

## **Bolton Free Library Board of Trustees Minutes of Monthly Meeting – March 25, 2015**

The meeting was called to order by Board President, Gena Lindyberg at 7:06 pm

Those in attendance: Joy Barcome, Carla Cummings, Zandy Gabriels, Anne Green, Clarence Linder, Gena Lindyberg, Maryellen Moseman, Megan Baker, & Susan Wilson. Those absent: Patti Haux, Carole Newell

Anne Green volunteered to serve as Secretary for the meeting.

Zandy Gabriels was welcomed to the Board.

**Corrections to the February Meeting Minutes:** Becky Herrick requested that the wording on the February minutes be changed from “investigating” Gala fundraising money to “researching”. Also, the minutes should be changed to indicate that the grant money for the front porch repair had been received. (Motion to accept Carla, seconded Joy, Zandy abstaining due to being new Board member, motion passed)

**Treasurer’s Report** Bills to be Paid list submitted. A note that the increase in cost with porch repair because of finding of additional rotten wood, concern with hand railing on accessibility ramp. Motion made to hold payment for cost of ramp until fixed (Carla, Maryellen, unanimous). Future Verizon bills should be less than \$100 given the change in service agreement. Thank you to Town of Bolton for receipt of check. Discussion about sewer line freeze-up. Zandy mentioned a historical arrangement between Historical Museum and Town for assistance with sewer line since the museum and a service bathroom lines run through Library’s sewer line. Susan said she would check into. Motion to accept Treasurer’s Report (Zandy, Carla, unanimous)

**Director’s Report** Motion to accept (Joy, Zandy, unanimous)

### **Committee Reports:**

#### **Financial Committee**

Suggestion made to change payment of insurance bill to 1x/year to save \$80 (\$8/month charge for installment plan). Audit still a work-in-progress. Susan offered to talk with relative about possible availability to help with audit.

#### **Policy and Procedures Committee**

Copy of current P&P document given to Zandy. He was recruited to be a member of the committee.

#### **Fundraising Committee**

Discussion about timeline for upcoming Cabin Fever Party. The raffle for the Fiber Arts afghan was moving so slow that the decision was made to refund the raffle ticket monies. The afghan was given back to the group. Discussion about yearly gala event concluded with the recommendation that the committee submit a plan for this year’s event. Also, it was recognized that a statement of the status of the roof project needed to be included with communication. Gena updated change in insurance agent personnel. Asked Sunshine Committee to write a “thinking of you” card to our previous insurance agent.

### **Annual Book Sale Committee**

Marilyn Becker donated 24 boxes of antique books that are in good quality. Megan wrote a thank you note. Gena said she wrote a letter to Representative Betty Little regarding the sales tax issue for book sales done at the library. Gena reported no response to the letter.

### **Buildings and Grounds Committee**

Porch project almost complete. The bathroom door has been fixed, The Storm door, energy audit and roof project are still being worked on. Zandy was recruited to be a member of the Building & Grounds Committee.

### **Sunshine/Communication**

Joy reported being caught up with correspondence with the exception of the new items from this meeting.

### **Grants**

Nothing new to report

### **Personnel Committee**

Anne reported that she and Carole will be meeting with Megan to discuss personnel items. There was a discussion about employee sign in sheet to have a record of which employee in building at specific time.

### **Grievance Committee**

Committee is in the process to determine procedural structure.

### **Website**

New pictures & Board Meeting Minutes have been added to the website. Additional work continues to be done.

### **New Business**

**Replacement of Secretary & Treasurer:** Clarence unable to continue as Treasurer. Maryellen volunteered to fill the Treasurer position with concern for support to Fundraising Committee. Motion made to accept Maryellen as new Treasurer. (Joy, Anne, unanimous). Discussion about having non-Board members on committees. Suggested that this is ok as long as a Board member is the Chair of the committee and reports back to the Board of Trustees. The filling of the Secretary position was tabled until a discussion occurred with Carole.

**Pay-Pal Account** Discussion as to whether or not to keep the PayPal Account active. Motion made to keep account and to ask Becky to change the account email to the library treasurer email and inquire about the card readers (Anne, Zandy, unanimous)

**Thank You to Michael Calautti** Thank you to be sent to Michael for all the handiwork he did over the years for the Library.

**SALS Annual Meeting** is May 18<sup>th</sup> at the Ft William Henry Hotel in Lake George. Clarence, Maryellen, and Joy expressed interest in attending. Anyone else wanting to attend should contact Megan to make reservation.

### **Directors Communications**

A General Electric Foundation donation match was made in response to J. Lindyberg's donation. An email was received from State Senator Dean Skelos regarding state funding to support Libraries.

## **Events**

April 8 <sup>th</sup>	Ed Sheridan's Program on his travels in Turkey	(Carla host, maybe Megan)
May 13 <sup>th</sup>	Members of the Historical Society	(Gena host)
June 10 <sup>th</sup>	Bolton Rescue Squad	(Anne host)
July 8 <sup>th</sup>	Joy's Story	(Maryellen host)
August	Benefits of Red Wine	

Future programs ideas:

Evelyn Nesbeth by Betty Spinelli

Adirondack Museum staff (Anne will contact)

## **Action Items**

- Fundraising Committee to arrange for John Kelley and Luke Callahan (Blue Water Manor) to meet with the board
- Clarence to take everything but the \$15,000 from the gala out of the capital fund and put into checking account
- Gena and Maryellen will complete transfer of Treasurer position
- Gena will contact Kevin Kershaw regarding handrail replacement
- Susan will discuss sewer fix costs with Town Board
- Joy to send "Thinking of You" card to Neil at McPhillips Insurance & a thank you card to Michael Calautti.
- Susan to talk with relative about audit
- Gena/Clarence talk with Becky Herrick about PayPal account
- Fundraising Committee to submit budget for gala event
- Building & Ground Committee address status of roof
- Personnel Committee will meet with Megan
- Megan will gather information to replace computer monitor

Motion made (Joy/Clarence/unanimous) to adjourn meeting at 8:59 pm

## **Next Meeting – April 22, 2015**

Respectfully submitted:

Anne Green

April 11, 2015