

Bolton Free Library

Board of Trustees

Monthly Minutes – April 24, 2019

Roll Call of Trustees and meeting called to order at 7pm. Those in attendance: Carla Cumming, Pat Cianci, Michelle Pollock, and Megan Baker. Those absent: Joy Barcome, Emma Calautti, Kirsten Crist, Doreen Martin, Maryellen Moseman, and Julie Whitney.

According to advice from SALS, it is possible to hold a meeting and approve motions without a quorum as long as the minutes from that meeting are approved at the following meeting. Megan will be taking minutes.

In the March minutes, there is a reference to corrections that need to be made in the February minutes, but we do not remember what that correction is supposed to be – therefore the acceptance of the February 2019 minutes was tabled until the May meeting. There are some corrections needed for the March minutes as well. Michelle did not make a motion to hire Becky Herrick as our accountant, she did make a motion to hire an accountant. So the acceptance of the minutes from March 2019 were also tabled until May.

The corrections for the February and March minutes will be made and those minutes will be approved at the May meeting.

Maryellen had emailed the financial report, and there were a few questions that will have to be answered at the May meeting due to Maryellen's absence.

Any questions should be emailed to the treasurer.

Megan's Director's report had been emailed and reviewed. Pat made a motion to approve Megan's report, second by Michelle, and carried.

Executive Committee did not meet.

Committee Reports

Finance – no report

Policies and Procedures – no report. Megan asked if anyone had completed the sexual harassment training. No one has done so, and she reminds everyone to get that done.

Trustees will complete the sexual harassment training.

Fundraising - Megan reported on the fundraising efforts due to Emma's absence. We are moving ahead with the English tea. Many people have expressed interest and are willing to loan us the items we will need. Megan left another message for Ashley Lavoy at the Sagamore about the luncheon. Carla will bring the book quilt and quilt rack to the library next week and Megan will start selling raffle tickets. The drawing will be held during the book sale. Megan will take some pictures of the quilt and get them on the website. We need the address of Maryellen's friend so that Julie can send her a thank you note for the beautiful Lake George quilt. Carla has informed us that we will not be able to have the plant sale as the deer have decimated her gardens. This is about a \$2000 loss.

Maryellen will get the address of her friend so that Julie can send a thank you note.

Buildings and Grounds – the alarm system is finally working. Maryellen will be asking NY Fire and Signal for a credit due to the system not working for several weeks. The broken cellar window is boarded up, and Carla is seeking bids for replacement windows for the cellar and the front room of the library for next year's SALS construction grant. The attic windows would be replaced as well. The molding is the original molding and we would not be replacing that. The pillars by the front steps need to be re-pointed. Carla is planning a walk-around with Ike Wolgin. Megan has purchased a new flag and Carla has left a message for Barry Kincaid about trimming the tree next to the flagpole. Carla is talking to the painter about an estimate for the interior to be painted.

Maryellen will contact NY Fire and Signal about a credit since the security alarm was inactive for several weeks.

Carla and Ike Wolgin will have a walk-around the building looking for issues that should be addressed.

Book Sale – donations keep coming in. Carla thinks that we have as many books as last year. We will not take any donations two weeks before the sale. Michelle is talking to Kate VanDyck about book bags. Kate is looking for the least expensive bags and then will print the library logo. Hopefully we will have them in time for the sale. The cost of the bags should not come out of the Book Sale budget. Michelle asked Megan to ask Anne Green if she is able to get us more boxes.

Sunshine Committee – nothing to report.

Grants – Pat handed out a summary of the grants we have received and the grants we are working on. That summary will be attached to the minutes. Stewarts would like to do a check presentation for the Holiday Matching Grant we received. The store manager is arranging it for a Thursday afternoon when the after school program is here. Replacing the carpeting and reconfiguring Megan's desk were discussed. Pat met with the representative from LARAC about their grant program. That information is included in the summary. It does not seem worthwhile to pursue a grant from LARAC. Pat will look into a grant from the Wood Foundation and the Adirondack Foundation.

