

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

**MINUTES**

**May 27, 2020**

**1. Roll Call of Trustees and Meeting Called to Order 7:04 PM**

Joy Barcome (2021)                      Penny Belton (2025)    Emma Calautti (2023)  
Rebecca Cooper (2023)                Carla Cumming (2022) Doreen Martin (2021)  
Laura Papparatto (2024)               Michelle Pollock (2024)    Fran Taitel (2025)

**2. Review and Accept Minutes of April Meeting (corrections are made at the meetings)**

- **Motion- Fran**
- **Second- Doreen**
- **All if favor**

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

- **Michelle sent in advance for the BFL Board to review**
- **Not a lot of activity going on at this point**
- **Report was reviewed**
- **Comparison was discussed between last April and this April**
- **Checking: \$35,722.59 (includes payment protection loan)**
- **Money Market: \$121,107.98**
- **\* (interest has gone down a lot)**

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

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

- **A little bit of circulation**
- **Report was reviewed**
- **Average of 2 per day for WIFI usage**

**Motion: Penny**  
**Second: Laura**  
**All in Favor**

**5. Executive Committee Meeting**

- **Did not meet during this last month**

**6. Committee Reports**

- Financial (Chair – Michelle Pollock)
  - Appeal Letter – Survey to the Community
    - Put a survey in the letter about the library? Or, put a link in the letter; put on social media; website?
  - PPP
    - We did receive this loan
    - TD Bank is waiting for further guidance on handling all of this- waiting for clarification

- TD Bank Affinity Program
  - Form 990- Due May 15th. We are on extension (due November 15th)
- Policies and Procedures (Chair – Joy Barcome)
  - Hyde Collection and Adirondack Experience, the Museum on Blue Mountain Lake – Library Pass Program
    - Meeting will be held on May 28, 2020 (Action)
    - Wait until next year
      - Fran makes a motion
      - Rebecca seconds
      - All in Favor
- Fundraising (Co-Chairs – Emma Calautti and Doreen Martin)
  - Plant Sale - Online
    - \* \$1,350.00 as of today with more time to go
    - Plants are being distributed
    - Emma will send out another email to advertise the sale (Action)
    - Suggestion for on-line order form in the future
- Buildings and Grounds (Chair – Carla Cumming)
  - Library- mulched- plant lady helped with removing irises
  - Tree by the library is dying- interferes with the flag pole- will need to be taken down before it becomes a liability. Barry Kincaid offered to take it down for us.
  - Statue was repositioned as can be seen better than before.
- Annual Book Sale (Chair – Michelle Pollock)
  - Book Sale is still on hold
  - Looking for guidance from the Town and SALS
- Sunshine Committee (Chair – Laura Papparatto)
  - Thank you note for the Plant Lady (Amee)
  - Thank you note to George Mumblow for help with the garden and the statue.
  - Julie will be passing on her addresses
  - Suggestion- put all names and addresses on the library computer
    - maybe use something such as Google to keep track of all of the information (in a shared spreadsheet)
    - Fran has offered to help Laura with the list on a Google program
    - Discussion regarding creating a centralized location
    - Spreadsheet is a good start
    - Megan can create it and will help Laura (Action)
- Grants (Chair – Penny Belton)
  - NYS Grants
    - Meeting will take place
    - Efforts are being made

- Grant for addition
- Redesign of Circulation desk and area
- Personnel (Chair – Joy Barcome)
  - Employees' Evaluation
    - Part of the handbook and will be discussed at the meeting
  - Update the Employee Handbook
    - Will have a meeting with everyone soon (Action)
  - Carole Newell
    - Megan talked with Carole (Carla was there)
    - Came up with a job description
    - Megan was Carole's direct boss
    - There was documentation
    - "At-will" employer/employee
- Approval of Committee Reports
  - Motion to approve- Emma
  - Second- Laura
  - All in favor

## 7. Old Business

- Notary Public
  - Megan has not had the chance to take the test yet
  - Megan is still working on it
  - Rebecca is a notary
- SALS – Public Library Minimum Standards
  - Establish a committee (Action)
    - good time to make sure that we are in compliance
    - minimum standards that need to be met
    - things to approve
    - annual report to the community
    - someone from each "area" to be on the committee
- Library Archives Donation
  - Scrapbook
    - \* Will be worked on when it can be worked on
- Library Closed due to COVID-19
  - Reopening Plans
    - Ideas of plans were sent to us
    - Will start slowly and things are rapidly changing
    - There will be a link on all of the library websites
    - In a holding pattern at this point
    - What hours are wanted?
- SALS Annual Dinner

- Business Meeting Online
  - Was online today
  - There is another meeting online on Friday that Michelle will be attending.
- Online Information
  - Facebook
    - Information has been posted on Facebook
  - Website
    - Links were put on the website that people appreciated
  - Group Email

## 8. New Business

- Summer Schedule
  - Not sure about Joan/Virginia/Interviews?
  - Thoughts discussed
  - Penny talked about helping out (volunteering)
  - To Be Determined
- Gardens
  - Statue
- Michelle is our recognized Trustee this year!!!! A gift certificate for a pedicure for the summer. Always willing to help, give advice and listen. Great job with the financials; organized and very much appreciated! The Book Sale too. On top of everything. Keeps the plants alive at the library. Works with others to get things done.
- Michelle- help with a letter of thanks for Sara Dallas (Action)

## 9. Communications

- SALS
- PPE Supplies from Warren County- Carla has asked Ron for information.
- Numerous emails from Sara Dallas
- Drinking Water Report
- Program offered- retirement and social security (John Kalil)- Founder of a company called "Retirement Solutions".
- Email from Sheila M. - Sheila makes masks. Sheila offered to make masks to sell. We would ask for a donation for each mask.
- Sheila did make a quilt - have a raffle?? Sell raffle tickets online?
- Megan will get in touch with Sheila about masks (Action)
- Survey tool going out into the community- will be put on our website soon. A way to share COVID stories.
- We are an Association Library, not a Public Library

## 10. Town Board Meeting

- Put on hold for now

## 11. Events

- Online Plant Sale
  - List has been updated

## **12. Next Meeting**

- June Meeting – Wednesday, June 24, 2020

**Motion to adjourn: 8:42 PM**

**Motion- Fran**

**Second- Doreen**

**All in favor**

**Minutes respectfully submitted:**

**Joy Barcome**

**BFL Secretary**