

Bolton Free Library

Board of Trustees Monthly Meeting

MINUTES

**July 22,
2020**

**Via
Zoom**

**** PLEASE SEE ATTACHED REPORTS ****

Call to Order/Roll Call: Joy Barcome (2021)**ABS**, Penny Belton (2025)**ABS**, Emma Calautti (2023), Rebecca Cooper (2023), Carla Cumming (2022), Doreen Martin (2021), Laura Papatatto (2024), Michelle Pollock (2024), and Fran Taitel (2025)

7:03 PM- called to order

Adoption of agenda -

- **Motion- Emma**
- **Second- Rebecca**
- **All in favor**

Approval of Prior Meeting Minutes: June 2020 - **Public computer deadline- under correspondence (no deadline)- will be amended. Some people did not get the Minutes. Joy will check.**

- **Motion to approve as read- Laura**
- **Second- Doreen**
- **All in favor**

Period for public expression

- **None**

Correspondence:

- **Rebecca Cooper's Resignation**
 - **Sorry to see Rebecca go but very happy for her**

Personnel actions report :

- Joan's hours- changed- Megan experienced a day in which it was difficult to keep up under the circumstances (COVID). Two man job this summer.
- Question regarding whether or not things calmed down after the first week. Megan- "yes" but following sanitizing procedures was difficult.
- Two sets of eyes are still needed
- Possibility of bringing on a new part time person could help- asked Megan to think about this. Megan feels that Joan is more than capable. Joan can do everything but issue library cards.
- Discussion regarding a contingency plan in the event that Megan is not able to be at the library.
- If anyone else is interested in learning the library- Megan would show them.
- A re-cap meeting regarding the re-opening would be great in the future
- If the re-opening committee would like to meet with Megan, she would be willing to meet.

Treasurer's report: June 2020

- Reviewed. See below for the information.
- Line added for cleaning and COVID protocols
- Paid Rob for his materials- donated his time
 - Should spouses of board members be thanked?- In the future, yes.
 - Send Chuck Cumming a thank you for all of the work he has done over the years.
 - Special thank you needs to be sent to Chuck for ALL of the work he has done!
 - Motion- Fran
 - Second- Doreen (?)
 - All in favor

Director's report: June 2020

- See report at the bottom of this document
- Reviewed by Megan
- WIFI average of 8 per day is on par with the normal summers
- Request for Megan to make a comparison from year to year in the future
 - Motion- Emma
 - Second- Michelle
 - All in favor

Executive Committee: July 21, 2020

- **Met last night**
- **PPP Program- expiring- will not go forward and apply again**
- **Rebecca leaving and a replacement needed- suggestions open to the board**
- **Role of a committee- come up with suggestions and present to the board for approval-**
 - **Will be presented in the financial report**

Committee reports:

- **Financial – Michelle Pollock**
 - **PPP - Money was received. We have qualified for forgiveness. Within next week or two- will hear more about this.**
 - **Public and Staff Computers - We will talk about this at the end of the summer**
 - **Checking Balance- \$28,893.36 (6/30/2020)**
 - **Money Market Balance- \$121,168.54 (6/30/2020)**
 - **Carla- please add Norowal and Stewarts to our website. Discussion regarding who should be listed/what is appropriate as far as who/what should be added. Not for profit??**
 - **Michelle suggests we amend our 2020 budget due to the pandemic. This would reflect our present situation.**
 - **Quick sample budget was sent to the financial committee- there will be a meeting. Need to post our budget on the website. Need to reflect accurately as to where we are. Will be sent out to the board for approval.**
 - **\$32,700.00 from the Town of Bolton was received.- proposed to move \$25,000.00 out of checking in to the Money Market account. (Town needs a thank you note).**
 - **Motion- Rebecca**
 - **Second- Fran**
 - **All in favor**
 - **Received a check from SALS for \$2668.00**
- **Policies and Procedures – Joy Barcome**
 - **Nothing new to report**
 - **Handbook needs to reflect new hours- need to be changed as needed**
 - **Emma and Joy will work on it**
- **Fundraising – Emma Calautti/Doreen Martin**
 - **Nothing new to report**
 - **“Un-Gala” suggestion**
 - **Something in our letter discussing community- crafting a letter now- board members with suggestions? Asking the community what they would like from the library. On-line survey? Survey along with the letter? Are there on-line resources that can be provided?**
 - **Will start working on the Appeal letter- thinking that it is time to start working on this**

letter. Start collecting ideas?

