

Minutes of the Bolton Free Library Board of Trustees Monthly Meeting – June 24, 2014

Meeting called to order at 7:05 by President Gena Lindyberg.

Those in attendance: Gena Lindyberg, Carla Cumming, Anne Green, Joy Barcome, Vickie Reed, Emma Calautti, Megan Baker, Sue Wilson, Patti Haux, and Carole Newell. Absent: Becky Herrick, due to the mix-up with the meeting dates.

The minutes need to be corrected to show that the Wi-Fi porch project is on hold – possibly dropped all together. With that correction, Anne moved to accept the minutes from the previous meeting, seconded by Emma, and carried.

Emma announced that we have received the Affinity check from TD Bank. It is about \$900, which is much less than we had budgeted for. Gena will look over the material from the bank to see what can be done to improve this amount in the years to come. Gena will also see that there is an article in the Lake George Mirror about this money.

Committee Reports

- Policies and Procedures – nothing to report.
- Fundraising – Megan had sent all the pertinent information to the Board. The Lake George Mirror will run an ad every week – no – cost to the library. We need a helium tank. At the last meeting of the Steering Committee, it was agreed that we would rent this, since we have not spent any money so far on this event. Becky Herrick was also present at that meeting, and she agreed that we should do this. Emma plans to speak to Jesse Jackson, who is the owner of Look TV. Gena pointed out that there is no fundraising amount budgeted for us to spend on this event, which does make throwing an event of this caliber more difficult. Gena asked for a budget for the event. Carole Newell remarked that the Wolgins and Meredith McComb felt that the \$20 entry fee was not enough. She also suggested that we call it an event, not a gala. Megan explained that it was easier to call it the gala, not Dancing Under the Stars, in her note-taking – but she will use the word event from now on. Carla suggested that we encourage people to give more than the \$20 entry donation.

Becky had emailed her up-to-date financial report to Megan, since she could not make the meeting. Megan provided copies for the trustees. Megan read an email from Becky that noted we had received the insurance dividend check and it was noted in the report. Gena went over the report line by line, and it appears that our income is about \$4000 less than our expenses. Anne made a motion to accept the financial report into the record, second by Patti, and carried.

- Finance Committee – nothing to report
- Annual Book Sale – Patti and Gena are starting to line up volunteers for setting up the sale as well as volunteers to work the sale. We will need people to assist in picking up the tents and tables. After much discussion, Megan suggested that we ask the town for help, since they have helped us every year in the past. Gena asked if the town had been using our smaller tent. Megan explained that they needed it to protect some cement work they were doing, and since the town is always so helpful to us, she thought it was a good idea to let them use the tent. Gena asked Megan to email requests like this to the Trustees.

Megan did explain that there was no time to email this request to the town, but she would certainly do so in the future. Patti will put a poster for volunteers to sign up for shifts at the book sale. We have plenty of books for the sale. Patti will contact the Warren County Youth Court for their assistance again this year.

- Buildings and Grounds – Jan Lindyberg has installed the shades in the front room. It cost us \$89. We need to see about improving the insulation in the attic and basement. Gena will check to see if Don Rafferty has finished the basement. Carole suggested that we power wash the roof to remove the moss. She will ask Doug Johnson if this is something we should do. Anne has investigated an energy audit; she is just waiting on electric bills from Becky. Jan Lindyberg fixed the hose. The list of volunteers to do the handyman jobs is: Jan Lindyberg, Chuck Cumming, and Rob Barcome. Megan would also ask her brothers, Horace and Arthur, in emergency situations. From now on, Megan will contact Gena with any projects and Gena will make the decision who should be doing the work – a volunteer or our handyman. Megan did ask from someone to assist Michael in fixing the bathroom door, since it is too heavy for him to handle alone. Michael had spoken to Gena previously about this project, and she had given him the go-ahead. Carla suggested that we replace the screws with longer ones, and she will have her husband look at the door.
- Sunshine – Joy is creating a list in Excel of all the addresses she has sent correspondence to. Carla asked the board to recognize what a great job Joy is doing.
- Grants – nothing to report.
- Personnel – nothing to report, due to Becky's absence.

