

Bolton Free Library
Board of Trustees Meeting
MINUTES
APRIL 26, 2017

1. Roll Call of Trustees and Meeting Called to Order. **7:00 PM**

Carole Newell (2022) **ABS** Kirsten Crist (2022) Joy Barcome
(2021) Jim Senese (2021) Emma Calautti (2020) Julie
Whitney (2019) Carla Cumming (2019) Maryellen Moseman (2018)
Vince Palazzo (2018)

2. Review and accept minutes of March Meeting.

Motion: Emma

Second: Julie

All in favor

3. Treasurer's Financial Report

- Monthly report for March **Report was distributed and reviewed**

- Lists of checks for March **(ordered new checks)**

Motion to accept: Carla

Second: Jim

All in favor

4. Director's Progress and Service Report.

Report was reviewed.

- **caller ID is showing the number only- no name**

Motion to accept: Maryellen

Second: Emma

All in favor

5. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

Audit(s)- **In process and going fine.**

- **We were given money from an estate.**

Policies and Procedures (Chair: Joy, Emma, Carole)

Manual Updates: Chamber, Petty Cash

- **Draft of manual will be resent to the Board**
- **Emma motions that Megan should attend Chamber dinners and will report the outcome to the Board. Jim seconds the motion and all are in favor.**
- **Petty cash- proposed that petty cash will be in a separate find. The use of the money in petty cash will be accounted for. Carla makes a motion to accept, Joy seconds and all are in favor.**

Fundraising (Chair: Emma)

- Cabin Fever Party
 - * Huge success. We raised almost \$1500.00. Connie gave a donation.
- Plant Sale
 - * Saturday, May 27th. Set up will be on Friday.
- Gala
 - * Meeting on Thursday at 7:00.
 - * Connie has offered to do the Gala
 - * Carla secured helicopter ride
 - * Buddy Foy will be auctioneer again
 - * June 12th will organize baskets at Conservation Club

Buildings and Grounds (Chair: Carla, Vince)

- * Thank you note for school. High school kids came and helped clean up and rake.
- * Book drop- \$250.00 from Price Chopper (need about \$750 more)
- * Will prioritize ramp and then drop box
- * Rug cleaning (\$ approvals between \$300 and \$400)

Annual Book Sale (Chair: Carole, Carla, Kirsten)

- * Meeting on May 1st at 7:00
- * Book Sale on July 28th

Sunshine Committee (Chair: Julie)

- * Cabin Fever and school thank you notes

Grants (Chair: Vince, Joy)

Price Chopper Grant application- \$250.00

Personnel (Chair: Vince, Carole, Emma)

- * Nothing new

Maryellen motions to accept committee reports

Emma seconds

All in favor

Website (Chair, Megan)

- * Up to date

6. Old Business

Verizon- Call forwarding offered and names will be on caller ID

Printer- Behaving better/ 15 cents for copies instead of 10 cents.

7. New Business

Summer Hire- Look into [indeed.com/SUN/Mirror/Chronicle](https://www.indeed.com/SUN/Mirror/Chronicle) to advertise
Suggestion to contact Virginia for possible names
SALS Meeting - May 15th (deadline is May 5th)

8. Director's Communications

- Megan's question: Health insurance changes?
- Book Question
- Chamber Dinner
- Annual agreement received from SALS

9. Events

- May 11th- Victor Smith
- June 24th- Arts Meeting

NEXT MEETING WILL BE MAY 24 AT 7:00PM

Motion to close meeting: Julie
Second: Emma
All in favor at 8:30 pm

Respectfully submitted
Joy Barcome
Bolton Free Library Board of Trustees
Secretary