• Buildings and Grounds – Carla Cumming

• Doreen and Carla met

- **Jeff Dolan- JMZ Architects- to try to come up with some drawings for the addition that we have grant money for. We received : \$30, 200.70. We have \$27,243.00 of it. On completion, we will receive: \$3,027.00. The library share: \$10, 090.00. Jeff brought plans from the last addition. He talked with David McAvinney about the plans.**
 - **Concerns regarding approaching local builders.**
 - **They were approached and had a negative or no response**
 - **Questions asked and discussion ensued.**
 - **Will need board approval to hire him- will be presented to the board**
 - **Was started in 2016**
 - **Question: should we ask again regarding contractors?**
 - **Will not make our deadline if we go out and ask again**
 - **What if someone would do it for less than David?**
 - **Concerns that our motives will be questioned**
 - **Money has been put into the budget for this**
 - **Carla: If someone else would like to arrange for someone to come and talk to Buildings and Grounds with a timeline and make a bid- okay**
 - **Suggestion made for Jason Perry to be approached. Is he interested in making a bid?- if Jason indicates that he is interested, perhaps Jason can come and look at the building.**
 - **Suggestion- Advertised: anyone interested in the project?**
 - **Wait to hear back from Jeff Dolan before proceeding. When we hear from him, we will put out a notice asking for bids.**
 - **Focus: hope for someone from Bolton**
 - **Should we put this project out for bid again? Do we re-bid it or stay where we are. Bids need to be solicited.**
 - **Discussion took place**
 - **Will get drawings back and then go forward**
 - **Agreeable to everyone**
 - **Doreen and Carla would like to ask for (in the next grant): Megan's desk and then carpeting and painting and any repair work that is required.**
 - **Grant needs to be in by August 30th**
 - **Should we apply for the grant this year?- The answer is yes to applying for the grant.**

- Will need estimates but under a time constraint
- Carpeting is recommended by the committee
- Motion for this grant and finding someone to do the work: Rebecca
- Second: Fran
- All in favor

- Shelving for the Attic
 - Would like to add shelving for the books
 - The money donated by the Wolgins could be used for this project
 - Doreen and Carla made the recommendation to modify and add shelving and pull out storage units to the upstairs: up to \$5,000.00
 - Have discussed this with Rob Barcome
 - Ideas shared and discussed
 - Motion- Fran
 - Second- Rebecca
 - All in favor

- Grants – Penny Belton
 - Will work on this

- Annual Book Sale – Michelle Pollock
 - Book discussion- books coming through book drop
 - In future- by appointment
 - Suggestion- please do not deposit any books in the book slot that are not library books- create a sign- will be made and laminated

- Sunshine – Laura Papatatto
 - Up to date
 - Names & addresses in Google Docs
 - Information from Julie Whitney
 - Received and entered into the spreadsheet

- Personnel – Joy Barcome
 - Employee Handbook - will continue to work on the handbook

- Approval of Committees' Reports
 - Motion- Doreen
 - Second- Laura
 - All in favor

Old Business

- Notary Public

- Contacted the State - **haven't heard back**
- Public Library Minimum Standards
 - Committee – Penny, Rebecca, Doreen, and Megan
 - **Have not met yet**
- Library Archives Donation
 - **Will be done in the future**
- Face Masks by Sheilagh Menzies
 - **A few have been sold- \$45.00 so far**
 - **Quilt has been donated - will be hung on a curtain rod**
 - **raffle tickets- \$5.00 for each ticket or 3 tickets for \$10.00**
 - **Suggestion to raffle it off at an appropriate time- TBD- National Library Week- 4/4/2021**

New Business

- Replacement for Rebecca Cooper
 - **Will need to find someone to step into her place until election time**
 - **Will need suggestions**

Events

- Possible Zoom Book Club
 - **Book Club is interested in a Zoom meeting**
 - **Subscribe to Zoom- can get a year (\$12.99 per month)- \$156.00 per year**
 - **Motion- Fran (?)- for a year**
 - **Second- Doreen**
 - **All in favor**
 - **Working on the website- Megan shared ideas, including pictures, “what’s new” tab**
 - **Extending time period that books need to be quarantined**
 - **Doreen- Book Sale- “Friend’s of the Library”**
 - **Maybe we could use this group again**
 - **There has been some interest**
 - **Discuss with book club people**
 - **Partnering with school?**

Period for public expression

- **NONE**

Dates of future board meetings

- August 26, 2020
- September 23, 2020
- October 28, 2020
- November 18, 2020 - changed due to holiday
- December 16, 2020 – changed due to holiday

Town Board Meetings

- August 4, 2020
- September 1, 2020
- October 6, 2020
- November 3, 2020 (need to verify – Election Day)
- December 1, 2020