Old Business

- Library Newsletter – Megan was unaware that she was responsible for the newsletter. It was agreed that there would be committee to write the newsletter. The committee will be Patti, Gena, and Joy. Once the letter is done, Megan will make sure that it appears on the library's website.
- Library Website – Jennifer Ferriss from SALS continues to work on the website. Megan will find out who is hosting the website – SALS or GoDaddy. The GoDaddy bill was paid in February, but Megan explained that because the bill was paid late, Jennifer and the tech support at SALS were not able to retrieve the old website.
- Sagamore Luncheon – The chef suggested a date in September to Carole, but she thought that it was too close to the event in August. She is now waiting to hear back from him.
- Megan explained the difference between Warren County Aid and SALS aid.

New Business

- Megan raised a concern with the local cookbook put together by Penelope Jewell and Diane Burk. It had come to her attention that the proceeds from the sale of the cookbook were going to the Farmers' Market, not the library. Many people gave recipes for the book, believing they were helping the library – not the market. The other problem was that one very active patron and volunteer did not have her recipe included in the book. Anne feels that this is a lesson learned about projects brought before the board by new members. Gena feels that we should not pursue this any further.

Director's Communications

- We have received a letter and a check in the amount of \$200 from GE Foundation which matches donations given to the library. The two donations were from Jan Lindyberg and Ralph Boericke. We will include this “matching fund” reminder at the event and on our annual appeal for donations. Sue Wilson found a list of companies that have programs like this and emailed it to Gena.
- Megan had emailed SALS Statistical Summary to the Board. Gena had not received hers, so Anne forwarded it to her. Carla mentioned how interesting it was to compare the libraries around us to what we do.

Library Programs

- Judy Sammis' Essential Oils held on June 11 was well attended and very informative.
- July 9th – The World of Irving Langmuir with Roger Summerhayes. April and Peter White and Roger are putting a Langmuir display together to go along with the talk. Patti will be the trustee in attendance.
- August 13th – Dr. Jacobi with Steve Kamholz. Joy will be the trustee in attendance.
- September 17th – “True Wilderness”. Anne will not be available for that program, so Vickie volunteered.
- October 15th – Around the World with Dr. McConnell. Still need a trustee to be present.
- October 18th – Shake Your Family Tree with Lauren Maehrlein. We also need a trustee for this program
- The Sembrich movie night has started with War Horse held on June 23rd. It was decided that this evening really does not need a trustee in attendance. Patti volunteers at the museum on Monday evenings, so she will be on call. Richard is planning a special evening in August with a speaker and film – and collection donations for the library. Megan will let the Trustees know as soon as she does.
- Megan asked for suggestions for November and December programs.

Megan reminded Emma to speak to Yankee Trails about a donation for the event.

Sue Wilson has purchased a Kindle Paperwhite and is putting together a raffle basket for the summer months.

The next meeting will be held on July 23rd at 7pm.

Carla made a motion to adjourn the meeting at 8:25pm, seconded by Anne, and carried.

Respectfully submitted,

Emma Calautti – Secretary

Minutes transcribed by Megan Baker.

Action Items

- **Gena** will look over the Affinity materials to see if there is something that can be done increase the amount received from TD Bank.

- **Gena** will make sure that an article about the Affinity donation will appear in the Lake George Mirror.
- **Emma** to speak to Jesse Jackson – owner of Look TV – about the event
- **The fundraising committee** to prepare a budget for the event.
- **Patti and Gena** to ask the town for help getting the tents and tables for the Book Sale
- **Patti** to place a poster for volunteers to sign up for Book Sale shifts in the library.
- **Patti** to contact Warren County Youth Court
- **The buildings and grounds committee** will investigate adding to the insulation in the attic and basement.
- **Gena** to see if Don Rafferty has finished the basement.
- **Carole** to speak to Doug Johnson about power-washing the roof.
- **Becky** to provide past electric bills to assist Anne with the energy audit.
- **Anne** to continue with the energy audit.
- **Carla** will have her husband look at the bathroom door to see if longer screws in the hinges will correct the problems we are having with the door.
- Joy to continue creating an Excel list of correspondence.
- **Patti, Gena, and Joy** will create a library newsletter.
- **Megan** will be responsible for posting that newsletter to the library website.
- **Megan** to speak to Jennifer Ferriss about who is actually hosting the library website.