

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

**Agenda**

**November 20, 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 October Meeting**

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

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

**5. Executive Committee Meeting**

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

- Financial
  - Meeting with Becky Herrick
  - 2020 Budget
- Policies and Procedures (chair – Joy Barcome)
  - Sexual Harassment Training
    - Must be finished by October 2019
- Fundraising (chair – Emma Calautti)
  - Wine Tasting
  - Roaring 20's Gala
  - Sip and Paint
  - House Tours
  - Thirty-One Party (Fran Taitel)
- 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
- Personnel (chair – Carla Cumming)
  - Employee Evaluation
    - Update the Employee Handbook
    - Director's Evaluation
    - Megan's PTO remaining (how many hours left)

- Approval of Committee Reports

#### **7. Old Business**

- Appeal Letter
- SUNY Adirondack Notary Course
- SALS – Public Library Minimum Standards
- Reverse Advent Calendar
- Friends of the Library

#### **8. New Business**

- Necessary number of Public Computers
- Nominating Committee for Officers

#### **9. Communications**

#### **10. Town Board Meeting**

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

#### **11. Events**

- **Book Club: November 19 and December 17**
- **Thank you party – Thursday, December 5 (sign up for appetizers)**  
📅 **Time?**
- **Community Health Programs**

#### **12. Next Meeting**

- December meeting – Wednesday, December 18 at 7pm