

Bolton Free Library
Board of Trustees Meeting

February 25, 2015

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2016)	Emma Calautti (2019)	Carla Cumming (2019)
Anne Green (2018)	Patti Haux (2017)	Clarence Linder(2020)
Gena Lindyberg (2016)	Carole Newell (2017)	Maryellen Moseman(2018)

2. Review and accept minutes from January meeting.

3. Treasurer's Financial Report

- Monthly Report for January
- List of Checks for January

4. Director's Progress and Service Report for January

5. Committee Reports – announcement of chairperson

- Financial: Clarence, Maryellen, Gena
 - Annual Appeal total
 - Budget for 2015 - presentation
 - Discussion of budget
 - Action to be taken regarding budget
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- Policies and Procedures: Chair – Anne, Joy
 - ✓ Revue and discuss edits that were handed out at last meeting
- Fundraising: Chair – Joy, Maryellen
 - ✓ Another person needed on committee?
 - Fiber Arts group afghan raffle
- Annual Book Sale: Chair – Patti, Carla, Gena
 - Report from Sara Dallas regarding sales tax
- Buildings and Grounds: Carla, Clarence and Carole
 - Update on building project
 - Bathroom door
 - Storm Door
 - Outside bulletin board
 - Energy audit
 - Roof Project
 - Thermostat
- Sunshine/Communications: Chair – Joy, Patti
- Grants: Chair – Anne Green
- Personnel: Anne, Carole
 - ✓ Update on health insurance
- Grievance Committee – Maryellen,Carole, Joy
- Website: Chair – Megan Baker

6. New Business

- Emma's resignation
- recognition of Emma and Beckie
- replacement

7. Directors Communications

8. Events

9.. Action Items

- Grievance Committee to be added to the standing committees
- Gena to find out if Neil McPhillips is back to work and arrange for someone from McPhillips Insurance to attend our March meeting to discuss our insurance
- Clarence to speak with Becky about the time necessary for the treasurer, and possible compensation
- The finance committee to start earlier in the year preparing the budget for the following year.
- The policies & procedures committee to address that concern as well
- Everyone to read over the materials provided by Anne on how to work better together
- Sue Wilson to speak to Mike Mueller about the library following town policies and Gena to speak to Sara Dallas about the same topic, and report back to the board in February
- Gena to sign the contract with the town and drop it off at the town hall
- Gena to check on the porch project regularly
- Purchase a blanket for the hot water heater
- Purchase a 7-day programmable thermostat
- Megan to continue working on the library website
- Purchase QuickBooks with payroll option
- Gena to let the Catholic Church know that we are not interested in their tables
- Clarence to open a second bank account for our capital fund
- Gena to speak to Sara Dallas about an audit
- The Christmas wreaths to be removed from the front windows

10. Next meeting – March 25, 2015