

Bolton Free Library Board of Trustees Minutes – Wednesday, September 3, 2014

Meeting called to order by President Gena Lindyberg at 7:00pm.

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

The minutes from the July meeting had been received and reviewed by all. Carla moved to accept the minutes into the record, second by Joy, and approved.

Becky had sent a financial report which was reviewed by all. Gena pointed out that the book sales had generated \$1000 more than had been budgeted. Megan pointed out that the fund raising committee had generated \$20,000 more than budgeted. Becky asked for a special meeting/workshop to discuss out finances due to the money raised by the gala. She would also like to start the budget process for 2015 and the annual appeal. That meeting will be Tuesday, September 16th at 6:30pm.

Committee Reports

- Finance – nothing to report
- Policies and Procedures – nothing to report
- Fundraising – as pointed out earlier, \$20,000 over budget was raised. We grossed about \$28,000 with about \$2000 in expenses. Several board members voiced suggestions for next year's gala, including having it every other year. Emma and Megan explained that it had already been decided by the Steering Committee to hold the every year due to the excitement of all the attendees. Megan suggested that everyone start creating a wish list of projects needed by the library. Carole asked for a list of the live auction items and what they sold for, which Megan provided. Emma and Megan will begin plans for the Cook-Off to be held in November. We will avoid the football party that was a conflict last year. Gena asked if the Pay Pal account could be used for the annual appeal. Megan explained that it could not until we have a tablet or an I-Pad. Eventually the account can be used to allow people to make donations through our website. At the de-briefing (not postmortem) it was suggested that the Library purchase a type of electrical box that would solve the electrical problems at the gala. We will discuss this at the special finance meeting. The Kindle raffle was won by Margaret Ryan of Juniper Hills and \$213 was raised. The next basket raffle will have an autumn theme and will be put together by Joy and Anne. It will be raffled off around the beginning of November. Patti will put together the Christmas basket.
- Book Sale – everything went great. There were enough people. Somehow the signup sheet for the volunteers' information just disappeared between Friday night and Saturday morning, so contact information was lost. There will be a paperback/children's books sale held on October 10th and 11th during the Town Wide Garage Sale. The small tent is in disrepair, and Gena suggested that we budget to replace it in next year's budget.
- Buildings and Grounds – the bathroom door needs more work as it is still catching. Carla has sprayed it with silicone. Megan will let her know if that works. The energy audit by NYSERDA will be on Tuesday, September 16th at 11:00am. Gena will contact Don Rafferty about the AC vent in the vestibule. The front windows still do not stay up, even

- Fizz, Boom, Read – Megan discussed the Summer Reading Program, which was a success. April gave a lot of help with the Lock-In.
- Drs. Jacobi – attended by about 50 people. The talk was fascinating – a family member was present. Mr. Kramholz would like to do a program on the benefits of red wine next summer. Joy was the trustee present.
- True Wilderness – September 17th. Vickie will be the trustee present.
- Travels with Dr. McConnell – October 15th. Gena will be present.
- Genealogy with Lauren Maehrlein – October 18th. Emma will be present.
- Climate Change at Arctic's Edge with Anne Green – December 17th. Anne will be present, obviously. Megan will remind the trustees of these dates.

The next regular meeting will be on Wednesday, September 24th at 7:00pm.

Anne moved to adjourn the meeting at 8:13pm, second by Patti, and carried.

Respectfully submitted,

Emma Calautti

Secretary

Transcribed by Megan Baker, Director

Action Items

- Special Finance Meeting on Tuesday, September 16th at 6:30pm
- Trustees to create a wish list of needs for the Library
- Fundraising Committee to begin plans for the cook-off
- Megan to let Carla know if the silicone works on the bathroom door
- Gena to contact Don Rafferty about the AC vent in the vestibule
- Gena to have her husband fix the front windows
- Anne to talk to April White about possible grants
- Megan to complete the library website
- Newsletter Committee to start preparing a newsletter
- Megan to contact phone companies about a second phone line
- Carole to follow up on the Sagamore Luncheon with an author present
- Gena to sign the joint automation contract and leave for Megan to send into SALS
- Gena to prepare our budget request in the amount of \$50,000 in turn it into the town by September 12th.
- Megan to remind the trustees of the events' dates

though Jan Lindyberg fixed them. Gena will have her husband look at them again. The repair to the front porch was tabled until the special finance meeting. Carole discussed the power-washing of the roof. Several contractors did not get back to her, but a friend from the Farmers' Market had looked at the roof and said that it could be power-washed, sealed, broken shingles on the south side replaced, and he would be interested in giving us an estimate. Carole will have his name at the finance meeting. Megan had spoken to her brother, Horace, and he highly recommended not cleaning the shingles as it would break them.

- Sunshine – Joy had a meeting for trustees to help write the thank you notes for the Gala and the Book Sale. All the notes are written and will be mailed out shortly. Megan needs to get more stamps. Joy will send a get well card to Gail Street.
- Grants – nothing to report. Megan suggested that Anne talk to April White who has written and received many grants for the Schroon Lake Library.
- Personnel – nothing to report.
- Library Website – Megan will contact Jennifer Ferriss and get the site completed. Gena suggested that we remove outdated materials. Megan will ask Jennifer about posting a library newsletter to the website.

Unfinished Business

- Library Newsletter – the committee is comprised of Megan, Joy, and Patti. Now that summer is over they will start to work on one.
- Secondary Phone Line – Megan put this item on the agenda because it is impossible to use the library phone when anyone is using the copier. This was a serious difficulty this summer. Megan will contact Time Warner Cable, Verizon, and Corner Store for pricing on a second line.
- Sagamore Luncheon – Carole will follow up on a possible October date. She will look into having a local author present.
- Insulating the Attic and Basement – we will look into this after the energy audit.
- Joint-Automation Contract – Gena will sign it and leave it with Megan to send to SALS. This contract needs to be signed by the Board President every year.

New Business

- Town Budget Request – we need to make a annual request for funds from the Town of Bolton. In the past this has been done by the President or Treasurer. Gena will make a request for \$50,000 in writing. She will mention the rising costs of fuel oil, front porch, insulation, and need for new tents for the book sale. This must be into the Town by September 12th.

Library Communications

- Bolton Chamber of Commerce Membership Renewal and Annual Auction – Patti made a motion to renew our membership with the Bolton Chamber of Commerce, seconded by Anne, and approved. Megan informed the Board of the Chamber Auction to be held on Tuesday, September 9th – starting at 5:30pm.

Events