

Bolton Free Library
Board of Trustees Meeting

Minutes

December 18, 2019

1. Roll Call of Trustees and Meeting Called To Order 7:00 PM

Joy Barcome (2021) Emma Calautti (2020) Pat Cianci (2023) **ABS** Carla Cumming (2022) Doreen Martin (2021) Rebecca Cooper (2020) **ABS** Maryellen Moseman (2023) Michelle Pollock (2024) Julie Whitney (2024)

Officers: President – Carla Cumming, Vice-President – Michelle Pollock, Secretary – Joy Barcome. Treasurers – Maryellen Moseman and Julie Whitney

2. Review and accept Minutes for November meeting:

Emma makes a motion to accept

Maryellen seconds

All in favor

3. Treasurer's Financial Report for November

The Report is reviewed and discussed

Money Market- \$95,718.95

Checking- \$20,280.75

Joy makes a motion

Michelle seconds

All in favor

4. Director's Progress and Service for September Report

- **Megan reviews her report**

- **Maryellen makes a motion**
- **Julie seconds**
- **All in favor**

5. Executive Committee Meeting

- **Will meet before the end of the year**

6. Committee Reports

- Financial

- Meeting with Becky Herrick
 - Met on the 12th. Becky will clean up old reports.
- Budget - reviewed and discussed.
 - Emma makes a motion to accept the budget as proposed
 - Doreen seconds the motion
 - All in favor
- Appeal Letter- 2,349 letters- 144 donations so far
 - corrected Marian Wolgin- \$5,000 for Capital Improvement- Money Market Account?

* Maryellen makes a motion

* Julie seconds the motion

* All in favor

- Policies and Procedures (chair – Joy Barcome)

- **Will meet in the near future**

- Fundraising (chair – Emma Calautti)

- Wine Tasting- Went very well!! - grossed:
 - \$s/b 1,340.00 13,040.00;
 - net:s/b \$1,154.57 \$11,054.57. Thank you, Doreen!
- Roaring 20's Gala - In the process of putting together. Need a vendor list.
- Thank you night for volunteers
 - Thursday, January 16th
- Sip and Paint - February
 - Chris Bohjalian- possibility
 - Psychic- Working on it

- Buildings and Grounds (chair – Carla Cumming)

- Door Lock- combination discussed
- Hoping for addition in the future

- Annual Book Sale (chair – Michelle Pollock)

- Nothing to report

- Sunshine Committee (chair – Julie Whitney)

- Nothing new to report

- Grants (chair – Pat Cianci)

- NYS Grants- next round
- Grant for addition
- Redesign of Circulation desk and area
- Stewart's Grant- **Applied (asked for \$650.00)**
- Personnel (chair – Carla Cumming)
 - Employee Evaluation - **please complete**
 - Update the Employee Handbook
 - Director's Evaluation
- Approval of Committee Reports
 - **Maryellen makes a motion to accept committee reports**
 - **Michelle seconds the motion**
 - **All in favor**

7. Old Business

- SUNY Adirondack Notary Course - **Waiting until January**
- SALS – **Public Library Minimum Standards - Carla and Megan will work on this in the New Year.**
- Reverse Advent Calendar- **Great response.**

8. New Business

- **Annual Election and Meeting- January 8th. Need letters from those running.**
- **Donation towards Capital Improvement Fund**
- **Access to computers- discussion**
- **Community Health Program- Once a month**
 - **January 15th**
 - **February 12th**
 - **March 18th**

9. Communications

- **Thank you note from Kindergarten class**
- **Thank you and donation from John C. and Susan K. Hubbard Foundation- \$500.00**
- **Thank you from Gloria Lamboy**
- **Invoice to delivery company for damaged books**
- **Penelope Belton's letter of intent to run for Board of Trustees received**

10. Town Board Meeting

- December –Rebecca and Megan
- * January - Joy and Carla

11. Events

- Book Club- January 7th
- * Thank you party- January 16th

12. Next Meeting

- Wednesday, January 22nd at 7 PM

Motion to Adjourn: Maryellen

Second- Julie

All in favor

Adjourn at 8:10PM

Respectfully submitted by Joy Barcome
BFL Secretary