

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

**Agenda**

**February 27, 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 January 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**

- ❖ Megan to post flyer online about Affinity program
- ❖ Megan will provide 2018 circulation numbers for comparison

**5. Executive Committee Meeting**

**6. Committee Reports**

- Financial (chair – Maryellen Moseman)
  - IRS Issue
  - Insurance Binder
    - ❖ Maryellen to contact insurance company for annual amount of rider
- Policies and Procedures (chair – Joy Barcome)
  - Sexual Harassment Policy and Training
    - ❖ Kirsten will get us the information we need from the town
  - Pets Policy
- Fundraising (chair – Emma Calautti)
  - Cabin Fever Party Results
  - English Tea
- Buildings and Grounds (chair – Carla Cumming)
  - Post Star Box
  - Clean Up Area between Museum and Library
  - Alarm System
  - Hot Water Heater
  - Broken Cellar Window
- Annual Book Sale (chair – Michelle Pollock)
- Sunshine Committee (chair – Julie Whiney)

- Thank You Note to Price Chopper for Financial Assistance with Book Drop
- Get Well Card for Pat VanValkenburgh
- Thank You Note to Aleksander Spirkoski from TD Bank
- Grants (chair – Pat Cianci)
  - SALS Grant
  - Stewarts Grant
  - Alarm System
    - ❖ Trustees to be considering what they want or think that the library needs
- Personnel (chair – Maryellen Moseman)
  - Employee Evaluation
    - ❖ Update the Employee Handbook

## 7. Old Business

- Contact List for NY Fire and Signal
  - ❖ Megan will contact NY Fire and Signal
- Recycling
  - ❖ Carla will bring in a container
- Patricia Lamb's Estate – Response to Law Office
  - ❖ Megan will take care of the paperwork for the law office
  - ❖ Megan will contact Heidi to see if we are getting any more books
- Purchase a recording device for the secretary
  - ❖ Maryellen and Carla will get prices
  - ❖ Maryellen will contact SALS to check that recording meetings is legal

## 8. New Business

### 9. Communications

- ❖ MVLS/SALS Joint Automation Project Agreement
- ❖ Thank you/receipt for Marion Wolgin's donation in memory of Barbara Feigen
- ❖ Save the Date cards from SALS for Annual Dinner
- ❖ TD Bank Affinity Program posters

### 10. Town Board Meeting

- Trustees to Attend March Meeting

### 11. Events

- Movies for Grown-Ups
- Ed Sheridan's Greatest Hits
- Kibby French
- Genealogy

### 12. Next Meeting

- March 27 at 7pm