

Bolton Free Library Board of Trustees Minutes of Monthly Meeting – February 25, 2015

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

Those in attendance: Gena Lindyberg, Clarence Linder, Maryellen Moseman, Megan Baker, Joy Barcome, Anne Green, Carole Newell, and Patti Haux. Those absent: Carla Cumming and Emma Calautti (due to her resignation from the board).

Carole Newell has offered to take over the duties of the secretary.

Megan needed to leave early so was allowed to go through her items first. The website is basically completed with a few corrections to be made. The link to "email director" does not work, past agendas, completed policies, and updated bylaws need to be added. Gena will send Megan all the agendas for the past year. Everyone had received and reviewed the director's report. Anne asked how the Scrabble is going. It has been attended by at least four people each week. Megan had discussed the use of donated, used e-readers with SALS. Due to registration issues, it is impossible for patrons to add books, so we will not continue with this idea. In response to the fund letter, we have received \$21,074.71. The afghan raffle has brought in \$42. The Cabin Fever/Cook Off will be held on March 28th as that is the first available date that the band has. There will be a meeting of the fundraising committee next Wednesday. The book club is reading Out of the Deep I Cry by Julia Spenser Fleming. We have received a thank you note from Christine Perry Fund for our donation in memory of Mark Perry. Megan asked for the wording for the sign for the books that we have sold in the past. Due to the sales tax issue, we can no longer charge people for the books, so the sign will read "Donation for the Used Books Appreciated". Gena will contact Betty Little to discuss the sales tax issue with her to see if there is anything that can be done. Adirondack Builders have not completed the railing on the ramp or the bathroom door.

The minutes from the January meeting had been received and reviewed by all. Patti made a motion to accept the minutes, second by Anne, and carried.

Clarence presented a financial report, but as there were no printed checks the report does not include checks written. The PayPal money is being "investigated". Gena has straightened out our phone bill, so we are now paying \$99. Patti made a motion to accept the financial report into the record, second by Joy and carried.

Committee Reports

Financial: the 2015 budget was worked on. Some areas were not budgeted for such as fundraising special events. The amount budgeted for books was reduced to \$11,000. The amount for the phone was reduced to \$1400. Megan's health insurance with Blue Cross/Blue Shield was discussed. There are other insurance carriers. Megan will be asked to call Xerox due to the bad quality of the copies. Anne made a motion to accept the 2015 budget, seconded by Patti, and carried. Our available money is approximately \$50,000. Clarence will contact Becky to get the 2014 files, especially salaries, passed on to the personnel committee.

Policies & Procedures: we reviewed the Policies & Procedures Manual and deleted lines 230 – 232, regarding financial reports handed out to trustees. Trustees will be allowed to take financial reports home. Copies of the annual financial report and yearly budget will be kept on file at the library as well as posted to the library website. Patti moved to allow the corrections to the Policies and Procedures Manual, second by Maryellen, and carried. The bylaws still need to be revised.

Fundraising: John Kelley and Luke Callahan want to talk to us about fundraising ideas.

Book Sale: nothing to report.

Buildings & Grounds: Adirondack Builders have not finished. The front porch needs to be painted, the railing is not complete and the bathroom door has not been fixed. The thermostat is NOT quite. The temperature should stay at 68 degrees and 62 degrees.

Grants: we have not received the grant money yet.

Personnel: we looked at the employee handbook and personnel evaluations. April White will not be available to work for us this summer. Cleaning was discussed. Sara Dallas had asked about evaluations. **Other things that were discussed included: time sheets and roll over sick time.** Megan needs to make sure that SALS has updated information for the new trustees. She will also prepare and send out that same information to the Board.

Patti made a motion to ask Zandy Gabriels to fill the vacancy created by Emma's resignation, seconded by Anne, and carried.

The next event will be Anne's talk on March 11th, "Climate Change at Arctic's Edge".

The insurance meeting will be postponed until April.

The capital fund was discussed. Clarence made a motion to take everything but the \$15000 from the gala out of the capital fund and put into the checking account, seconded by Maryellen, and carried.

Joy made a motion to adjourn the meeting at 8:52pm, second by Carole, and carried.

Respectfully submitted,

Carole Newell – Acting Secretary

Transcribed by Megan Baker

Action Items

- Fundraising committee to meet next Wednesday
- Megan to make new signage for the books we used to sell.
- Gena to contact Betty Little about the sales tax issue
- Megan to contact Xerox about the poor quality of copies
- Clarence to contact Becky about 2014 files
- Fundraising committee to arrange for John Kelley and Luke Callahan to meet with the board
- Megan to update the trustee information for SALS.
- Megan to update the trustee information for our board.
- Clarence to take everything but the \$15000 from the gala out of the capital fund and put into the checking account.