

Minutes of the Bolton Free Library Board of Trustees meeting – January 28, 2015

Those Present: Clarence Linder, Carla Cumming, Gena Lindyberg, Maryellen Moseman, Carole Newell, Joy Barcome, Anne Green, Emma Calautti, Megan Baker, Patti Haux, and Sue Wilson.

The meeting was called to order by President Gena Lindyberg at 7:05pm.

Everyone had received and reviewed the minutes from the December 2014 meeting. Anne made a motion to accept the minutes of the previous meeting, second by Carla, and carried.

Gena welcomed Maryellen and Clarence, our new trustees to the board.

Gena asked for the nominating committee to present a slate of officers for the new year. The slate is as follows:

President – Gena Lindyberg

Vice-President – Anne Green

Secretary – Emma Calautti

Treasurer – Clarence Linder

Anne has agreed to stand for vice-president only if no new responsibilities are added. Gena asked if there were any nominations from the floor. Hearing none, she instructed the secretary to cast one ballot in favor of the slate of officers as presented.

The nominating committee also had several suggestions to helping the board work more cohesively and productively. Co-presidents were discussed, as well as taking some responsibilities from the president and adding it to the vice-president. The communication between board members needs to be more productive and civil. Joy discussed a possible grievance committee that would handle problems that arise. Clarence stated that we need to discuss the grievance with the person we are having a problem with first, than go to the grievance committee. Anne made a motion to add a Grievance Committee to the standing committees, second by Maryellen, and carried, with Clarence voting against the motion. We will need to have the policies for the committee set up before the committee is actually formed.

Clarence presented a preliminary financial report prepared by Becky Herrick. It is not complete as all the tax information is not available at this time. Gena questioned the number of checks to the IRS as well as the check to Utica Mutual Insurance. Clarence, Gena, and Anne will meet with Becky to go over the reports. Gena had spoken to Paul at McPhillips Insurance to make sure that trustees were covered. They are, and Paul has volunteered to come and speak to us about our coverage. Megan suggested that we find out if Neil McPhillips is available first. Gena will find out and then set this up for the March meeting. Carla made a motion to accept the preliminary report into the record– with the complete report to follow – seconded by Patti and carried. A discussion ensued concerning paying Clarence for his role as treasurer. Carole suggested that Clarence let us know what he wants to be paid. Emma expressed serious concern with this. Anne added that all the trustees donate their time and services and are not paid. Megan explained that in the past the library had paid the treasurer, since there was so much work involved. Anne checked the bylaws, and there is nothing in them allowing us to pay the treasurer. Clarence offered to speak with Becky about the time needed for this job and will report back to the board in February, at which time compensation will be decided.

Everyone had received and reviewed Megan's director's report. Patti moved to accept the Director's report, seconded by Anne and carried.

Committee Reports

Financial: the annual appeal has raised \$19,389.71 so far. We raised \$18,050 last year. A suggested budget for 2015 without the actual numbers for 2014 was presented. Megan suggested that going forward; the finance committee begins working on the budget much earlier to make sure that we have a budget in place for the new-year before that year actually starts. The policies and procedures committee will look into this. Emma made a motion to have the library operate on the 2014 budget until the 2015 budget is approved, so that we can buy library materials as well as necessary supplies, seconded by Joy, and carried.

Policies & Procedures: Anne passed out copies of our current Policies & Procedures, Bylaws, and Disaster Plan. She also passed out several sheets of suggestions for policies from other libraries, including one entitled "Working Together – Roles and Responsibilities Guidelines" that list the responsibilities of both the library director and library board. The committee will be meeting on a regular basis and try to bring something before the board at every meeting. Due to a previous discussion with Sue Wilson about how we must proceed with projects since the town provides more than 50% of our budget, Emma had spoken to Jodi Connally, our Town Clerk, about the town's policies. Jodi told Megan that she didn't believe that the library needed to abide by the town's policies, since we are independent of the town. Sue Wilson had spoken to Mike Mueller, the town attorney, and his opinion was that we should due to several cases in the courts that involve other kinds of organizations –mostly fire departments -that receive taxpayer funding from their towns. Having served in several fire departments, Clarence feels that the library is completely different. Megan read the contract that we have with the town. There is nothing in the contract that states we must follow the town's policies. Megan explained that we will not receive the town's money until the contract is signed and returned to the town. Emma asked for an explanation as to why this is important. Sue explained that if we had to follow the town's policies when it comes to the roof, we would have to pay the prevailing Union wages which is about 30% higher than what contractors are getting in our area. Megan suggested that Sue and Gena speak to Mike Mueller and Sara Dallas of SALS and get definitive answers by the February meeting, and everyone agreed. Megan asked Gena to sign the contract so that the library has it on file. Gena is not going to sign the contract until she discusses it with Ron Conover.

Fundraising: the Cabin Fever/Cook Off is scheduled for March 7th. We have booked the Community Center for that evening as well as the following morning for clean-up. The Christmas raffle raised \$30 and was won by Taryn Sepe and her son Alex Hall. The new raffle is the afghan made for us by the Bolton Fiber Artists. We will sell tickets for several months as the group spent \$250 on the yarn. Patti volunteered to be responsible for all the raffle baskets.

