

Bolton Free Library
Board of Trustees Meeting

Agenda

March 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 February 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**
- ❖ **Megan to post flyer online about Affinity program**

4. Director's Progress and Service Report

5. Executive Committee Meeting

6. Committee Reports

- Financial (chair – Maryellen Moseman)
 - IRS Issue
 - ❖ **Power of Attorney for Becky Herrick to talk to IRS**
 - ❖ **Will this be a problem each year**
 - Insurance Binder
 - ❖ **Maryellen to contact insurance company for annual amount of rider**
- Policies and Procedures (chair – Joy Barcome)
 - Sexual Harassment Policy and Training
 - Pets Policy
 - Jury Duty
- Fundraising (chair – Emma Calautti)
 - English Tea
 - Wine Tasting
 - ❖ **Thank you notes for Cabin Fever Party**
 - ❖ **Gift Cards for Emma Cady, Anne Marie Senese, Robbie Chapman, and Storm Lamb for help with Cabin Fever Party**
- Buildings and Grounds (chair – Carla Cumming)
 - Clean Up Area between Museum and Library – Earth Day
 - Alarm System

- Broken Cellar Window
- Annual Book Sale (chair – Michelle Pollock)
- Sunshine Committee (chair – Julie Whiney)
 - ❖ Thank you note to Ike Wolgin for assistance with basement window
- Grants (chair – Pat Cianci)
 - SALS Grant
 - Stewarts Grant
- Personnel (chair – Maryellen Moseman)
 - Employee Evaluation
 - ❖ Update the Employee Handbook

7. Old Business

- ❖ Garbage

8. New Business

- Wi-Fi Hotspot

9. Communications

- ❖ Save the Date Card for SALS Annual Dinner
- ❖ Invitation to Caldwell-Lake George Library Annual Dinner

10. Town Board Meeting

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

11. Events

- Genealogy – March 28

12. Next Meeting

- April 24 @ 7pm