

Bolton Free Library  
Board of Trustees Meeting

June 24, 2015

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2016)	Zandy Gabriels(2016)	Carla Cumming (2019)
Anne Green (2018)	Patti Haux (2017)	Vince Palazzo(2016)
Gena Lindyberg (2016)	Carole Newell (2017)	Maryellen Moseman(2018)

Meeting called to order at 7:10.

2. Review and accept minutes from May-

Anne makes a motion to accept.

Second: Zandy

Minutes accepted as amended.

3. Treasurer's Financial Report

- Monthly Report for May
- List of Checks for May

Maryellen worked with Becky to access spreadsheets. Maryellen will work with them for the next month. She passed out four pages for the month of May expenditures, for people to look at and review. Megan asked for Maryellen to email the information to everyone. Profit and Loss forms were also passed around the table. Maryellen will work on the spreadsheet and get the information out to everyone. Gena asked for the May 31<sup>st</sup> balance on the two accounts. Maryellen says the bank and Quickbooks show different numbers. Gena suggests that we go with what the bank statement states.

Treasurer's financial report was:

Checking: \$26,525.42

Savings: \$35,073.48

Zandy motioned to accept

Second: Patti

Anne thinks we should have a copy first. All accept as will be amended. Accepted into the record. Six were for it and two were against it due to procedural concerns.

4. Director's Progress and Service Report for May

Display will be coming in the next few days from Tony.

Carla makes a motion

Second: Zandy

All accept.

5. Committee Reports – announcement of chairperson

- Financial: , Maryellen, Gena
  - ✓ PayPal – update
  - ✓ Accounts - update
- Policies and Procedures: Chair – Anne, Joy, Zandy
  - Did not meet this month. Please look over the handouts from last month and provide feedback.

- Fundraising: Chair – Joy, Maryellen

Group meets on Wednesday nights at 6:00 to work on the Gala. All are welcome. We have Chris Meigher helping with the food and Buddy Foy Jr. Question about the goal for the roof. Samples for the roof at the gala so that people know what we are doing/ what our goal is??? The Buildings and Grounds committee is working on this. Gena will send the work to the Fundraising committee. Anne has offered to put things together and we will be putting together a list of jobs for the Gala. Canopy and tables will be provided. There will be tables for people to sit at available. There will be a platform for the live auction people to use.

- ✓ Another person needed on committee?

Not needed at this point but help is welcome. Carla will be able to pick things up from BJ's when we need them. Carla has 500 blue cups in her garage and she ordered bow ties.

#### Annual Book Sale: Chair – Patti, Carla, Gena

Melissa Girard did respond to Patti and will be here. Thinking of having the antique book sale up in the library. There needs to be someone sitting for the antique books. Everyone is fine with us setting the antique books up inside the library on the 24<sup>th</sup>. Megan asked that the Kids' Corner be blocked off. The antique books will be individually priced. People could come and help price the books on the 23<sup>rd</sup>. Megan will start to put together the volunteer list (using last years) next Wednesday (July 1, 2015).

- New canopy needed and a tarp – storage of canopy?

Motion for \$400.00 for these items. Zandy made a motion, Anne seconded and all approve. \$100.00 for a gift certificate for the Youth Court helpers. Zandy made a motion, Anne seconded and all approved.

- Buildings and Grounds: Carla, Zandy and Carole
  - Outside bulletin board
  - Roof Project – present evaluation
  - Work Plans

Committee met last night. Zandy: We will be getting the gutter in soon. Storm door will go in in cooler weather. The tree looks good, like it is not dying at all. Going to ask Matt at Up Yonda to look at tree. The furnace vent has been completed (next to Megan's desk). If we are going to paint the front porch, perhaps we should hire out. Anne expressed concern about the grant and what it covers. She will be checking on the timeline. If we have to do it this summer, we can rope it off. Anne will check into the grant. She has not taken photos yet because the painting is not done. Thinking of having someone come and prepare the deck for painting properly. In the attic, it was discussed that it may be time to clean out the attic. Also, would like to make a storage area for all of the events. The discussion includes putting in flooring and shelves. Committee also discussed the Wood Science Consulting information regarding the roof. The suggestion is to redo the whole roof. He did not discuss the amount of the replacement. Al Stern has volunteered his time to help us oversee this project and should check with Weather Guard. He feels that we should get recommendations from Weather Guard. This company is from Albany. Vince: Is there a timeline for estimates and then project?? If it is possible to get an estimate before the Gala, it will be helpful. The committee would like to provide samples for the Gala for people to see. Matt pointed out that the installation of the shingles is very important. Maryellen: "why would we go with cedar, when we can have something that looks like it and last forever?" Maryellen will ask at work for different types of materials that may be recommended at her work. Zandy said that Mr. Anderson said that the replacement may take two weeks to complete. Carla: would like to hire workers to come in and clean the windows and

