

Bolton Free Library
Board of Trustees Meeting

MINUTES

April 22, 2020

1. Roll Call of Trustees and Meeting Called to

Order - 7:08 PM

Joy Barcome (2021) Penny Belton (2025) Emma Calautti (2023) Rebecca Cooper (2023) Carla Cumming (2022) Doreen Martin (2021) Laura Papatatto (2024) Michelle Pollock (2024) Fran Taitel (2025)

2. Review and Accept Minutes of March Meeting

- **Edited March Minutes: Bank Accounts updated**
- **Sunshine Committee: Pat Van Valkenburgh and Nancy Vogelsang (Cabin Fever donations)**
 - **Motion to approve: Laura**
 - **Second: Doreen**
 - **All in favor**

3. Treasurer's Financial Report for March

- **Two emails were sent out by Michelle and were reviewed**
- **Checking (as of 3/31): \$27,264.29**
- **Money Market (as of 3/31) : \$121,078.21**
 - **Motion: Fran**
 - **Second: Emma**
 - **All in favor**

4. Director's Progress and Service Report for March

- **Reviewed and discussed**
 - **Next display- Gardening**
 - **Motion to accept: Penny**
 - **Second: Michelle**
 - **All in favor**

5. Executive Committee Meeting 4/8/2020

- **Met and discussed some personnel issues.**
- **PPP was discussed (Payroll Protection Program)-**
 - **We are eligible to apply through TD Bank**
 - **Michelle talked to Ron Conover (Town Supervisor) and Michael Muller (Town Attorney)-both supported applying**
 - **Application was submitted**
 - **Promissory note was signed today for the money**
 - **Motion: Rebecca**
 - **Second: Doreen**
 - **All in favor**

6. Committee Reports

- Financial (Chair – Michelle Pollock)

- Appeal Letter

- 2019-2020 \$18,745.00 (274 donors) an increase of \$1,536.00 from 2018-2019

- PPP

- Second email-budget considerations
 - Our 2020 budget, probably no money through state grants
 - Will be short approximately by \$14,000 dollars.

- TD Bank

- Affinity Program

- Budgeted \$750.00, but received \$2,495.62 (deposited 04/14/20)
 - Need to have more people sign up this year in order to qualify.
 - Thank you note sent to Maryellen Moseman for lobbying for us for

this
program.

- Policies and Procedures (Chair – Joy Barcome)
 - Reviewed what was in the email that was sent prior to the meeting.
 - Will change the wording of item number one regarding museum passes to make the wording more general.
 - Suggestion: Venmo account
 - Megan will check with other libraries about the process
 - Updates will be made when we hear back regarding future information
- Fundraising (Co-Chairs – Emma Calautti and Doreen Martin)
 - Sip and Paint
 - Psychic
 - Plant Sale (would be the 23rd of May)
 - On hold for now
- Buildings and Grounds (Chair – Carla Cumming)
 - On hold
 - Gardens are being worked on, periodically
- Annual Book Sale (Chair – Michelle Pollock)
 - On hold at this point
 - Last full weekend in July
 - Americade was moved until the end of July- may affect the sale.

- Sunshine Committee (Chair – Laura Papparatto)
 - Laura will keep track of letters she wrote going forward.
- Grants (Chair – Penny Belton)
 - NYS Grants
 - Nothing to report
 - Grant for addition
 - Nothing to report
 - Redesign of Circulation desk and area
 - Nothing to report
 - Stewarts' Grant
 - Applied
- Personnel (Chair – Joy Barcome)
 - Employees' Evaluation
 - Update the Employee Handbook
- Approval of Committee Reports
 - Motion: Laura
 - Second: Rebecca
 - All in favor

7. Old Business

- Notary Public
- SALS – Public Library Minimum Standards
- Library Archives Donation
- Hyde Collection and Adirondack Experience, the Museum on Blue Mountain Lake – Library Pass Program (discussed)
- Did Penny apply to join the SALS Board? - Was sent in but have not heard yet.
- Library Closed due to COVID-19 – May 15,

2020

8. New Business

- SALS Annual Dinner
 - Dinner is on May 18th at

the
Courtyard
by Marriott-
Excelsior
Springs

- Online Information

- Facebook

- Website

- U
p
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d
 - Previous Minutes and Agendas

- Group
Email

- Links have been sent out

- Masks- Discussion regarding SALS email and buying masks in bulk. Send Carla an email if you would like a mask.

9. Communications

- **Email from National Grid**
- **Overdrive usage has increased**
- **Letter sent from the Chamber of Commerce to cancel Bolton property reassessment.**

10. Town Board Meeting

- **On hold for now**

11. Events

- **Nothing**

12. Next Meeting

- May Meeting – Wednesday, May 27, 2020

- Zoom or library?

Motion to adjourn: Emma

Second: Fran

All in favor

8:18 PM

Respectfully submitted:

Joy Barcome

BFL Secretary