

Bolton Free Library
Board of Trustees Meeting
MINUTES

January 25, 2017

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

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

2. Review and accept minutes of December Meeting.

Motion- Carole

Second- Carla

3. Nominating Committee Report and Officer Election.

* **President- Vince**

* **Vice-President- Carole**

* **Treasurer- Maryellen**

* **Secretary- Joy**

One vote for the slate of officers as presented (Vince)

4. Committee Assignments.

Joy- change: No chair for Sunshine

Emma- Chair of Fundraising

Carole- Chair of Book Sale

Julie- Chair of Sunshine

5. Treasurer's Financial Report

Julie shared information, reviewed and discussed.

- Monthly report for December

- Lists of checks for December

Motion- Carla

Second- Emma

All in Favor

6. Director's Progress and Service Report.

Report was sent via email and discussed.

Motion- Carla

Second-Julie

All in Favor

5. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

Audit (Board will request that Jim be contacted)

Paperwork passed out and discussed.

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

Reviewed. Board has been asked to review on Google Docs.

Manual Updates

Fundraising (Chair: Maryellen, Emma, **Keirsten**, Joy)

Cabin Fever Party- Downstairs in Fredericks and Blue Moon Band

• Appeal Letter totals

Buildings and Grounds (Chair: Carla, Vince, Jim)

Heating- Problem last week. Workers came to fix very quickly.

New cleaning person.

\$15.00 an hour for a cleaner to come in to clean the library. She will come in to clean the library for a couple of hours each week up to 8 hours a month. Up to \$130.00 a month. Jim- let us make sure that she is insured.

Annual Book sale- Carole and Keirsten

Sunshine Committee (Chair: Julie, Emma)

All up to date and information will be passed on to Julie.

Grants (Chair: Vacant, Joy)

National Grid Grant application- Converting to LED lighting in the library. Looking into a book drop off in front of the library. (Can cost up to \$1,000)

SALS Construction Challenge Grant – Grant application was approved. \$4,780 to help with our heating issues.

Personnel (Chair: Vince, Carole, Emma)

Nothing new

Website (Chair, Megan)

Website is up to date

Motion to accept committee reports:

Motion- Carla

Second- Carole

All in Favor

7. Old Business

Church Donation- not made yet

Verizon- required NYS number. Should be paying about \$48.00 per month.

Danica- Situation seems to have been resolved.

8. New Business

Service agreement with the printer. We pay \$20.00 a month and 3 cents per copy. We will still have a bill if things need to be repaired. Vince will check into what is included. The printer is now 6 years old. We do not have repairs on it often. Carole makes a motion to cancel our service agreement. We would end up paying as we go. Needs to be canceled by February 9th. Emma motions that Vince can make the decision. Carole- second. All in favor.

9. Director's Communications

Save the date cards for May 15th- Annual meeting

Letter from insurance company was passed on to Julie

Note thanking library for programs. A donation was made as well.

10. Events

1/25/17 - Deanne Rehm

1/28/17- Children's Saturday event. Could use help. Let Emma know of any ideas we may have.

2/1/17 - Bill Campbell- music program

2/22/17 - Alzheimer's Organization for Caregivers

NEXT MEETING WILL BE FEBRUARY 22 AT 7:00PM

Motion to Close Meeting.

Motion- Emma

Second- Carla

All in favor

7:57 PM- end of meeting

Respectfully Submitted:

Joy Barcome

Library Board Treasurer