Adjournment

- **Motion- Doreen**
- **Second- Laura**
- **All in favor**

9:00 PM

Respectfully submitted by:

Joy Barcome (via Zoom recording; written notes by Emma)

BFL Secretary

July 23, 2020

****** PLEASE SCROLL DOWN TO SEE ATTACHED REPORTS ******

Director's Report

July 22, 2020

Circulation for June

	<u>2020</u>
Adult Books	21
Young Adult Books	0
Children's Books	15
Magazines	5
Books on CD/Playaways	0
DVDs	0
Toys	0
E-books	<u>201</u> 242

The Wi-Fi was used by 130 unique clients in the past month – with the average number per day being 8.

Collection Development

I have ordered 64 adult books, 20 children's books, 8 young adult books, 8 books on CD, and one DVD to add to our collection. I have the lists of these orders available at the library.

Respectfully Submitted

Megan Baker – Library Director

Bolton Free Library				
Profit and Loss YTD Comparison				
June 2020				
		Total		
	Jun 2020	Jan - Jun, 2020 (YTD)	Jan - Jun, 2019 (PY YTD)	Notes
Income				
4 Contributed support				
4010 Indiv/business contribution		51.05	239.25	
4010.1 Appeal Letter	250.00	3,625.00	5,238.00	Keeler Motor Car Co.
4010.7 Donations		8.25	80.17	
4010.9 Trivia Donation			31.10	
Total 4010 Indiv/business contribution	\$ 250.00	\$ 3,684.30	\$ 5,588.52	
4210 Corporate/business grants		400.00	500.00	
4250 Nonprofit organization grants			2,500.00	
4510 Agency (government) grants			4,800.00	
4530 State grants			2,138.00	
4540 Local government grants		32,700.00	28,750.00	
Total 4 Contributed support	\$ 250.00	\$ 36,784.30	\$ 44,276.52	
5 Earned revenues				
5310 Interest-savings/short-term inv	31.06	354.96	378.62	
5320 Dividends & interest-securities		465.60	302.20	
5490 Miscellaneous revenue				
5495 Fines assessed			72.75	
5496 Copy Fee		52.90	120.40	
5497 Fax Fee		17.00	38.00	
Total 5490 Miscellaneous revenue	\$ 0.00	\$ 69.90	\$ 231.15	
Total 5 Earned revenues	\$ 31.06	\$ 890.46	\$ 911.97	
5800 Special events				
5810 Special events - non-gift rev				
5810.1 Booksale		6.00		
5810.12 Plant Sale	2,010.00	2,660.00		Thank you Carla!
5810.13 Dancing Under the Stars		250.00		
5810.2 Cabin Fever		100.00	1,538.90	
5810.5 TD Affinity Program		2,495.62		
Total 5810 Special events - non-gift rev	\$ 2,010.00	\$ 5,511.62	\$ 1,538.90	
Total 5800 Special events	\$ 2,010.00	\$ 5,511.62	\$ 1,538.90	
Total Income	\$ 2,291.06	\$ 43,186.38	\$ 46,727.39	
Gross Profit	\$ 2,291.06	\$ 43,186.38	\$ 46,727.39	
Expenses				
6560 Payroll Expenses				
6562 Time Clock Software	18.00	108.00	108.00	
6563 Priority One Payroll Fee	71.00	514.00	502.39	
Wages				
Regular Pay	324.72	2,451.07		
Salary	2,638.48	15,830.88	19,165.93	
Total Wages	\$ 2,963.20	\$ 18,281.95	\$ 19,165.93	
Total 6560 Payroll Expenses	\$ 3,052.20	\$ 18,903.95	\$ 19,776.32	
6561 Payroll Taxes	228.62	1,482.88	694.03	
7200 Salaries & related expenses				
7240 Employee Health Insurance	520.31	3,642.17	3,053.46	
Total 7200 Salaries & related expenses	\$ 520.31	\$ 3,642.17	\$ 3,053.46	
7500 Other personnel expenses				
7520 Accounting fees			50.00	
Total 7500 Other personnel expenses	\$ 0.00	\$ 0.00	\$ 50.00	
8100 Non-personnel expenses				
8110 Supplies			227.40	
8115 Supplies- Events (Funded)				
8115.3 After School Program	34.64	34.64		Charged from Petty Cash

