

Bolton Free Library Board of Trustees Monthly Minutes – April 21, 2015

The meeting was called to order by President Gena Lindyberg at 7:04pm.

Carole volunteered to take the minutes for this meeting.

Those present: Zandy Gabriels, Carole Newell, Anne Green, Joy Barcome, Gena Lindyberg, Kate Van Dyck, April White, and Megan Baker. Those absent: Patti Haux, Carla Cumming, and Maryellen Moseman.

April and Kate were here to discuss the Friends of the Library. April spoke of the Friends of the Schroon Lake Library. See the handout. She also handed out a sheet showing what her evenings were like during the summer evening hours.

There was no treasurer's report as Maryellen is sick. Megan and Joan will be paid as soon as Gena and Maryellen can get together.

Everyone had received and reviewed the Director's Report. Megan explained weeding or purging of the collection. Joy moved to accept the Director's report, second by Anne Green, and carried.

Committee Reports

Finance: Gena reported on some insurance changes made to our payment method. We are receiving a 15% rebate on our liability insurance. In the past, Becky had paperless billing for National Grid. Due to Becky leaving, we have not paid that bill since December 2014. Gena arranged for paper billing, and Maryellen will pay them as soon as the bill is received.

Policies & Procedures: Zandy has agreed to be on this committee. The committee has met and discussed several things, but does not have anything in writing. The employee handbook was done in 2010, and some changes need to be made, working with the personnel committee. Some things being considered would be the bid process, expenses over \$1500, and the wording used for fundraising.

Fundraising: The Cabin Fever Party netted about \$600. There was discussion about dates and times for events to prevent conflicts. The theme for the gala will be Adirondack Boating. A plant sale was discussed. We will wait for Carla's return to confirm. Possible date would be Memorial Day. If we are having the sale, Tony Hall needs to be contacted to include it in the Mirror. The gala steering committee will be meeting on April 29th.

Book Sale: The committee will also be meeting on the 29th. The dates for the sale have been included on the Chamber of Commerce website as well as Warren County. We need to decide if we should be open on the Thursday of that weekend for the dealers.

Buildings & Grounds: We have received an estimate from Wood Advisory Services for inspecting the roof to see what is necessary. The inspection will cost between \$1900-\$3000. Anne made a motion to hire Wood Advisory Services, second by Zandy, and carried. Don Rafferty was asked about moving the heating vent located at the computer desk to behind Megan's desk. Kevin Kershaw has been contacted about fixing the handrail, but he has not yet responded. Painting the front porch and the ramp was discussed. We will have a trustees' workday on May 31st from 12 – 4. The porches will be painted, outside windows washed, and the junk in the basement taken to the dump. The two chairs that need repair will be put into the attic.

Personnel: The committee had met with Megan. Anne and Carole discussed the summer hours and the possibility of not having those extended hours, and eliminating the need for a second assistant. Anne will contact April to see how busy she was during her shifts. Megan expressed interest in working the extended hours for more pay. Anne talked about rollover hours and the handbook is written in days. We should check with other libraries to see what their practices are. Anne made a motion to give Megan and Joan each a 2% raise, seconded by Joy, and carried.

Grievance The committee has received a grievance so they will meet to get a process in place for grievances.

Megan has kept the library website up to date, and this item can be removed from the agenda.

Zandy moved to accept all committee reports, second by Anne, and carried.

New Business

Joy informed us that they have put their house on the market. Their plan is to stay in Bolton.

We need to appoint a secretary. Zandy moved to appoint Joy as secretary, second by Anne, and carried.

Beverly Rogers has expressed interest in serving on the board. Joy will talk to her and ask her to attend our next meeting to replace Clarence.

Director's Communications

Megan has received April's official letter of resignation.

Megan has received an email from Richard Wargo informing us of the movie schedule for the Sembrich Studio.

Megan reminded us of the SALS dinner on May 18th. Please let her know if you plan to attend.

Meredith McComb would like to donate a park bench in memory of her husband.

Megan informed us that Carla, with permission from the Building and Grounds committee purchased shades for the 8 windows in the back part of the library at a cost of \$15 a shade.

Upcoming Events

Ed Sheridan – April 22

Historical Society – May 13 with a corresponding display. Tony and Lisa Hall will have a display for July and August.

Bolton Rescue Squad – June 10th

Joy's Story – July 8th

Benefits of Red Wine – August

Anne made a motion to adjourn the meeting at 9:20pm, second by Joy, and carried.