screens. The committee would like to have approval for the money to pay someone to do this. Megan would like an entrance mat for the front door. \$150.00 was requested. Patti made a motion, Vince seconded and all approve.

Sunshine/Communications: Chair – Joy, Patti

Caught up, will get together once a month to stay up to date.

Grants: Chair – Anne Green

- Personnel: Anne, Carole
  - ✓ Summer assistant update

Hired Mitch Angel as a unanimous decision. All applications will be kept on file.

- ✓ Time sheets – Employee handbook – page 7
  - Review of new time sheets

Time and Accrual Record/Time Sheets were created and passed out by Anne. Megan does not need to log in her hours except for sick days and vacation days because she is a salaried employee. These needs to be kept in a filing cabinet. Gena suggested that the time sheets need to be in the personnel file and that the treasurer will receive the hours first so that there is not a hold up.

The procedure for the timesheets are:

- 1) The timesheets are filled out
- 2) two copies are made and easy to access (personnel committee and treasurer).
- 3) Copies are placed in a file folder that is easy to access

In the future: Committee considers the breakdown on the timesheets. The laws and clarification needs to be discussed.

Patti did some research and shared that she has kept a timesheet for many years. Everything for her is called Personal Off Time and goes by the hour; goes in the bank.

Anne: There are policies that we need to get clearer on. Comp time is another thought.

Megan shared that there is a new law that needs to be looked in to under the Federal Government website. She also discussed the thought of things becoming retro-active.

Gena suggests that we start with the timesheet provided at this meeting to see how it works.

Carole made a motion, Vince seconded it. Zandy is opposed. The majority of the board approves to try out the proposed time sheet.

- Grievance Committee – Maryellen, Carole, Joy

No activity with the Grievance Committee.

- Website: Chair – Megan Baker

“Just for Kids” website has been added

Anne motions to accept committee reports, Carla seconded it and all in favor to accept the reports into the minutes.

## 6. New Business

The Library Flag needs replacement. We need a large flag. \$23 if cotton and \$20 if it is nylon. The new flag has flown over the federal capital building and we are getting it through Kirsten Gillibrand.

Zandy motioned and Anne seconded it. Board approves \$30.00 for flag. Ask Tony Hall to come down and take a picture of it.

## 7. Directors Communications

- We have received a check from GE in response to donations from  
Augustino Travaly  
Jan Lindyberg  
Ralph Boericke (?)

We have received a check from IBM in response to donations from:  
Ludlow  
Cianci

Unfinished Business: Lyn Derway called is only available in the summer (food for us for the dinner). We will need servers; should be the Trustees. Dinner at the library. This went to Operation Santa Claus. We now need to make sure we have the food and the dinner. The dates that she is looking at are in July and August. Megan told her that the end of the summer would probably be best for all of us. Gena suggested to look at a Sunday. Lyn has the certificate. Jeannette said we could borrow all the things we need for the dinner.

## 8. Events

Scheduled (Sembrich Movie Night)

Vince: July 13<sup>th</sup>

Carla: August 31<sup>st</sup>

Anne: July 27<sup>th</sup>

Gena: August 10<sup>th</sup>

Joy: Adoption speaking event (July 8<sup>th</sup>)

Benefits of Red Wine: (August)

Matthew Weed: Relative of Bixby family (September)

## 9.. Action Items

Summer: 9 hour day? Discussion with Mitch. Gena recommends a study by keeping track of activity here for the next two Saturdays. Motion for 10-6 (Zandy motioned and then Patti seconds it). We will see what happens this summer for next summer.

## 10. Next meeting – July 22<sup>nd</sup>

Patti motions to adjourn, Carla seconds and all are in favor. Meeting adjourns at 8:55 p.m.