

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

**Agenda**

**May 22, 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, March, and April Meeting**

- Roberts Rules
- Review how to use Google Docs

**3. Treasurer's Financial Report for April**

- Any questions about report presented at April meeting should have been emailed to Maryellen and Julie

**4. Director's Progress and Service Report for April**

**5. Executive Committee Meeting**

**6. Committee Reports**

- Financial (chair – Maryellen Moseman)
  - IRS Response
  - Find a CPA – ask SALS
  - Complete Audit – when was the last one done
  - Affinity Program through TD Bank
- Policies and Procedures (chair – Joy Barcome)
  - Final Draft
  - Sexual Harassment Training
- Fundraising (chair – Emma Calautti)
  - English Tea
  - Wine Tasting
  - Luncheon at Sagamore
  - Quilts
    - ❖ Thank you note
- Buildings and Grounds (chair – Carla Cumming)
  - Clean Up Area between Museum and Library
  - Maryellen to contact NY Fire and Signal about a possible rebate
  - Broken Cellar Window
  - Proposal for Replacement of Windows
  - Tree by flagpole

- Annual Book Sale (chair – Michelle Pollock)
  - Tote bags with library logo
- Sunshine Committee (chair – Julie Whiney)
  - Thank you note to Maryellen’s friend for quilt
- Grants (chair – Pat Cianci)
  - Stewarts Grant
    - ❖ Check Presentation
  - Wood Foundation and the Adirondack Foundation
- Personnel (chair – Maryellen Moseman)
  - What can be asked of anyone with a service animal
  - Employee Evaluation
    - ❖ Update the Employee Handbook
    - ❖ Director’s Evaluation

**7. Old Business**

- Tree from Warren County – May 16
- David Smith Key loan to Historical Society
- Megan to research becoming Notary Public
- Insurance company problems
- SALS Annual Dinner and Meeting

**8. New Business**

- Summer hours to start June 24

**9. Communications**

- Request letter from Museum
- Loan agreement for David Smith Key

**10. Town Board Meeting**

- Trustees to Attend June Meeting
- Report for May meeting
- We will skip July and August and start again in September

**11. Events**

- English Tea – June 9
- Trivia – June 3 and June 17

**12. Next Meeting**

- June 26 at 7pm