

Minutes of the Bolton Free Library Board of Trustees – April 23, 2014

The meeting was called to order by President Gena Lindyberg at 7pm.

Those present: Anne Green, Joy Barcome, Patti Haux, Gena Lindyberg, Carla Cumming, Becky Herrick, Emma Calautti, Megan Baker, and Carol Newell. Those absent: Vickie Reed.

The minutes of the February meeting were received and reviewed by all. Carla asked to have the “s” removed from her name. Gena asked to have Vickie’s name added to the agenda. Anne moved to accept the minutes with those changes, second by Carla, and carried.

Becky presented the financial report that is current through today. We received a \$535 dividend check, which is about the same as last year. We have received \$331 from SALS for the Summer Reading Program. We had budgeted \$400, so Megan must be careful in what she spends on the program. We have received the first half of the money from the town. The price of fuel oil is a concern and being discussed at the committee level. Patti moved to accept the financial report into the record, seconded by Carla, and carried.

Megan had emailed her director’s report to the board. It had been received and reviewed by all. She pointed out the display about V-Mail, which had been loaned and arranged by Peter and April White. The next display will be about Irving Langmuir to correlate with Roger Summerhayes talk on Langmuir, and will be arranged by April White, Kate Baker, Roger Summerhayes, and the Historical Society. The display for part of July and all of August will be MaryBet Haux’s collection of salt and pepper shakers. Joy will send April and Peter a thank you note for the display. Patti moved to accept Megan’s report, second by Carla, and carried.

Committee Reports

Finance – Carole: The finance committee has met and discussed fuel oil prices and the cost of library supplies. Megan was asked to prepare a list of the things she regularly orders from Staples with the prices for the committee. Joan Howse has also given Megan a list of prices of those items from BJ’s. Gena will then have a comparison of the Staples, BJ’s, and Foley’s prices.

Policies and Procedures – Anne and Emma: The policies & procedures committee met and have decided to review our current policies to see what needs tweaking, and then present those policies to the board for review. They do not foresee many changes.

Fundraising – Emma and Vicky: Emma and Megan talked at length about “Dancing Under the Stars”, an event planned for August 16th on the Town Pier. There will be music, cocktail party, and a silent auction. Please see the notes from the meetings held in the past several weeks for more details. The tote board was discussed. Gena will check with town to see what the regulations are. Becky was asked to investigate a way for the attendees to pay with debit or credit cards. After much discussion, it was decided to have Becky take care of this for the event. The committee had nixed the idea of a beer truck to avoid any problems with underage drinking. The steering committee will meet again on May 6th. The plant sale will be on Saturday, May 24th from 10am – 4pm. Emma will send out an email in the next few weeks asking for donations of plants. We will also ask Wauneta Waller to mention it in her column for the Adirondack Journal. Emma will send an email to the trustees to schedule times to help with the sale. Gena will ask Tony Hall to include something in the Lake George Mirror. We will not have a thank you party

for our volunteers this year as we have so much going on with “the event” and the plant sale. We will have the library open during “the event”, and that will be considered our Open House. Carla and Gena will put together a Mothers’ Day raffle basket. Megan will ask Joan to arrange a gardening basket to be raffled after the Mothers’ Day basket. TD Bank has contacted us about the Affinity program. When they have the check, they will contact us and set up a time when they can present it to us.

Book Sale – Patti and Gena: There will be an antique book sale on May 9th from 12 to 6pm, and 10th from 10am to 4pm. The sale will be held in the back room. Carla and Patti have sent out about 50 invitations to book dealers. The sandwich board will go out on the sidewalk the week before. Posters will be put up around town, to let townspeople know that they are also invited.

Buildings and Grounds – Gena: Gena will contact Don Rafferty about the central air conditioning and the cleanup of the basement. Gena will also arrange with Vickie to clean the hardwood floor in the back room. Window blinds were discussed to help save on fuel oil costs. JC Penney and Sears will be asked to come and measure the windows and give us a price. Megan was asked to get the list of jobs she needs done by our handyman to the Buildings and Grounds committee in hopes that some of those tasks could be done by a volunteer. Becky suggested that the Buildings and Grounds committee set up a capital plan for the big projects needed. Megan suggested that the committee ask a local contractor to walk around the property to give us a better idea of what needs to be done.

Sunshine Committee – Joy: 16 thank you notes have been sent to the volunteers who helped with the Cabin Fever Party. Joy will send Peter and April White a card thanking them for the new display.

Grants – Anne: Nothing new to report. Anne has been reviewing the SALS information about grants available.