Annual Book Sale: nothing to report. Patti, Gena and Carla will get together to discuss future sales. Megan told us about the many boxes of albums that were donated.

Buildings & Grounds: the construction has started on the front porch. There was some rotted wood that had to be replaced which will add \$242 to the overall cost. As Kevin Kershaw, the general contractor, is going away for several weeks, Kevin White, his employee, is now in charge of the project. The cost does not include the gutters, which will be added later. Gena will check on the project regularly. Even though the storm door for the side entrance was discussed at several meetings and with Kevin Kershaw, it was not included in his bid. This will be taken care of at a later date. We need to get the carpet cleaned in the spring. Megan informed us that the carpet is 14 years old and that the stains come right back after cleaning. The front windows are closed and will be addressed in warmer weather. We will be getting a blanket for the hot water heater. Getting a humidifier for the basement was discussed. If we do, we need to make sure that it has a heater so that the coils do not freeze. Megan explained that someone had messed up the programmable thermostat. She had Hal Heusner come in and reprogram it. Clarence suggested a 7-day thermostat instead of the 5/2-day one that we have presently. Megan also suggested that we have a

lock placed on the thermostat to prevent people from changing the program. Jane Gabriels had suggested that cedar shingles should last for 80 years and recommended a Vermont company that might be able to repair the broken ones. Anne questioned the agenda item that said she was looking into a grant from NYSERTA for the roof. She was not. Megan asked if someone could remove the Christmas wreaths from the front windows, as she is afraid of heights.

Sunshine: all correspondence is up to date.

Grants: Anne announced that we have received a grant from SALS that will cover the cost of the construction of the front porch.

Personnel: nothing to report.

Unfinished Business

Megan and Joy have met and worked on a newsletter. Megan passed around what she has come up with. Everyone admired it. Gena asked to use “Gena” not “Eugenia”. There were several suggestions for future newsletters. The newsletter will be published on a seasonal basis, so the content needs to reflect that.

Megan is still working on the library website.

New Business

Committee Assignments

- Financial – Clarence, Maryellen, and Gena
- Building & Grounds – Carla, Carole, and Clarence
- Personnel – Emma, Anne, and Carole
- Grants – Anne
- Fundraising – Joy, Emma, and Maryellen
- Book Sale – Patti, Carla, and Gena, with Patti as the Chair of the committee
- Sunshine – Joy, Emma, and Patti
- Policies & Procedures – Emma, Anne, and Joy
- Grievance – Maryellen, Carole, and Joy

Gena informed us that we will need QuickBooks for the treasurer. She would like us to purchase the payroll option as well. Megan asked if that was necessary, since Becky had not thought it was. It will add a couple hundred dollars to the cost. Carla made a motion to purchase QuickBooks with the payroll option, second by Anne, and carried.

The Catholic Church has offered us their old tables. We do not need them, or have a place to store them so Gena will let them know.

Megan informed us that the contact list used by NY Fire & Security is out of date. The new contact list will include Patti, Joy, Carole, and Emma in that order. Megan will let NY Fire & Security know.

The library book club continues to meet every month. In January they read Wonder, and will read Forgotten Garden for February.

Megan passed around some old photographs of the library that show how the porch went the full front of the building. She asked that we think about expanding the porch to return it to the original sometime in the future.

Chris LaFountain has worked on the library laptop to make it available for the new treasurer and has been paid \$150.

Clarence suggested that we get a separate bank account for our Capital fund. This had been discussed in the past and Becky never that it was necessary. Carole made a motion to get a separate account for our capital fund, second by Carla, and carried.

Carole asked that we have an audit done, since we have a new treasurer. Gena has asked at TD Bank if they would be able to do the audit for us. They will not. Gena will discuss it with Sara Dallas.

Communications

- Sara Dallas – book sales and sales tax – Gena will discuss this with Sara
- IBM informing us that we are now eligible for their matching grant program thanks to Megan's work.
- Chamber of Commerce dinner at Fredericks on February 10. Anyone interested, please call the Chamber.
- Operation Santa Claus – thank you card for our donations to their auction.
- Town of Bolton – copies of the contract with the town to provide library services in exchange for our funding.
- Diane & Joel Jacko – note about the donation to the library from Norowal in memory of their son.
- SALS – save the date cards concerning the Annual Dinner & meeting to be held on May 18th at Fort William Henry.
- William Green – letter and donation to the library in honor of Candida Smith
- Norowal Marina - letter and donation to the library in memory of Craig Jacko.

Events

- February 11 – Ed Sheridan – Anne will be the trustee present
- March 11 – Climate Change at the Arctic's Circle with Anne Green
- April 8 – Henry Caldwell
- May 13 – Historical Society – Emma will be the trustee in charge
- July 8 – Adoption program by Joy Barcome
- August 12 – Benefits of Red Wine with Steve Kamholz

The next meeting will be February 25th at 7pm.

Joy made a motion to adjourn the meeting at 9:05pm, seconded be Patti, and carried.

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