

**Bolton Free Library**

**Board of Trustees Monthly Meeting Agenda**

**August 26, 2020**

**Via Zoom**

**Call to Order/Roll Call:** Joy Barcome (2021), Penny Belton (2025), Emma Calautti (2023), Rebecca Cooper (2023), Carla Cumming (2022), Doreen Martin (2021), Laura Paparatto (2024), Michelle Pollock (2024), and Fran Taitel (2025)

**Adoption of agenda**

**Approval of Prior Meeting Minutes:** July 2020

**Period for public expression**

**Correspondence:**

**Personnel actions report**

**Treasurer's report:** July 2020

**Director's report:** July 2020

**Executive Committee:** did not meet

**Committee reports:**

- Financial – Michelle Pollock
  - PPP Forgiveness
  - Public and Staff Computers
  - Amended 2020 Budget
- Minimum Standards
- Policies and Procedures – Joy Barcome
  - Minimum Standards
- Fundraising – Emma Calautti/Doreen Martin
- Buildings and Grounds – Carla Cumming
  - Shelving for the Attic
  - Minimum Standards
- Grants – Penny Belton
- Annual Book Sale – Michelle Pollock
- Public Library Minimum Standards – Rebecca Cooper
- Sunshine – Laura Paparatto
  - Names & addresses in Google Docs
- Personnel – Joy Barcome
  - Employee Handbook
  - Minimum Standards

- Approval of Committees' Reports

### **Old Business**

- Notary Public - Wednesday August 26, 2020
- Library Archives Donation
- Face Masks by Sheilagh Menzies
- Quilt Raffle
- Replacement for Rebecca Cooper

### **New Business**

- Budget Request from Town of Bolton
- Fall Open Hours

### **Events**

- Book Club
  - Hybrid Zoom Meeting

### **Period for public expression**

### **Dates of future board meetings**

- September 23, 2020
- October 28, 2020
- November 18, 2020 - changed due to holiday
- December 16, 2020 – changed due to holiday

### **Town Board Meetings**

- September 1, 2020
- October 6, 2020
- November 4, 2020
- December 1, 2020

### **Adjournment**