

Bolton Free Library
Board of Trustees Meeting

Agenda

April 24, 2019

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2021)	Emma Calautti (2020)	Pat Cianci (2023)
Kirsten Crist (2022)	Carla Cumming (2022)	Doreen Martin (2021)
Maryellen Moseman (2023)	Michelle Pollock (2024)	Julie Whitney (2024)

Officers: President – Carla Cumming, Vice-President – Michelle Pollock, Secretary – Joy Barcome. Treasurer – Maryellen Moseman and Julie Whitney

2. Review and Accept Minutes of February and March Meeting

3. Treasurer's Financial Report

- ❖ **Maryellen will email the report to trustees about a week before each meeting**
- ❖ **Any changes or unique items will have an accompanying note**
- ❖ **Ledger numbers will be included with the checks written**

4. Director's Progress and Service Report

5. Executive Committee Meeting

6. Committee Reports

- Financial (chair – Maryellen Moseman)
 - IRS Issue
 - Insurance Binder
 - Find a CPA – ask SALS
- Policies and Procedures (chair – Joy Barcome)
 - Final Draft
- Fundraising (chair – Emma Calautti)
 - English Tea
 - Wine Tasting
 - Luncheon at Sagamore
 - Plant Sale
 - Quilts
 - ❖ Thank you note
- Buildings and Grounds (chair – Carla Cumming)
 - Clean Up Area between Museum and Library
 - Alarm System
 - Broken Cellar Window
 - Proposal for Replacement of Windows
- Annual Book Sale (chair – Michelle Pollock)
- Sunshine Committee (chair – Julie Whiney)

- Grants (chair – Pat Cianci)
 - Stewarts Grant
 - ❖ Check Presentation
- Personnel (chair – Maryellen Moseman)
 - Employee Evaluation
 - ❖ Update the Employee Handbook
 - ❖ Director’s Evaluation

7. Old Business

- Tree from Warren County – May 16

8. New Business

- David Smith Key Loan
- Notary Public

9. Communications

- ❖ SALS Annual Dinner – May 20 at Fort William Henry
- ❖ Return to Work Letter for Joan Howse from Dr. Smead
- ❖ “Happy Spring” Postcard from TD Bank
- ❖ “Libraries Mean Business” Section from “Circulate” about Notary Public

10. Town Board Meeting

- Trustees to Attend May and June Meeting
- Report for April meeting

11. Events

- Spring for Summer – May 8
- Movies for Grown-Ups – May 15
- English Tea – June 9

12. Next Meeting

- May 29 at 7pm