

Minutes of the Monthly Meeting of the Bolton Free Library Board of Trustees – December 17, 2014

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

The meeting was called to order at 7pm by President Gena Lindyberg.

The minutes had been received and reviewed by all. Sue Wilson asked for the minutes to be corrected to show that she “thought” any large project undertaken by the library must go out to bid and prevailing wages must be paid as we receive more than half our funding from the town. The town attorney is still looking into this, and Sue will keep us informed. Patti made a motion to accept the minutes into the record, second by Carla, and carried.

Becky presented her financial report, minus the reconciliation of checks since she had not received the newest statement from the bank and the total received from the appeal letter since she had not received all the deposit slips. Megan informed us that we have received \$14,664.71 to date. Becky also passed around the list of checks written. Thanks to the gala, we are a bit more stable than we were at this time last year. Anne moved to accept the financial report into the record, second by Patti, and carried.

Megan presented her director’s report that had been received and reviewed by all. The circulation had stayed exactly the same. The new display is Megan’s collection of Santa Clauses. Megan also has ordered \$568 worth of e-books. Emma moved to accept the director’s report, second by Joy, and carried.

Committee Reports

Financial – nothing to report.

Policies & Procedures – the committee is planning to meet in January.

Fundraising – the Cabin Fever Party and the Cook-Off will be combined into one event. The date will be March 7th, depending on the availability. Emma will call the Town Hall to reserve the Community Center. The autumn basket was won by David Shulman and raised \$147. The Christmas raffle will be drawn next week. The afghan raffle will start after Christmas.

Book Sale – Gena explained that she had been asked by Ginette Maslanka to donate the books to Operation Santa Claus. Emma asked why the books were donated when it had been decided at the November meeting that we were donating the dinner for 4 at the library instead of the books. Carla believed that we were donating both things. Gena said that the Book Sale Committee was donating the books not the Board of Trustees. Becky explained that committees could not make any decisions like that, concerning any assets of the library. Emma asked what would stop other committees from doing something similar. The minutes from the November did not reflect the actual conversations on this matter. Emma and Megan will make sure that the minutes will be more accurate in the future. Anne felt that she was responsible for the misunderstanding since she was the one to present the information to the board. Committees must bring things like this to the Board for approval or disapproval. We need to review all rules and bylaws.

Buildings & Grounds – Kevin Kershaw has not been in to fix the bathroom door or install the storm door on the exit in the back. Carla and her husband have temporarily fixed the outside bulletin board and the latch on the front storm door. Anne turned over the energy audit to the committee to prioritize the recommendations. Jane Gabriels has given a contact to Gena should we decide to replace the roof with cedar shingles. Sue Wilson asked why there was no gutter over the front steps. Megan pointed out that many of the windows in the front room do not open properly. Those will be looked into this spring.

Sunshine – Joy sent a special thank you card for a large donation we received. Joy is up to date on the cards that needed to be sent out.

Grants – Anne completed the construction grant paper work and submitted it to SALS on Monday. Anne also talked to Sara Dallas about the federal construction grant who suggested that we apply for it to apply towards the roof. The only problem would be that it could delay the project. Sue asked about debris transport but that is included in the contractor's costs. Anne will contact NYSERTA about possible assistance with the roof project.

Personnel – nothing to report. Megan suggested that the volunteer training take place in the spring when more of the volunteers are actually here.

Library Website – Megan continues to work on the site with SALS assistance.

Unfinished Business

Newsletter – a newsletter cannot be attached to the library website. Megan and Joy met and discussed the newsletter. They have chosen a template available through Microsoft Publisher. Emma asked if she could assist the committee with the newsletter.

Annual Election – Megan sent out an email informing patrons, businesses, and the newspapers of the upcoming election. She has also posted the election on the inside and outside bulletin boards and the front door. Becky and Vickie are both up for re-election, and both have decided not to run for another term. The election will be on January 14th, followed by the Annual Meeting. Gena handed out a calendar of scheduled Board meetings. The trustees overseeing the election will be Gena from 10am to 12pm, Carla from 12 to 2pm, Gena from 2 to 4pm, and Emma from 4 to 6pm. Joy and Anne will count the votes.

New Business

Becky made a motion that we place \$15,000 in our capital fund to pay the roof expenses. She was asked if this money should be in a separate account at the bank. It was agreed that was unnecessary. Becky's motion was seconded by Patti, and carried. Megan and Emma will compose an email to show the public that we are moving ahead with the roofing project as well as other events going on at the library.

Fire Inspection – the Warren County Fire Inspector was here and recommending moving the extinguisher located in the back. When Megan informed him that Warren County recommended the current location, he suggested better signage. He did say that the signage was not mandatory. Each fire inspection costs the library \$75. He also pointed out that the ramp was not shoveled,

but since the storm had just ended the town had not done it yet. Megan did ask Ron Conover to make sure that the town employees keep the ramp clear.

Director Communications

The Chamber of Commerce is holding a raffle to raise money for their new building. Megan will forward the email to anyone interested. We have received a thank you note from the Kindergarten class for their visit. Megan read the letter from the John & Susan Hubbard Foundation in regards to their \$500 donation

Library Events

Mason Smith did not show up for his Christmas reading due to some confusion about the date. Megan would like to plan a “Bolton Lore” evening. Joy has written a book about her experiences with adoption and would be interested in presenting a program with her daughter. Megan will keep us informed. Megan has spoken to Ted and Henry Caldwell, as well as Ed Sheridan about possible programs.

Action Items

Everything on the list had been accomplished except the library newsletter and website, which should have read “work on” not “finish”.

Carole made a motion to adjourn at 8:46pm, seconded by Becky, and carried.

Respectfully submitted,

Emma Calautti

Transcribed by Megan Baker

Action Items

- The Policies & Procedures Committee to meet in January.
- Megan to draw the raffle ticket for the Christmas basket next week.
- The Building & Grounds Committee to look into the front room windows and a rain gutter over the front steps.
- Anne to investigate the Federal Construction Grant offered through SALS.
- Anne to contact NYSERTA about possible assistance with the roof project.
- Megan to continue work on the library website.
- Megan, Joy, and Emma to continue work on the library newsletter.
- Becky to move \$15,000 to the capital fund for the roof project.
- Megan to work on programing for the new year.