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Personnel – nothing to report. Megan will talk to Carole to see if she is still interested in working for us this summer. Megan will inform our employees what can be asked of someone who says their animal is a service animal.

Megan will research what can be asked of anyone with a service animal and inform our employees.

Pat made a motion to approve the committee reports, second by Michelle and carried.

Old Business

The library will be receiving a sugar maple tree from Warren County Water and Soil. They will be here on May 16th to plant the tree.

New Business

The Bolton Historical Society has asked to borrow our David Smith key as part of their summer display entitled "Landscapes Lost and Found". They would need the key from May 24th through Columbus Day Weekend. The museum would have to insure the key. Michelle will talk to Tony Hall.

Michelle will make the arrangements for the key to be moved to the museum and also making sure that the key is insured while it is at the museum.

Megan is interested in becoming a notary public as a service to be offered by the library. There is a class being offered by SUNY Adirondack on preparing for the test, and SALS is willing to pay for it. Michelle made a motion that Megan take the class and the test to become a notary public, second by Pat, and carried.

Megan will follow up on what is necessary to become a notary public and sign up for the course offered at SUNY Adirondack.

Michelle has been researching our insurance as well as our insurance company. She has left several messages for our agent and those calls have not been returned. She has sent emails and has not received any response. Gena Lindyberg received an email from Upstate, even though Michelle had given Upstate a update contact list for our Library. She also spoke to someone from NYCON who has reviewed our policy. He did say that we have good coverage. Our policy expires on September 1st and Michelle thinks we should pursue other options. She has spoken to Tony Hall from the Lake George Mirror and he has had the same problems. Michelle will get necessary workman's comp posters that must be displayed for our employees. Pat made a motion that Michelle look into finding a better insurance company by September 1st, second by Carla, and carried.

Michelle will get the necessary workman's comp posters to be displayed at the library.

Michelle will investigate finding a better insurance company.

Communications

SALS dinner – Megan needs to make the reservation by May 3rd for the dinner which will be held at Fort William Henry on May 20. Please let Megan know ASAP if you plan to attend and what your dinner choice is.

Trustees will notify Megan if they plan to attend the SALS dinner and what their choice is for the meal.

Megan will make our dinner reservations.

Maryellen or Julie will leave a signed check to be sent to SALS to pay for the dinner.

Megan has received a "return to work" letter from Dr. Smead that allows Joan Howse to come back to work. A copy of it will be placed in Joan's employee folder.

Town Board Meetings

Megan and Kirsten attended the April meeting. Kirsten informed the board of our fundraising plans and policy changes. Megan asked if we could talk to Ron Conover about a different liaison. Doreen and Emma will attend the May meeting – held on May 7, and Joy and Carla will attend the June meeting – held on June 5.

Doreen and Emma will attend the Town Board meeting on May 7

Joy and Carla will attend the Town Board meeting on June 5

Events

Spring for Summer – May 8 at 7pm. We have a few people who have agreed to participate, but we need some more. Emma is going to ask Eric Pfau. Pat has asked Matt Peterson and he has agreed. Pat will also ask Ryan Murnane and Dominick Pfau. Megan has asked Jodi Connolly who has agreed. Megan will ask someone at the bank as well as Eric Siy. Please let Megan know who has agreed to participate by April 30. Megan will make posters to be posted around town.

Megan will prepare the posters for “Spring for Summer”

The next Movies for Grown-Ups will be held on May 15 and we will be showing Welcome to Marwen.

The English Tea will be held on June 9th at 2pm.

Megan will prepare the posters and tickets for the English tea

Trivia begins on Monday, May 6th.

Our next meeting will be May 22.

Pat moved to adjourn the meeting at 8:40pm, second by Michelle, and carried.

Respectfully submitted,

Megan Baker

Director