

Bolton Free Library
Board of Trustees Meeting
MINUTES
February 22, 2017

1. Roll Call of Trustees and Meeting Called to Order. **7:02 PM**

Carole Newell (2022)	Kirsten Crist (2022)	Joy Barcome (2021)
Jim Senese (2021)	Emma Calautti (2020) ABS	Julie Whitney (2019)
Carla Cumming (2019)	Maryellen Moseman (2018)	Vince Palazzo (2018)

2. Review and accept minutes of January Meeting.

Motion: Carla

Second: Maryellen

All in favor

3. Treasurer's Financial Report

- Monthly report for January
- Lists of checks for January

Papers passed out and reviewed. All financial information was reviewed.

Motion: Joy

Second: Julie

All in favor

4. Director's Progress and Service Report.

Report was reviewed.

Motion: Carole

Second: Jim

All in favor

5. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

Audit-

- **Jim has been contacted and audit will be done free of charge.**
- **Town check came in and was deposited**
- **Treasurer's folder was hard to find. A system for placement of information was discussed for easy location in the future.**
- **Metal racks needed for filing cabinet**

Policies and Procedures (Chair: Joy, Emma, Carole)

Manual Updates

- **Rough draft was reviewed and updates will be made**

Fundraising (Chair: Emma)

- Appeal Letter totals
- Cabin Fever Party
- Will be held on the 26th of March at 3:00 PM, at Fredericks. Connie would like an approximate number of attendees before the party.
- Plant Sale will be on Memorial Day weekend

Buildings and Grounds (Chair: Carla, Vince)

Heating

- Installed and working

Cleaning

- Two times a year for cleaning system

Annual Book Sale (Chair: Carole, Carla, Kirsten)

- Nothing new

Sunshine Committee (Chair: Julie)

- Nothing new

Grants (Chair: Vince, Joy)

- Vince is working on the application for the grant.
- “Beyond the Walls” grant.

National Grid Grant application

- About half way through

Price Chopper Grant application

- Starting to plan

SALS Construction Grant \$

- Received money (covers half of heating cost)

Personnel (Chair: Vince, Carole, Emma)

- Nothing new

Website (Chair, Megan)

- All set

Motion: Carla

Second: Carole

All in favor

6. Old Business

Church Donation

- Will be made on Monday

Verizon

- Old contract expired on 2/19. Should see a money reduction next time.

Service Contract

- For printer-covers everything that happens to the printer

7. New Business

8. Director's Communications

- * Advocacy guide that SALS put out (Betty Little)
- * Chamber dinner
- * List of Sembrich movies was reviewed
- * Donation from GE was received
- * Insurance company policy will be put in the filing cabinet

9. Events

- 2/22/17 - Alzheimer's Organization for Caregivers
- 3/01/17 - Schroon River String Band
- 3/11/17- Kids Night (Science)
- 3/29/17- Local author

NEXT MEETING WILL BE MARCH 22 AT 7:00PM

Motion to Close Meeting: Carole

Second: Joy

All in favor

8:28 PM

Respectfully submitted by Joy Barcome
Board Secretary