

Bolton Free Library
Board of Trustees Meeting

Minutes

February 26, 2020

- 1. Roll Call of Trustees and Meeting Called to Order**
Joy Barcome (2021) Penny Belton (2025) Emma Calautti (2023)
Rebecca Cooper (2023) **ABS** Carla Cumming (2022) Doreen Martin (2021)
Laura Papparatto (2024) **ABS** Michelle Pollock (2024) Fran Taitel (2025)
- 2. Review and Accept Minutes of January Meeting**
 - **Motion to accept- Penny**
 - **Second- Fran**
 - **All in Favor**
- 3. Treasurer's Financial Report for January**
 - **Rebecca reviewed email sent by Michelle**
 - **\$ 57,603.65 (checking)**
 - **\$103,924.68 (money market)**
 - **Consider moving \$20,000 to money market- will wait for next meeting**
 - **Motion to accept report: Fran**
 - **Second- Doreen**
 - **All in motion to accept**
- 4. Director's Progress and Service Report for January**
 - **Megan will send out report as soon as possible**
 - **Motion- Fran**
 - **Second- Joy**
 - **All in favor**
- 5. Executive Committee Meeting**
 - **Did not meet**
- 6. Committee Reports**
 - Financial (Chair – Michelle Pollock)
 - Appeal Letter
 - **So far this year: \$18,520.00**
 - Policies and Procedures (Chair – Joy Barcome)
 - **Did not meet**
 - Fundraising (Co-Chairs – Emma Calautti and Doreen Martin)
 - Roaring 20's Gala
 - **Overnight stay from the casino**
 - **Sagamore will sponsor the Gala**
 - ❖ **Business Contact Information**
 - Sip and Paint
 - **Working on it**

- Psychic
 - Working on it
- Cabin Fever Party
 - March 22nd at Fredericks at 3:00 pm. The food will be available by 4:00.
- Buildings and Grounds (Chair – Carla Cumming)
- Annual Book Sale (Chair – Michelle Pollock)
- Sunshine Committee (Chair – Laura Papparatto)
 - Tom Curry and Patsy Russell- sympathy cards to the family
 - Annette Tyrell- thank you note
- Grants (Chair – Penny Belton)
 - NYS Grants
 - will meet with Carla soon
 - Grant for addition
 - Redesign of Circulation desk and area
 - Stewarts’ Grant
- Personnel (Chair – Joy Barcome)
 - Employees’ Evaluation
 - Update the Employee Handbook
 - Sexual Harrassment training for all members (on line)
- Approval of Committee Reports
 - Doreen motions
 - Penny second
 - All in favor

7. Old Business

- Notary Public
- SALS – Public Library Minimum Standards

8. New Business

- Warren County Fire Inspection Office
 - Done
- Library Archives Donation
 - Where do we want to keep this file?
- Report Printing – saving on paper
 - How can we do this? Motion to: print at home instead of printing at the library.
 - Motion: Penny
 - Second: Fran
 - All in favor
- Trustees responding to group emails
 - All Trustees to respond
- Election results needed for annual report

- Need current trustees with term
- At every annual meeting, announce who is being replaced for record keeping.

*Flute Ensemble- Book Sale??- Laura

9. Communications

- Hyde Collection – Library Museum Pass Program
 - Pass program enrollment form discussed. Another service for the library.
- Warren County Soil & Water Conservation

10. Town Board Meeting

- Report on February meetings
 - Doreen and Megan attended- announcements made and thank you for the pier for the gala.
 - March 3 meeting – Rebecca and Laura
 - April 7- Michelle and Joy
 - May 5- Penny and Megan
 - June 2- Fran and Megan

11. Events

1. **Book Club: February meeting canceled; March 17**
2. **Love Actually Readings: February 13 - went well!!**
3. **Community Health: February 12 (not well attended) and March 18 (Linda Perry).**
4. **Dreams**

12. Annual Report-

- **Reviewed by the Board.**
- **Motion to accept this report: Penny**
Second: Fran
All in favor

13. Motion to adjourn: Emma 7:40 PM

Second: Doreen
All in favor

14. Next Meeting

- March Meeting – March 25 at 7pm

Respectfully submitted by:

Joy Barcome- BFL Secretary

