

Bolton Free Library
Board of Trustees Meeting
MINUTES
AUGUST 23, 2017

1. Roll Call of Trustees and Meeting Called to Order.

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

2. Review and accept minutes of July Meeting.

Motion: Jim

Second: Emma

All in favor

3. President's Report

- **Too many emails being sent to everyone. Emails should just be sent to the relevant committees. Target who you are writing to.**
- **Need to discuss deposits and how they are made**
- **Thank you notes need to be sent for the Book Sale and the Gala**

4. Treasurer's Financial Report

- Monthly report for July
- Lists of checks for July
- **Reports were distributed and discussed.**
- **Book Sale total- \$5,754.00**

Motion: Emma

Second: Jim

All in favor

5. Director's Progress and Service Report.

- **Reviewed and discussed**

6. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

Audit

- **Audit is still in process.**
- **Questions regarding Verizon bills**
- **Policies regarding finances**

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

Deposits

- **Additional information will be added**

- Work on glitches with money for next year

Fundraising (Chair: Emma)

Gala

- Send requests early next year
- Request for a party for people who helped (up to \$200.00 for the party-thank you)
Motion made for the party: Maryellen
Second: Jim
All in favor

Buildings and Grounds (Chair: Carla, Vince)

Ramp

- Beginning of October
- Tree removal scheduled for the week after Labor Day
- Carpets will be cleaned

Storage Area

- Carla will be meeting with the contractors (approximately \$28,000-\$30,000)

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

Sale Totals- \$5,754.00

- Sunday Donor Jar worked well

Sunshine Committee (Chair: Julie)

- Wednesday, September 13th- thank you notes

Grants (Chair: Vince, Joy)

- Application submitted to Walmart was turned down

Personnel (Chair: Vince, Carole, Emma)

Emma's email

- \$100.00 found in safe was fine money
- Petty cash- \$50.00
- Coming in an hour early is what works (table until Summer hours are over)
- Let Vince know about any changes/edits in the system
- Clock in and out when necessary

Website (Chair, Megan)

- Will call SALS about group, Trustee, email

Motion to accept committee reports: Maryellen

Second: Carla

All in favor

7. Old Business

Verizon

- All the work has been done. \$70.00 in our favor. Caller ID has changed. Billing address has changed.

8. New Business

Printer

- Becoming obsolete
- Doesn't always collate
- Will send out a blank page
- Between now and November, get costs and warranties, etc.... with service contract
- Joy will research

9. Director's Communications

- Parking problem on July 4th weekend
- We have our new Insurance Policy. Policy can be reviewed by Board.
- Discussion regarding use of library for "meet up"
- Twitter account
- Need last month's Treasurer's report to keep on record
- Chamber Dinner auction at Blue Water Manor. Hand carved eagle will be auctioned off
- Suggestion that there be a Wikipedia page for Bolton (go to Historical Society)

10. Events

- Ed Sheridan Program: 96 people were present. Would like to have this program again at the Town Hall.

Motion to adjourn (8:35 pm):

Maryellen

Second: Carla

All in favor

NEXT MEETING WILL BE SEPTEMBER 27 AT 7:00PM