

**Bolton Free Library**  
**Board of Trustees Meeting**

**MINUTES**

**June 26, 2019**

**1. Roll Call of Trustees and Meeting Called to Order**

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

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

**2. Review and Accept Minutes of May Meeting**

- Review how to use Google Docs  
Motion to accept MINUTES: Pat  
Second: Emma  
All in favor

**3. Treasurer's Financial Report for May**

- Information was passed out and emailed and then reviewed (Julie)
- Questions were asked and answers were given
- Bank Balances:
  - Checking- \$17,098.52
  - Money Market- \$67,910.44

Motion: Pat  
Second: Emma  
All in favor

**4. Director's Progress and Service Report for May**

- Summer Schedule
- Isabel Simon
- Schedule was distributed
- Report was e-mailed

Motion: Emma  
Second: Joy  
All in favor

**5. Maryellen asks to be excused from all committees due to work constraints**

- **Pat makes a motion to excuse Maryellen from the committees. Joy seconds and all in favor. Joy will be on Personnel, Pat- Buildings and Grounds and Julie will be on the Finance committee.**

## 6. Committee Reports

- Financial
  - IRS Response- copy of extension from Becky Herrick
  - Becky Herrick agrees to continue as our CPA
  - **Quick Books was suggested: “not for profit edition”**
- Policies and Procedures (chair – Joy Barcome)
  - Sexual Harassment Training
    - Must be finished by October 2019
- Fundraising (chair – Emma Calautti)
  - Wine Tasting
    - **Doreen has been working on this event.**
  - Luncheon at Lakeside
    - **Chef at the Lakeside was spoken to and the suggestion is to do the event this Autumn.**
  - Quilts’ Raffles
    - **Schedule for drawings/sign up/ on the wall**
    - **Drawing dates: 7/28 at noon (book quilt)**  
**Columbus Day weekend at noon (lake quilt) 10/12/19 (Saturday)**
      - Farmers Market
      - Sign-up sheet for trustees
    - **GALA suggestion-**
      - **Roaring 20’s party suggestion was discussed**
- Buildings and Grounds (chair – Carla Cumming)
  - Appoint new trustee to committee- **Pat Cianci**
  - Proposal for Replacement of Windows
  - Tree by flagpole
    - Restrung flag pole
    - Remove tree
      - **Barry Kincaid pruned the tree next to the flag pole and suggests we take the tree down. He will restring the flag pole.**
      - **Pat makes a motion to table the discussion regarding the removal of the tree. Emma seconds and all in favor.**
  - Meeting with Ike to discuss Grant options

- Annual Book Sale (chair – Michelle Pollock)
  - Tote bags with library logo
    - should have some at the Farmer's Market on Friday
  - Posters to hand out
  - Sign-up sheet for trustees (July 26-28 and set up the 25th)
  
- Sunshine Committee (chair – Julie Whitney)
  - Thank you note to Barry Kincaid
  - Thank you to Ike Wolgin- construction walk through and replacement shelves.
  - Thank you notes for Bolton Booster Club and Quilt maker were sent
  
- Grants (chair – Pat Cianci)
  - Wood Foundation and the Adirondack Foundation
  - SAM registration
  - NYS Grants- last round
    - money has not come through yet
      - Grant for addition
        - Starting to collect data for grant for the next round- new front door, front storm door, basement and attic windows and basement waterproofing.
  - New modem
    - looking into a new modem to improve wifi speed
  
- Personnel
  - Appoint new trustee to committee- Joy
  - New chair by next month
    - Pat makes a motion to table this until next month
    - Julie seconds the motion
    - All in favor
  - Employee Evaluation
    - ❖ Update the Employee Handbook
    - ❖ Director's Evaluation

- Pat makes a motion to accept committee reports
- Emma seconds the motion
- All in favor

## 7. Old Business

- Summer hours start

- On Tuesdays and Thursdays, Megan will come in at 9:30.

#### 8. New Business

- Kirsten Crist resignation from board - Pat makes the motion to accept the resignation, Julie seconds, the Board accepts the resignation with regret.
- Replacement for Kirsten
- Carla thanked Kirsten
- The Board has been asked for suggestions for a new Board member
  - League of Women's Voters Request- September 24, 2019- Tuesday- Deanne Rehm- Voter Registration- she will be doing this from 4-6 PM.
- \* Financial Concerns will be tabled for Maryellen to be in attendance

#### 9. Communications

- Kirsten Crist's Resignation Letter (See New Business)

#### 10. Town Board Meeting

- Trustees to Attend September Meeting
- Report for June meeting-
- We will skip July and August and start again in September- 9/3/2019

#### 11. Events

- **Trivia: July 8<sup>th</sup> and 22<sup>nd</sup>**
- **Trivia: August 5<sup>th</sup> and 19<sup>th</sup>**
- **102 Club: August 12<sup>th</sup> - Book Author is coming. Next annual dinner is coming up. The author is Martin Podskoch.**

#### 12. Next Meeting

- July 24 at 7pm

Motion to Adjourn: Pat

Second: Emma

All in favor

Minutes respectfully submitted by:

Joy Barcome

BFL Secretary