Bolton Free Library				
Profit and Loss YTD Comparison				
June 2020				
		Total		
	Jun 2020	Jan - Jun, 2020 (YTD)	Jan - Jun, 2019 (PY YTD)	Notes
8115.4 Appeal Letter Expense				0.00
8115.5 Cabin Fever				254.76
Total 8115 Supplies- Events (Funded)	\$ 34.64	\$ 34.64	\$ 254.76	
8130 Telephone & telecommunications	65.91	400.13	447.80	
8140 Postage, shipping, delivery		55.00	255.00	
8170 Printing & copying	11.84	112.49	148.91	
8175 Library Programs	10.00	103.69	41.81	Charged from Petty Cash
8180 Books, subscriptions, reference				
8181 Books		2,105.34	8,333.73	
8181.1 EBooks		422.34	384.66	
8182 Video	26.69	689.51	544.48	
8183 Magazines	49.99	240.98	301.56	
Total 8180 Books, subscriptions, reference	\$ 76.68	\$ 3,458.17	\$ 9,564.43	
Total 8100 Non-personnel expenses	\$ 199.07	\$ 4,164.12	\$ 10,940.11	
8200 Occupancy expenses				
8215 Building Maintenance		527.50	2,528.63	
8220 Utilities				
8221 Electric	49.08	448.65	609.21	
8222 Fuel Oil		1,404.13	2,414.10	
8223 Water & Sewer		302.10	274.00	
Total 8220 Utilities	\$ 49.08	\$ 2,154.88	\$ 3,297.31	
Total 8200 Occupancy expenses	\$ 49.08	\$ 2,682.38	\$ 5,825.94	
8300 Travel & meetings expenses				
8311 Chamber Meeting			20.00	
8320 Conference,convention,meeting			150.00	
Total 8300 Travel & meetings expenses	\$ 0.00	\$ 0.00	\$ 170.00	
8500 Misc expenses				
8530 Membership dues - organization	121.00	121.00		Bolton Chamber of Commerce Annual Dues 2020-2021
8560 SALS Circulation Fees	277.71	1,654.89	1,589.03	
8590 Other expenses			32.25	
Total 8500 Misc expenses	\$ 398.71	\$ 1,775.89	\$ 1,621.28	
9001.1 Supplies-Office		293.95	747.05	
9001.2 Supplies-Cleaning/COVID Protocols	419.35	419.35		Plexiglass Partitions (thank you Rob Barcome, no labor charged), gloves, "Rules..." Posters (2)
9003 Insurance				
9004 Worker's Comp		749.00	812.00	
9012 Disability Insurance		224.31	130.18	
9017 Fine Arts Insurance			355.00	
Total 9003 Insurance	\$ 0.00	\$ 973.31	\$ 1,297.18	
Total Expenses	\$ 4,867.34	\$ 34,338.00	\$ 44,175.37	
Net Operating Income	-\$ 2,576.28	\$ 8,848.38	\$ 2,552.02	
Other Expenses				
9800 Fixed asset purchases				
9820 Capital purchases - building		750.00		
Total 9800 Fixed asset purchases	\$ 0.00	\$ 750.00	\$ 0.00	
Total Other Expenses	\$ 0.00	\$ 750.00	\$ 0.00	
Net Other Income	\$ 0.00	-\$ 750.00	\$ 0.00	
Net Income	-\$ 2,576.28	\$ 8,098.38	\$ 2,552.02	

Bolton Free Library				
Expenses by Vendor Summary				
June 2020				
Jun 2020				
	Current	Jun 2019 (PY)	Diff	Notes
Baker & Taylor		583.51		
Bank of America	196.61	1,337.77		DVD, Timesheets.com, Posters from Staples "Rules...", to receive credit for \$47.98, gloves
Blue Shield Of Northeastern New York	520.31	508.91		July Health + Dental
Bolton Landing Chamber of Commerce	121.00			Annual Dues
Cash	44.64	41.81		Petty Cash-Trivia (2019) , BASP supplies
Document Solutions of the North Country	11.84	29.74		B+W copier support, plus usage
Emma Calautti		50.00		
National Grid	49.08	89.40		Electric
Rob Barcome	267.43			Plexiglass for Director work area
SALS	277.71	266.34		Monthly Circulation (JA) May 2020
The New Yorker	49.99			Subscription-on hold
Verizon	65.91	66.08		
Verizon Business		1.76		
Not Specified	3,262.82	3,542.27		Payroll, Payroll Taxes, Priority One Processing
TOTAL	\$ 4,867.34	\$ 6,517.59	-\$ 1,650.25	
TD Checking	6/30/2020	28,893.36		
TD Money Market	6/30/2020	121,168.54		

Sunday, Jul 19, 2020 10:11:01 AM GMT-7 - Accrual Basis