

Bolton Free Library Board of Trustees Monthly Meeting – July 23, 2014

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

Those present: Emma Calautti, Gena Lindyberg, Megan Baker, Becky Herrick, Anne Green, Joy Barcome, Patti Haux, Carole Newell, Carla Cumming, and Sue Wilson. Absent: Vickie Reed.

The minutes from the previous meeting had been received and reviewed by all. Anne moved to accept the minutes, second by Carla, and carried.

Becky presented her monthly financial report with a complete list of checks written and deposits made. Things are status quo – pretty much in line with where we were in previous years. We are expecting the town check. Becky had the amounts received from the separate book sales on separate lines to show the income from each sale. Gena asked to have the amounts combined on one line. Sue asked if there was any problem waiting for the town check, and Becky replied that there wasn't. Becky will check on the amount of the Affinity check.

Finance Committee: Gena asked Sue to keep us posted on the Health Committee's annual appeal date so that our appeal does not conflict with them. We need a chair for the our Annual Letter mailing. We will wait for the finance committee to set up a timeline and procedure for the mailing. This should be included in next month's agenda. Anne made a motion to accept the financial report into the record, seconded by Joy, and carried.

Fundraising Committee: Becky continues to research the credit card issue for the Dancing Under the Stars Event. Gena has concerns about our income going into another person's account if we were using their phone. She believes that this will cause a technical legality issue for the library. Becky is completely aware of all the legal issues involved with this. She is unable at this time to give us more information. Emma expressed her complete trust in Becky's abilities and professionalism. Carla will take care of getting the disco balls from Carole.

Book Sale Committee: The tents will go up at 1pm on Thursday, and the setup of the books will be at 3pm. The Warren County Youth Court will be here to help. Old Saratoga Books will not be available until the Tuesday after the sale to take the leftover books. Gena will make sure that this is taken care of. George Mumblow will be asked to pick up the books on Tuesday. Sue will remind George to turn off the sprinklers. Gena has written an instruction sheet for the volunteers. There will be a sign-up sheet for the volunteers to get their mailing addresses, so that we can send them all thank you notes. Patti will not be available Saturday morning, so Joy will be the trustee in charge. Joy will stop on Friday night to get instructions. Joy and Carla need a key to get in on Saturday morning. Each time there is about \$400 in the cash box; money will be brought inside and placed in the safe in marked envelopes. We need \$200 startup money. Becky will take care of that. If any trustee has any free time, please sign up to help with the sale.

Buildings & Grounds: The hose and outside faucet are working. Carla's husband will fix the bathroom door, which does need to be planed – George Mumblow explained to Megan that with the humidity we have had, the door has swollen. Longer screws in the hinges will not work. Carla will have this done next weekend. Anne continues to work on the energy audit with NYSERTA. When an auditor contacts Anne with a date, she will inform Gena and Joy. Becky

pointed out how cold the vestibule is. Gena will ask Don Rafferty for his advice. Becky suggested that the inner door be kept open until this is taken care of.

Sunshine Committee: Joy needs more stamps. We will all help her with the thank you notes for the book sale and “the event”.

Personnel Committee: a meeting will be scheduled after summer.

Unfinished Business

Library newsletter: since the library website is unfinished, there is no way to attach a newsletter. Megan and Joy discussed working on the newsletter in the fall.

Library website: Carla asked if people would be able to make a donation through our website. We need to have a discussion about this in the fall. We will check to see if other libraries have this capability and how they set it up.

Sagamore luncheon: no date yet.

Insulating the cellar and attic: we will wait for the energy audit to see if this is necessary.

Power washing the roof: Carole has not spoken to Doug Johnson about this.

Communications

Gena had received the automation agreement from SALS and was confused as to what was expected of her. She will leave the papers with Megan to find out from SALS what needs to be done.

Megan made us aware of a situation that occurred with Jeffrey Beaton and Crandall Library. He had made a threatening remark to one of their clerks, and the director had sent him a letter with a warning.

We have received a donation in memory of Pat Zwick from Cindy Farbaniec.

New Business

Front porch: the repair and repainting of the front porch was tabled until the September meeting.

Events

The ongoing programs have been very successful with about 30 people attending Roger Summerhayes' program on Irving Langmuir. The next program will be held on August 13th and is about Dr. Jacobi.

Sue thanked us to our condolence card for her sister.

The Summer Reading Program is very well attended with about 20 children here tonight. The library will be closed next Wednesday evening for the Annual Lock-In.

Our next meeting will be August 27th at 7pm.

Carole made a motion to adjourn the meeting at 8:30pm, seconded by Anne, and carried.

Respectfully submitted,

Emma Calautti

Board Secretary

Minutes transcribed by Megan Baker.

Action Items

Becky to check on the amount of the Affinity check.

Finance Committee to set up a timeline and procedures for our Annual Appeal.

Carla to pick up the disco balls from Carole.

Gena to make the arrangements with Old Saratoga Books to take our leftover books.

Becky to take care of the start up money for the booksale.

Carla will have her husband plane the bathroom door the weekend after the book sale.

Anne to inform the Building & Grounds committee when the energy auditor will be here.

The Newsletter Committee will begin work in the fall.

Megan will find out if any other libraries have the ability to make donations on their website, and how that was arranged.

Carole will talk to Doug Johnson about power washing the roof.

Megan to get an explanation about the Automation Agreement with SALS.