

Bolton Free Library
Board of Trustees Meeting

Agenda

March 25, 2020

1. **Roll Call of Trustees and Meeting Called to Order via ZOOM (40 minute limit)**
Joy Barcome (2021) Penny Belton (2025) Emma Calautti (2023)
Rebecca Cooper (2023) Carla Cumming (2022) Doreen Martin (2021)
Laura Paparatto (2024) Michelle Pollock (2024) Fran Taitel (2025)
2. **Review and Accept Minutes of February Meeting**
3. **Treasurer's Financial Report for February**
4. **Director's Progress and Service Report for February**
5. **Executive Committee Meeting-communicating via e-mails (March 15 at 7:05 pm) it was decided to close the library from March 17 to March 30, 2020. This was communicated to the full Board March 16, 2020 at 3:05 pm, all approve of closing.**
6. **Committee Reports**
 - Financial (Chair – Michelle Pollock)
 - Consider moving \$20,000 from Checking to Money Market
 - Policies and Procedures (Chair – Joy Barcome)
 - Fundraising (Co-Chairs – Emma Calautti and Doreen Martin)
 - Roaring 20's Gala
 - Business Contact Information
 - Cabin Fever Party 03/22/20-cancelled
 - Buildings and Grounds (Chair – Carla Cumming)
 - Annual Book Sale (Chair – Michelle Pollock)
 - Asked that donations stop until further notice
 - Sunshine Committee (Chair – Laura Paparatto)
 - Grants (Chair – Penny Belton)
 - NYS Grants
 - Grant for addition
 - Redesign of Circulation desk and area
 - Stewarts' Grant
 - Personnel (Chair – Joy Barcome)
 - Employees' Evaluation
 - Update the Employee Handbook
 - Approval of Committee Reports
7. **Old Business**
 - Notary Public
 - SALS – Public Library Minimum Standards
 - Megan and Carla to work on during library closure
 - Warren County Fire Inspection Office
 - Need updated Contact List
 - Library Archives Donation-decision from February 26 meeting?
 - Election results needed for annual report-need clarification
 - Hyde Collection – Library Museum Pass Program-terms of loan
8. **New Business**

- Library closure
 - Continue to have Bonnie Baker clean?-Now two hours per week
- Code for new lock entry –should it be changed?
- Possible additional on line platforms

9. Communications

- **Adirondack Experience – Museum Pass**
- **Chamber of Commerce – Public Restrooms**
- **SALS – Save the Date Cards for SALS Annual Meeting**

10. Town Board Meeting

- March 3 meeting – Rebecca and Laura
- Future meetings cancelled through end of May 2020

11. Events

- **Book Club: March 17-cancelled**
- **Community Health: March 18 (Linda Perry)-cancelled, April ?**
- **Flute Ensemble (Laura)**

12. Next Meeting

- April Meeting – April 22 at 7pm