the chef demonstration this fall. Megan will discuss this with Jane.

Events

- Ed & Carol Sheridan – January 29th – 48 people in attendance
- Tom Brady – February 12th – 15 people in attendance
- Climate Change at Arctic's Edge with Anne Green – March 12th – Anne will also be the trustee in attendance.
- Maple Syruping with Bixby's Best – April 9th – Anne to be trustee in attendance
- Travels in Cuba with Ted & Jane Caldwell – May 14th – Emma to be trustee in attendance.

Anne moved to adjourn the meeting at 8:52pm, second by Joy, and carried.

Respectfully submitted,

Emma Calautti – Secretary

Action Items

- Megan to meet with Patti to decide on a book for the library in memory of Mary Bet haux
- Becky will have the financial information for January and February at the march meeting
- Megan to copy the action on the signature cards for TD Bank on to Library letterhead for Becky
- Megan and Becky to meet with Tony Hall for article on library finances
- Emma and Megan to plan Thank You Party for our many volunteers
- Emma and Megan to plan luncheon for core group of volunteers
- Patti and Gena to arrange book sale of our antique books
- Gena and Vickie to clean the hardwood floor in the back room
- Megan will find out if the park Department has been thanked, and Joy will send a thank you note if one is necessary
- Megan to contact the town about the correct library website address
- Megan to talk to Tony Hall about the Network Summary Report for a possible article in the Lake George Mirror
- Megan to also create posters on this topic for our bulletin boards
- Gena to talk to Becky about not having a March meeting and letting the rest of us know
- The Personnel Committee to discuss bereavement days for our employees
- The Chris Bohjalian event
- Megan to discuss the Sagamore luncheon with Jane Gabriels