

Bolton Free Library

Board of Trustees Meeting Minutes

September 28, 2016

1. Roll Call of Trustees and Meeting Called to Order.

Called to order by Vincent at 7:08 p.m.

Joy Barcome (2021)

Emma Calautti (2020)

Julie Whitney (2019) ABS

Carla Cumming (2019)

Vince Palazzo (2018)

Kirsten Crist (2017)

Maryellen Moseman (2018)

Carole Newell (2017)

Patti Haux (2017)

2. Review and accept minutes of August Meeting.

Motion made by Carla

Second made by Emma

All in favor

3. Treasurer's Financial Report

- Monthly report for August

- Lists of checks for August

Gala took in about \$11,000 plus \$5,000 (expected check)

checking- \$31,847.36

savings- \$35,097.24

Maryellen reviewed reports that were distributed

Motion to accept- Carla

Second made by- Carol

All in favor

4. Director's Progress and Service Report.

Copy of Director's report reviewed

5. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

Audit-

* Things have been reconciled.

* There are records available from before Maryellen took over.

- * Start from when Maryellen became treasurer.
- * Maryellen will give the person a call about the audit.
- * Try to get into the new Quickbooks.
- * Will have a meeting with a budget next month
- * Any proposed money needs for next year, need to be presented to the committee
- * Maryellen will give out forms to committee heads (within two weeks)
- * Need everything printed out for accountability
- * Lists will be provided and there needs to be a list of what has been spent and why.
- * Things are being worked on and are looking good.
- * Will get in touch with SALS about printing checks
- * Julie is approved for writing checks

Policies and Procedures (Chair: Joy, Emma, Carole)

Nothing new to report

Annual Book Sale (Chair: Patti, Carla)

Carla- nothing new to report, will start organizing books, will write a list of what is okay for the book sale, Kirsten will join the Book Sale committee, Garage Sale? Town wide garage sale- need to submit name. We will not participate this year.

Fundraising (Chair: Maryellen, Emma)

Gala - Had a debriefing meeting, In the process of completing the thank you notes for the Gala Idea: Pampered Chef is willing to have a party and give us the proceeds. Something to think about for now. Would have a party at the library. A percentage goes to the organization. Thinking of having it early next year. Could have it at someone's house or Community Center.

Buildings and Grounds (Chair: Carla, Vince)

Heating estimates- all came in. Proposal to consider came to \$7,100 (most comprehensive proposal). Can't do anything until the beginning of the year. Perhaps have it done starting in January. Would like to have copies of all of the proposals. Every heating contractor that came in expressed concern about the moisture in the basement. Questions regarding cost and the use of a dehumidifier, and what to do regarding mitigating the moisture. Humidity is the number one problem in the basement. Painting- done on time and satisfied. Should have 7-8 years on this. The painters say that the window sills on the sunny side of the building, will not last. Will have to be replaced. On the shady side, on the roof, there is pine that was painted. There are pine pieces down the side of the dormers that will not last. Unfinished pine has been painted but will not last. Carla estimates a couple of hundred dollars of repair.

Sunshine Committee (Chair: Joy, Patti, Julie)

Working on the thank you notes for the gala and putting together a spreadsheet of data so that we know what we have written, etc.

Grants (Chair: Vince, Joy)

SALS NYS Construction Grant- 75/25 contribution was suggested by SALS. NYS Vendors Number

2017 Town Grant Request- Vince sent the letter out. Asked for money for capital funds

Personnel (Chair: Vince, Carole, Emma) - met tonight before the meeting, discussed changing the timesheets to digital timesheets, software will keep track of all time, different categories on timesheet, software available. Carol made a motion to spend up to \$300.00 to pay for the software, Second- Carla, All in favor.

Want to keep the Director's duties and the cleaning duties separate. Starting in January, the 40-hour situation will come into play for the Director. Cleaning needs to be done before library opens or after the library closes. We would like to have it separated so that we know who is doing the work. If it can be done during the regular day, why get paid extra so committee would like to keep it separate. Vincent will ask Megan for clarification on cleaning hours. There has been a flat fee for about 100 dollars per month.

Website (Chair, Megan) - Megan is not present

Motion to approve the committee reports – Maryellen, Second- Carla, All in favor

6. Old Business

New Computers - Thank you note for computers (Norowal)

Color Printer - Will table this until next month. More expensive one holds more paper. We need SALS so will hopefully buy through SALS. At this moment, we do not have a color printer. Motion to purchase the printer- Maryellen makes the motion to purchase (224.00). Patti seconds the motion. All in favor.

Church Donation - Will be sent out. \$50.00 donation to the church for the use of your tent.

New Trustee - Welcome to Kirsten.

7. New Business

8. Director's Communications - Sara Dallas will attend October Meeting

9. Events- Have received our movie license, Kid's respite program, Cooking demo program- for kids one time a month. Recipes that do not require cooking. The dates: Oct. 28th, Nov. 18th, Dec. 16th, Jan 20th and Feb. 17th. (all Friday nights). Approx. two hours in length. Parents can have a night out.

Holiday gathering after the December meeting.

NEXT MEETING WILL BE OCTOBER 26 AT 7:00PM

Motion to Close Meeting at 8:21pm- Joy Second- Carla

All in favor.

Respectfully submitted,

Joy Barcome