

Minutes of the Bolton Free Library Board of Trustees – May 28, 2014

Those present: Joy Barcome, Emma Calautti, Anne Green, Patti Haux, Gena Lindyberg, Carole Newell, and Sue Wilson. Those absent: Megan Baker, Carla Cummings, Becky Herrick, and Vickie Reed.

Gena called the meeting to order at 7pm.

The minutes had been received and reviewed by all. Patti moved to accept the minutes into the record, second by Joy and carried.

There was no financial report due to Becky's absence. Please find out if the dividend check came and add it to the April minutes. We need an up-to-date financial report from Becky.

Megan's director's report had been received and reviewed by all. Emma moved to accept the report, second by Patti, and carried. Gena asks that Megan be thanked for preparing the agenda this month.

Committee Reports

Financial: the committee needs a comparative list of prices from various vendors. Gena has questions about the Staples list provided by Megan. Megan will be instructed to not purchase feminine products anymore as we would be liable if anyone had a medical issue. This is not our responsibility. Gena will review the list with Megan. The last fuel bill was way too high. Be sure all doors are closed.

Policies and Procedures: nothing new

Fund Raising: Start tracking the amounts raised from the baskets raffled off. Lorraine Wilson won the last one. We raised \$67.00. Sue Wilson is buying an E-reader to donate to the library. We can use this in a basket with tea, mug, biscuits, etc. The raffle could be held in July and August. The plant sale raised \$360. Many thanks to Carla for her knowledge and assistance. Fund raising events should have a sign-in sheet for the volunteers, so we can be sure to send thank you notes. We need to make sure the tent is more secure as it blew away the night of the plant sale. See Megan's notes for information about the gala. Megan needs to talk to Sue Wilson to make sure that we have the proper insurance for the gala. Please create an updated list of the donations for the gala and send it to the trustees. Send Sue a progress report so that she can report back to the town.

Book Sale: The special sale raised \$705. We will probably do it again next year. We need volunteers for the big sale in July. Patti will get out notices about what is needed. Gena's granddaughter is writing an article for the Lake George Mirror about the book sale. Check out Saratoga Dollar Books about taking the books left over. Patti will be doing a "paperbacks only" sale on Friday and Saturday of Columbus Day weekend.

Buildings and Grounds: The central AC is installed. We need to find out how to program the thermostat. We should be able to use just the fan on some days. The basement cleaning needs to be finished. Don Rafferty should be back next week. The hardwood floor in the back room will just be given a good cleaning once a month. Megan will let Gena know about the cost of

plumbers so that we can compare prices. There is a sale on insulated shades at JC Penneys. We will buy shades for the 8 windows in the front. Gena's husband will install them. Gena was instructed to order as many as possible for \$200. Patti made a motion allowing Gena to purchase shades with the cost being no more than \$200, second by Carole, and carried. Anne will look into a NYSERTA audit. We need to get an "official list" of volunteers to call on.

Sunshine: Joy is up to date on thank you notes with one to Sagamore Style and two to April and Peter White.

Grants: Megan had spoken to her nephew about architectural plans for the Wi-Fi porch. We need to get moving on this because the town has a plan to provide an area in Roger's Park for Wi-Fi access. There is a meeting at the town on June 3<sup>rd</sup> about this. We need to seriously consider having the tree between the library and the museum removed. The ramp needs to be fixed.

#### Unfinished Business

Joy and Rob Barcome have donated one e-reader.

Library newsletter: get it hooked up to the website.

Library website: Jennifer Ferriss from SALS is working on it. We need to create one email address for the board of trustees for the website, so that all of our email addresses are not on the library website, but the public can contact the Board of Trustees.

SALS Annual Dinner: The dinner was attended by Becky, Gena, and Megan. The talk was "How to Respond to Public Issues".

Sagamore Luncheon: Carole had nothing to report. It is planned tentatively for October. She is still waiting to hear from the Sagamore Hotel.

Memorial Gift for MaryBet Haux: Megan has purchased Antiques Roadshow Collectibles in memory of MaryBet. Patti has purchased knobs for the display case.

Chrissy's Chairs Donation: Gena's granddaughter will write an article about the donation from Mark and Linda Perry for the Lake George Mirror. Joy will make sure that they receive a thank you note.

Summer Assistants: Megan has worked out the schedule for Joan and April.

#### Director's Communications

Is SALS and Warren County Aid combined or are they separate on the budget? Could Becky please give us an explanation about all of this? We need clarification. We need copies of what was passed out at the SALS Annual Dinner.

#### Upcoming Events

Gena – June 11<sup>th</sup> – Essential Oils with Judy Sammis

Patti – July 9<sup>th</sup> – Langmuir's World with Roger Summerhayes

Joy – August 13<sup>th</sup> – Dr. Jacobi with Steve Kamholz

Anne – September 17<sup>th</sup> – True Wilderness with Erik Schlimmer

The next meeting will be June 24<sup>th</sup> if there is conflict with a library program. Check with Megan.

Patti made a motion to adjourn the meeting at 8:27pm, second by Anne, and carried.

Respectfully submitted

Emma Calautti

Transcribed by Megan Baker

**Action Items**

Becky – prepare up-to-date report and report back on the dividend check.

Finance Committee – prepare a comparative list of prices for supplies

Gena – questions about Staples list for Megan

Megan – be sure all doors are closed

Becky – start tracking amounts raised by raffle baskets

Megan – prepare sign-in sheet for volunteers at fundraising events

Megan – talk to Sue Wilson about proper insurance for the gala

Megan – create an updated list of donations for the gala and email to trustees

Megan – learn how to program thermostat

Megan – clean the hardwood floor once a month with cleaner provided by Gena

Megan – get prices on plumbers

Becky – explain the monies from SALS and Warren County