

Bolton Free Library
Board of Trustees Meeting

Minutes

March 25, 2020

1. **Roll Call of Trustees and Meeting Called to Order via ZOOM at 7:10 PM**
Joy Barcome (2021) Penny Belton (2025) Emma Calautti (2023)
Rebecca Cooper (2023) Carla Cumming (2022) Doreen Martin (2021)
Laura Papparatto (2024) Michelle Pollock (2024) Fran Taitel (2025)
2. **Review and Accept Minutes of February Meeting**
Penny makes the motion and Rebecca seconds; all in favor
3. **Treasurer's Financial Report for February**
Was sent out and reviewed-P&L, Expenses by Vendor Summary
Checking Balance (02/29/20) \$54,437.97
Money Market Balance (02/29/20) \$101,016.64
Budget comparison at the end of March
Motion- Emma; Second- Laura; All in favor
4. **Director's Progress and Service Report for February**
Megan was unable to create the report but she will have it in April if possible.
Motion: Fran; Second- Doreen; All in favor
5. **Executive Committee Meeting-communicating via emails (March 15 at 7:05 pm) it was decided to close the library from March 17 to March 30, 2020. This was communicated to the full Board March 16, 2020 at 3:05 pm, all approve of closing.**
Met via email to decide whether or not we stay open or not.
Thank you to Carla for all of her hard work while out of town
Motion to accept: Rebecca; Second by Michelle; All in favor
6. **Committee Reports**
 - Financial (Chair – Michelle Pollock)
 - Consider moving \$20,000 from Checking to Money Market
 - Thoughts about moving money- Move the money now and then move it back if and when we need to do so.
Motion- Rebecca
Second- Laura
All in favor
 - Policies and Procedures (Chair – Joy Barcome)
 - Remote meeting
 - Buying museum pass to loan to patrons once we reopen
 - 72 hours
 - Fundraising (Co-Chairs – Emma Calautti and Doreen Martin)
 - Roaring 20's Gala - postpone for a year.
 - Will contact the Sagamore regarding donation (Emma)
 - Business Contact Information
 - Cabin Fever Party 03/22/20-cancelled
 - Will look forward to another event once the shutdown is over.
 - Buildings and Grounds (Chair – Carla Cumming)

- Lock is finished
 - Annual Book Sale (Chair – Michelle Pollock)
 - Asked that donations stop until further notice
 - Sunshine Committee (Chair – Laura Papparatto)
 - Thank you notes sent - to?
 - Laura will need more blank thank you notes
 - Grants (Chair – Penny Belton)
 - NYS Grants
 - Grant for addition
 - Redesign of Circulation desk and area
 - Stewarts' Grant
 - Nothing new to report
 - Personnel (Chair – Joy Barcome)
 - Employees' Evaluation
 - Update the Employee Handbook
 - Nothing new to report
 - Approval of Committee Reports
 - Motion: Penny; Doreen- second; All in favor
7. **Old Business**
- Notary Public
 - SALS – Public Library Minimum Standards
 - Megan and Carla to work on during library closure
 - Warren County Fire Inspection Office
 - Need an updated Contact List - Penny and Rebecca and info. to Rob; Michelle and Emma as well. Penny will be number one on the list.
 - Library Archives Donation-decision from February 26 meeting?
 - To the museum?
 - Scrapbook?
 - Display?
 - Will make a scrapbook
 - Election results needed for annual report-need clarification
 - After each election- what term and who will be replaced
 - Hyde Collection – Library Museum Pass Program-terms of loan
 - 72 hours
 - Emma and Joy will work on this
8. **New Business**
- Library closure
 - Continue to have Bonnie Baker clean?-Now two hours per week
 - Will continue
 - Deeper Spring cleaning
 - Motion- Emma; Fran- Second and all in favor
 - Will follow mandated closures

- Code for new lock entry –should it be changed?
 - **Keep it the same**
 - Possible additional online platforms
 - There are a lot of online things offered through library catalogue
 - Can use Overdrive
 - A lot of available materials
 - Have changed borrow period to no limit
 - Unlimited number of materials to borrow
- 9. Communications**
- Adirondack Experience – Museum Pass
 - Will look at this after the shutdown- 5/22-10/12
 - Discussion regarding leaving a deposit (add to Policy and Procedures)
 - Chamber of Commerce – Public Restrooms
 - No public restrooms on the weekends was the complaint
 - Public restrooms will be open on the weekends
 - SALS – Save the Date Cards for SALS Annual Meeting
 - May 18th in Saratoga
 - Save the Date cards are at the library- starts at 5:00
- 10. Town Board Meeting**
- March 3 meeting – Rebecca and Laura
 - Presentation was made at the meeting
 - Future meetings cancelled through end of May 2020
- 11. Events**
- **Book Club: March 17-cancelled**
 - **Community Health: March 18 (Linda Perry)-cancelled (April too)**
 - **Will wait to see about May**
 - **Flute Ensemble (Laura)**
 - Future community event
- 12. Next Meeting**
- April Meeting – April 22 at 7pm
 - Will be on Zoom if we cannot meet at the library

Motion to adjourn: 8:07 PM Penny; Second- Laura; All in favor

Respectfully submitted by:
 Joy Barcome
 BFL Secretary