

**Bolton Free Library**  
**Board of Trustees Meeting**

**MINUTES**

**August 28, 2019**

**1. Roll Call of Trustees and Meeting Called to Order. 7:01 PM**

Joy Barcome (2021)	Emma Calautti (2020)	Pat Cianci (2023)ABS
Carla Cumming (2022)	Doreen Martin (2021)	Rebecca Cooper (2020)
Maryellen Moseman (2023)ABS	Michelle Pollock (2024)	Julie Whitney (2024)

Officers: President – Carla Cumming, Vice-President – Michelle Pollock, Secretary – Joy Barcome. Treasurer – Maryellen Moseman and Julie Whitney

**2. Review and Accept Minutes of July Meeting.**

**\* Doreen makes a motion to accept, second Michelle and all in favor**

**3. Treasurer's Financial Report for July**

**\* Julie reviews reports with everyone**

**\* Book Sale did well**

**\* Farmer's Market worked well for us**

**Motion: Emma, second by Doreen and all in favor**

**4. Director's Progress and Service Report for July**

**\* Megan reviewed**

**\* David Smith article. The author was reviewing our things. Should we archive our items? Articles are in an acid free case under the front window with photographs.**

**\* Next after school program: National Cheese Pizza Day**

**\* Nancy Kimball- reminder to contact**

**Motion: Michelle, Second by Emma and all in favor**

**5. Executive Committee Meeting**

**\* Met and spoke with Rebecca. We are glad to have her with us tonight.**

**Motion: To appoint Rebecca Cooper to fill Kirsten's spot for the remainder of the year. A second is made by Joy and all are in favor.**

**6. Committee Reports**

- Financial
- Checking -\$44,364.55
- Money Market- \$68080.79
  - Meeting with Becky Herrick
    - \* Meeting in September
  - Grant check into Capital Fund
    - \* Will be deposited when received
  - Budget Request to Town of Bolton
    - Operating Fund
      - \* Carla would like to suggest : \$55,000
    - Capital Fund
      - \* Carla would like to suggest: \$10,400

\* Michelle will be meeting with Upstate Insurance Agency, tomorrow at 4:30 (Kevin O'Brien).

- Policies and Procedures (chair – Joy Barcome)
  - Sexual Harassment Training
    - Must be finished by October 2019
    - Megan to send link again
- Fundraising (chair – Emma Calautti)
  - Wine Tasting

\* Doreen spoke with wine tasting person. November 22nd (Friday) is the best day. Weekend before Thanksgiving. Tenutatorciano Winery in Tuscany. Suggested minimum donation of \$25.00. Suggestion: The Conservation Club. Would need one glass for white and one for red and water (holiday wine for the table and holiday gifts). Details will be worked out.

- Luncheon at Lakeside
- Quilts' Raffles
  - Farmers Market - Went well- \$1,634.00.
  - Winner will be picked on October 12th

- Roaring 20's Gala
  - Connie Smith and Brendan Murnane
    - \* Meeting on September 11th
- Thank you night for volunteers – between Thanksgiving and Christmas
  - Set a date- Thursday, December 5th. Each board member will bring in something.
- “Dinner at the Library”
  - \* Will be done sometime. We will revisit this.
- Sip and Paint
  - \* Will be later- maybe February
- House Tours
  - \* Due to special insurance, places that are already open to the public may be an option instead of private homes. Party afterwards? Looking at the Springtime.
- Thirty-One Party (Fran Taitel)
  - \* Fran would donate her profits to the library. End of October?
- Idea: Crock Pot Olympics
- Idea: Pampered Chef
- Idea: Murder Mystery
- Idea: Dress up as your favorite character
- Idea: Hide books- search
- Buildings and Grounds (chair – Carla Cumming)
  - Tree removal
    - \* Moving flagpole discussion. Lighting concern.
  - Grant for energy efficient windows
    - \* Completed
  - Appointment for furnace maintenance for September
    - \* In the process
- \* Got the grant for the addition

- Annual Book Sale (chair – Michelle Pollock)- Thank you, Michelle! \$7, 220.00.
  - Thank you notes to volunteers
    - \* Michelle is doing these thank you notes. Discussion regarding recruiting young volunteers.
  - Final Tally- \$7220.00
- Sunshine Committee (chair – Julie Whitney)
  - \* Thank you notes have been written and sent out. Sympathy card will be written. Get well card will be sent as well to Dr. McConnell.
- Grants (chair – Pat Cianci)
  - NYS Grants- next round
  - Grant for addition - was granted
  - New modem - will ask- SALS money if it is offered.
  - SAM Registration
  - Redesign of Circulation desk and area
- Personnel - will be meeting this week
  - Employee Evaluation
    - Update the Employee Handbook
    - Director's Evaluation
- Approval of Committee Reports
  - \* Motion- Michelle. Second by Julie and all in favor

## 7. Old Business

- Replacement for Kirsten
  - \* Rebecca Cooper
- Idea of no fines
  - \* If a book is late, a bill will be sent.

\* Julie makes a motion to get rid of fines, Michelle seconds it and all in favor. Will need to change the Policy Handbook.

## 8. New Business

- Doing Library Business by Email
  - \* The board needs to respond to emails that are sent out for a response!
- Appeal Letter
  - \* Responses were handed out and a discussion ensued regarding the process
  - \* Mid-October is our goal to have the letter completed and the process agreed upon.
  - \* List of Trustees included
- Chamber Dinner
  - \* donation to the silent auction ideas discussed. Suggestion that we each donate something to a basket. Deadline is September 5th. Anything book related.

## 9. Communications

- SALS email concerning public library minimum standards
  - \* Long range plan. Has to be finished by 2021.
- North Country Xerox concerning Cloud Faxing
  - \* Hoping that it was fixed. We will be faxing to test that it works correctly.
- SUNY Adirondack Notary Course
  - \* On line course- costs \$80.00- SALS will reimburse. Megan has signed up.

## 10. Town Board Meeting

- Trustees to Attend September, October, November, and December Meeting
  - September 3rd- Julie and Megan
  - October 1st- Doreen and Emma
  - November 5th- Michelle and Joy
  - December 3rd- Rebecca and Megan

## 11. Events

- **Trivia: September 9 and 23**
- **Book Club: September 17**
- **Front Porch Forum Program: October 9th- a social media discussion. This will take place at 7 pm.**

## 12. Next Meeting

- September 25 at 7pm

Meeting adjourned at 8:31

Motion: Emma, second by Doreen and all in favor.

Respectfully submitted by:

Joy Barcome

August 28, 2019

BFL Board of Trustees Secretary