

**Bolton Free Library**  
**Board of Trustees Meeting**

**Agenda**

**December 18, 2019**

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

Joy Barcome (2021)	Emma Calautti (2020)	Pat Cianci (2023)
Carla Cumming (2022)	Doreen Martin (2021)	Rebecca Cooper (2020)
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 November Meeting**

**3. Treasurer’s Financial Report for November**

**4. Director’s Progress and Service Report for November**

**5. Executive Committee Meeting**

**6. Committee Reports (what committees are everyone interested in being part of)**

- Financial
  - Meeting with Becky Herrick
  - 2020 Budget
  - Appeal Letter
- Policies and Procedures (chair – Joy Barcome)
- Fundraising (chair – Emma Calautti)
  - Wine Tasting
  - Roaring 20’s Gala
  - Sip and Paint
  - House Tours
  - Psychic
- Buildings and Grounds (chair – Carla Cumming)
- Annual Book Sale (chair – Michelle Pollock)
- Sunshine Committee (chair – Julie Whitney)
- Grants (chair – Pat Cianci)
  - NYS Grants
  - Grant for addition
  - Redesign of Circulation desk and area
  - Stewarts’ Grant
- Personnel (chair – Carla Cumming)
  - Employee Evaluation
  - Update the Employee Handbook
  - Director’s Evaluation
- Approval of Committee Reports

## **7. Old Business**

- Notary Public
- SALS – Public Library Minimum Standards
- Reverse Advent Calendar

## **8. New Business**

- Necessary number of Public Computers
- Annual Election and Meeting – January 8
- Donation towards Capital Improvement Fund

## **9. Communications**

- Thank you note from Kindergarten Class
- Thank you and donation from John C. and Susan K Hubbard Foundation
- Thank you from Gloria Lamboy
- Invoice to delivery company for damaged books
- Penelope Belton's letter of intent to run for Board of Trustees

## **10. Town Board Meeting**

- December – Rebecca and Megan
- Report on December meeting
- Who can attend the January meeting

## **11. Events**

- **Book Club: December 17 and January 21**
- **Thank you party – January 16th**

## **12. Next Meeting**

- January meeting – Wednesday, December 18 at 7pm