

Bolton Free Library

Board of Trustees Monthly Meeting – June 28, 2018

Those in attendance: Michelle Pollock, Megan Baker, Emma Calautti, Carla Cumming, Pat Cianci, and Julie Whitney. Those absent: Maryellen Moseman, Joy Barcome, Jim Senese, Kirsten Crist, and Penny Cleveland.

Due to Jim Senese's absence, Carla served as president and called the meeting to order at 7pm.

Everyone had received and reviewed the minutes from the previous meeting. Emma made a motion to accept the minutes, second by Michelle, and carried.

Julie Whitney presented the financial report. Michelle asked if there was any way to receive the report prior to the meeting. Pat asked that it be uploaded to Google Docs. Megan explained that her Gmail account is her personal email account and prefers that library email go to her sals.edu account. She will send her report to Joy prior to the meeting and have Joy upload it to Google docs. The Integra item in the financial report is not really an expense, since we had received the grant that covers that expense. Pat asked about "not specified" line item. Julie explained that was a Quickbooks quirk that she would try to fix for the next meeting. Carla asked about the \$200 loss in plant sale, Julie explained that was the start-up cash. Megan asked that we acknowledge all that Carla does for the plant sale. Emma made a motion to accept the financial report, second by Julie, and carried.

Megan presented her director's report. The next display will be watering cans. If anyone has any that the library can borrow, please bring them in. Michelle made a motion to accept Megan's report, second by Pat, and carried.

Committee Reports

Finance: nothing to report

Policies and Procedures: nothing to report

Fundraising: Emma stated that we had a gala meeting and no one showed up. Several of the board members said that they did not receive the email. It has been decided to cancel the "Dancing Under the Stars". Michelle asked what we had done in the past to raise money before the gala. We need to make sure that correct mailing addresses – with PO Box numbers in included on the appeal letter. A fundraising event to feature several local authors was discussed. Michelle will ask Mr. and Mrs. Wolgin for permission to host an event at their lake house. Carla suggested that we ask the Sagamore about hosting another luncheon with the chef's demonstration. Michelle suggested that a letter be sent out explaining the cancellation of the gala and ask for suggestions for events to raise money. Megan explained how we had developed the mailing list. A newsletter was discussed. Michelle suggested that we include it with the Town Rec Department's mailing. The plant sale raised over \$2000.

Buildings and Grounds: Carla and Vince are finishing the paperwork for the ramp grant. We will be receiving \$700 from the state. The LED lighting project is being finished this week. New grants will be available in a few months and Carla plans to submit an application for waterproofing the basement. The bullet aid received by SALS from New York State will be divided among the libraries. We received \$2500 and it went into the general fund. Carla is getting painting bids for the interior of the building, for the next round of grant applications.

Book Sale: The committee met on June 25th. Michelle has agreed to take charge with Pat's help. The books have all been sorted. Pat is looking into the value of some of the old books we have received. We no longer contact book dealers. Carole Newell has picked up the large Price Rite bags for the Sunday sale. There will be a donation jar out for the whole weekend. There was a discussion as to whether it would be wise to just take donations for the whole weekend, or just on Sunday. Michelle is the committee chair with Pat and Carla on the committee.

Sunshine: Julie has sent a thank you note to the Huddle Restaurant. Thank you notes have to be sent to the Garden Center, Gena Lindyberg, Doreen Martin, Lainie Angel, and Jane Caldwell for their assistance with the plant sale.

Grants: Carla is working with Vince on wrapping up the ramp grant. Will start working on the projects for next year.

Personnel: Megan has proposed changing the summer hours. Her suggestion is that we be open Monday through Friday from 10am to 8pm and Saturday 10am to 4pm. There will be a conflict with the Opera Museum's Movie night. Megan will close the library at 7:30pm those evenings. The new hours will be posted on the website with the evenings that we are closing earlier to be noted. Julie made a motion to change the summer hours, second by Michelle, and carried.

Jim gave his oath of office to Jodi Connolly. He will issue the same oath to the rest of the trustees at the July meeting.

Emma made a motion to approve the committee reports, second by Julie, and carried.

Old Business

The meeting with Ron Conover, George Mumblow, and the Buildings and Grounds committee has not happened yet.

We have received a new American flag. Carla's husband hung it. We did not have the tree pruned and it does not seem to be a problem. We should all be checking to make sure that the flag looks good, so as not to upset any of our local veterans. Megan will ask Rita French to also keep track.

Carla has a contractor coming in to give her a quote on replacing the current book drop with a new one in memory of Horace Baker and Frank Haux.

Gail Borkowsky, a friend of Joy Barcome has been asked to present a program for her new children's book. She has agreed, and we will wait to get more information from Joy. Maybe we could include Gail in the fundraiser with local authors.

New Business

Sally Defty from the St. Sacramento Church has informed us that we will be the beneficiary of the lottery and will receive \$5000 from them. She has suggested that we take 20 tickets to sell. We are agreeable to that, and Megan will inform Sally.

Whether to place ads in the local newspapers for community events was discussed. The trustees present did not think it necessary or appropriate for us to purchase ads. A final policy will be put in place a later date when all the trustees have given their opinion. We can put a sign outside to congratulate the Fire Department.

We will purchase a gift certificate from The Huddle for Carole to thank her for all her work on the Book Sale.

Megan informed us of the problems she had encountered with Richard Wargo relating to the Opera Museum's movie night. The problems were numerous, and we came up with some solutions. Set up time for any outside organizations will be no earlier than one hour prior to the start time. The blinds cannot be closed until 15 minutes before the start time. Megan will write a letter to Richard and the Opera Museum letting them know of our decision.

Events

The game night is going well. There is not a large attendance, but it is enjoyable. We will continue the night until the Lakeside starts their trivia night again.

Communications

We have received a thank you card from Richard Wargo for allowing him to use our facilities along with a \$50 check as a donation.

Everyone had received a copy of the newsletter sent out by the Diamond Point library. We all thought we should do something similar.

Megan has arranged for the David Smith key to be appraised at no cost to us. We will need to contact our insurance agent once we have that appraisal. Last month's minutes need to be changed to reflect that we own the David Smith key and not the photograph. The David Smith photo is on permanent loan to the library by the Historical Society.

Carole was able to find six beautiful chairs at the Tyrer Gallery for \$126. We also had to pay \$40 to Brian Wasburn for delivering them to us. Carla will try to clean the seats. Carla will look for new seats for the other cushioned chairs.

Penny Cleavland has not attended many of our meetings. We will talk to Ron Conover and Sue Wilson about this.

Megan will invite Sara Dallas to one of our fall meetings. We would also like to invite the Warren County SALS trustee to the same meeting. Megan will take care of this.

Julie made a motion to adjourn the meeting at 8:32pm, second by Michelle, and carried. The next meeting will be July 25th at 7pm.

Respectfully submitted,

Emma Calautti – acting secretary