

Bolton Free Library
Board of Trustees Meeting

MINUTES

September 25, 2019

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2021) Emma Calautti (2020) Pat Cianci (2023)
Carla Cumming (2022) Doreen Martin (2021) **ABS** Rebecca Cooper
(2020) **ABS**

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 August Meeting

*** Motion to accept August Minutes: Emma**

Second by Julie

All in favor

3. Treasurer's Financial Report for August

*** Reviewed by Julie**

Pat makes a motion to accept the report

Michelle seconds

All in favor so motion passes

4. Director's Progress and Service Report for August

*** Reviewed by Megan**

Pat makes a motion to accept the report

Emma seconds the motion

All in favor so motion carries

5. Executive Committee Meeting

*** Nothing to report**

6. Committee Reports

- Financial
 - * Money Market Account balance: \$68,167.52
 - * Checking Account balance: \$40,153.88
 - Meeting with Becky Herrick
 - * Will be meeting
 - Grant check into Capital Fund
 - Budget Request to Town of Bolton
 - * Carla spoke with Ron Conover
 - * discussion regarding fixing our water issues-
the Town will help
 - * When we finish with the addition, we can work with Amy on the landscaping.
 - Operating Fund
 - Capital Fund
- 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
 - * Friday, November 22, 2019
 - * We now have wine glasses available
 - * We need to secure the Community Center for the event
 - * Posters will be distributed for the Wine Tasting Event
 - * Minutes of the Fundraising meeting were handed out and reviewed
 - Quilt Raffle

- * Haven't sold anymore tickets.
- * An email will be sent out for last chance to buy a raffle ticket for the quilt.
- Roaring 20's Gala
 - * Saturday August, 22, 2020
 - * Blue Moon Band will perform
 - * Joy will teach 20s dance
 - * Need to budget for the Gala
 - * Will have a Fundraising meeting the week of Oct. 14th
 - Connie Smith and Brendan Murnane
- Thank you night for volunteers
 - Thursday, December 5
- "Dinner at the Library"
- Sip and Paint
- House Tours
- Thirty-One Party (Fran Taitel)
- Buildings and Grounds (chair – Carla Cumming)
 - Grant for energy efficient windows –has it been submitted
 - * in process
- Annual Book Sale (chair – Michelle Pollock)
 - * Books are coming in
 - * Jane Caldwell has expressed interest in starting up "Friends of the Library"
- Sunshine Committee (chair – Julie Whitney)
 - * Cards are sent out and up to date for August
 - * New thank you notes for September will be sent out soon.
- Grants (chair – Pat Cianci)
 - NYS Grants- next round

* in process

- Grant for addition
- New modem

* not needed at this time

- Redesign of Circulation desk and area

* Megan is working on the redesign

- Personnel
 - Employee Evaluation
 - Update the Employee Handbook
 - Director's Evaluation
- Approval of Committee Reports

* Discussion regarding Megan's remaining vacation time. Ideas for coverage discussed.

* Pat makes a motion to approve committee reports

* Michelle seconds the motion

* All in favor so motion passes

7. Old Business

- Appeal Letter
 - * Discussion regarding letter. How are we going to put this together this year?
 - * Ideas have been shared and we will continue with the discussion in the future
- Chamber Dinner – October 8
 - * Pat, Megan and Julie attended the last dinner
 - * Library basket was bought for \$150.00
- SUNY Adirondack Notary Course
 - * Megan will continue working on it
- SALS – Public Library Minimum Standards

8. New Business

- Reverse Advent Calendar
 - * We will collect food items for baskets
- Tent
 - * Joy requests to borrow for a weekend and will take full responsibility for it.
 - Carla will drop it off.
 - Michelle makes a motion
 - Pat seconds the motion
 - All in favor so the motion passes
- * Julie submits her resignation letter (resignation as of December 31, 2019)
- * Fundraising idea: Computer lessons
 - * concerns regarding responsibility

9. Communications

- Public Performance Site License
 - * In order to show movies here at the library. We renewed the license.

10. Town Board Meeting

- Trustees to Attend October, November, and December Meeting
 - * September meeting- Megan attended and shared our events
 - * Community calendar idea- Susan Wilson is looking into this.
 - * October- Emma and Doreen
 - * November- Michelle and Joy
 - * December - Rebecca and Carla

11. Events

- **Trivia: October 7 and 21**
- **Book Club: October 8**
- **Front Porch Forum Program: October 9th**
- **What Ever Happened to My White Picket Fence: October 15**
- **Mah Jong**

12. Next Meetings

CHANGES:

- * October: Tuesday, October 22nd at 7:00 PM
- * November: Wednesday, November 20th at 7:00 PM
- * December: Thursday, December 18th at 7:00 PM

Pat makes a motion to adjourn

Emma seconds the motion

All in favor: 8:20 PM

Submitted by:

Joy Barcome

BFL Secretary