Personnel – Becky: The personnel committee did not meet. Megan has had a discussion with April White about working again this summer. April will not be able to work Saturdays. Megan spoke to Joan Howse, who will be willing to work on Saturdays, but might like to keep her Mondays and Wednesdays as well. Megan will let us know as soon as Joan lets her know. Emma brought up how amazing Joan and April were while Megan was away.

Website – Anne: The website is down. Anne has been investigating what other libraries are doing. After a meeting of the committee, Megan spoke to Jennifer Ferriss at SALS for advice. Jennifer said to keep the GoDaddy account since it is already paid for. She will also help us retrieve the website and help Megan get it up and running again. She and Megan will meet at the library on Monday, April 28th at 10am. Gena feels that locals and summer people need a “Bolton Free Library” site. Anne thinks that the site should be kept current with timely information on it. Megan plans to keep the site as close to what Marcus had set up since that had been approved by the Board of Trustees.

Unfinished Business

E-readers: Joy will have two e-readers for the library this weekend. Megan feels that the library should start purchasing e-readers as well, once the library has the money. She will discuss this with Jennifer Ferriss.

Library Newsletter: nothing has been done about this.

Chris Bohjalian: Jane Caldwell never heard back from Chris Bohjalian, so this item can be removed from the agenda.

Sandwich Board: Michael Calautti is fixing our old sandwich board so that we do not have to purchase a new one.

SALS Dinner: The SALS dinner and meeting will be held on May 19th at the Excelsior Springs at the Courtyard in Saratoga Springs. Trustees must let Megan know by May 7th if they plan to attend and what their meal choice is.

Sagamore Luncheon: Carole has spoken to Chris at the Sagamore and Jane Gabriels about a repeat of the luncheon. Chris will let her know if it is possible depending on how busy the hotel is in October.

Book in Memory of MaryBet Haux: Patti suggested a book about the Antique Roadshow. Megan will look for it to purchase.

Network Summary Article: Megan left a message for Tony Hall about several things for the Lake George Mirror including this topic.

New Business

Megan and Emma had received several emails from a local person saying that we did not do enough to let the public know about the Cabin Fever Party. The Board reiterated that the fundraising committee had gone above and beyond in keeping the public informed about that event and all the others planned.

There is one vacancy on the SALS Board of Trustees. If anyone is interested, please contact Eve Wenger of the Stony Creek Library.

The library has received \$1500 from the Chrissy's Chairs Memorial Fund. Megan will make sure that the Lake George Mirror writes something about this great gift. Joy will send Mark and Linda Perry a thank you note.

Anne made a suggestion for possible fundraising. We would invite local artists to paint sap buckets. We will add this to a list for future ideas, hopefully next year in time for the Cabin Fever Party.

Events

Maple Syruping with Sam Caldwell: excellent program, very informative, about 20 people in attendance.

Ted & Jane's Adventures in Cuba: May 14th – Emma will be the trustee present.

Essential Oils with Judy Sammis: June 11th – Gena will be the trustee in charge.

The World of Langmuir with Roger Summerhayes: July 9th – Patti Haux will be attending.

Dr. Jacobi by Steve Kamholz: August 13th – Joy will attend.

True Wilderness – The Adirondack Mountains and the Trans-Adirondack Route: September 17th

Becky made a motion to adjourn the meeting at 8:48pm, seconded by Carole, and carried.

Respectfully submitted,

Emma Calautti – Secretary

Transcribed by Megan Baker

Action Items

- Megan to correct the spelling of Carla's name
- Megan to add Vickie's name to the agenda
- Joy to send thank you cards to April and Peter White for the V-Mail display
- Megan to prepare a list of the supplies regularly ordered from Staples and get that list to Carole including the information on prices at BJ's
- Megan to follow up on her conversation with Ron and Pam about the sign issue. Gena will also speak to Ron about this.
- Becky will investigate the possibility of attendees at "The Event" to use debit or credit cards
- Emma to send out an email asking for donations to the plant sale
- Gena to ask Tony Hall to include the plant sale in the Lake George Mirror
- Carla and Gena to prepare a Mothers' Day Basket to raffle
- Megan to ask Joan to prepare a Gardening Basket to raffle
- Megan to contact the Board when TD Bank has the check from the Affinity program
- Gena to contact Don Rafferty about the central A/C and cleaning the basement
- Gena and Vickie to clean the hardwood floor
- Megan to keep the Board informed on the situation with April and Joan's hours
- Megan to meet with Jennifer Ferriss from SALS to work on the website
- Megan to discuss with Jennifer Ferriss having e-readers available for our patrons
- Megan to remove the Chris Bohjalian item from the agenda
- Megan to find a book on the Antique Roadshow and purchase it in memory of MaryBet Haux
- Megan to talk to Tony Hall about the donation from Mark and Linda Perry
- Joy to send a thank you card to Mark and Linda Perry for their donation