

Bolton Free Library
Board of Trustees Meeting

May 27, 2015

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2016)	Zandy Gabriels(2016)	Carla Cumming (2019)
Anne Green (2018)	Patti Haux (2017)	
Gena Lindyberg (2016)	Carole Newell (2017)	Maryellen Moseman(2018)

Susan is here.

Anne Green is not present

Vince Palazzo attended because he has been invited to be on the board. Was on the Board in the past. Didn't finish his past term but enjoyed it very much. Enjoyed the events. Enjoys the community. He would like to help in any way that he can. Library made about \$2,000 at that time. Came to let us know that he is interested in joining us. Gena will call him tonight to let him know our thoughts.

2. Review and accept minutes from April:

Gena asked everyone if they have had a chance to review. Zandy makes a motion and Carol seconds to accept. All agree.

3. Treasurer's Financial Report

- Monthly Report for March and April:
Quick Books can be difficult. Maryellen and Becky worked together on this. Maryellen does not feel as though it is user friendly. Gena suggests that perhaps we can revisit our program in January.
- List of Checks for March and April:
Checks and bills are listed.
Maryellen reviewed copies with the board. Maryellen is working on getting things moved on general ledgers. Gena worked with Maryellen on some processes (taxes). Some of the information was in wrong from the past. Maryellen is in the process of figuring out what things are. Maryellen will be thinking about creating an excel spreadsheet for the future. Two things came up: one of them is a donation from Joy for the Cabin Fever Party. There is also \$18.00 from Maryellen for the Gala. Thoughts about different versions on Quick Books that may be a possibility for more options.

Carol asked about the breakdown of books/expenses. Maryellen will try to break it down.

Gena asked for a comparison on the treasurer's report.

Approved: Zandy - made the motion
Carla - seconds to accept
All accept

4. Director's Progress and Service Report for March:

5. Committee Reports – announcement of chairperson

- Financial: , Maryellen, Gena
 - ✓ PayPal - results
 - ✓ Discussion of PayPal account

PayPal account has been transferred into our account. Account will be closed. Zandy makes a motion, Joy seconds and all in favor. We agree that there should be two people on an account in the future. Joy recommends the Treasurer and the President should be on all accounts in the future. Maryellen seconds and all in favor.

Maryellen made a check out to Adirondack Builders. She will leave it with Megan.

Accept the financial report into the record.

- Policies and Procedures: Chair – Anne, Joy, Zandy

Anne is not present. We are thrilled for her recognition tonight! Anne wrote out a summary of our discussion for the board. Zandy presented this to the board with help from Joy. We presented our thoughts as printed to the board. The board will look at the information and will email the committee with suggestions so that we can discuss at our next meeting.

Maryellen asked about petty cash: fine money and rarely used. Used only if necessary for something small. Receipt is saved and given to the Treasurer.

Discussion took place regarding the fact that we are still in the process.

- Fundraising: Chair – Joy, Maryellen
 - ✓ Another person needed on committee?
 - ✓ Plant Sale Report

Gena thanked everyone for the work on the plant sale. Carla did such a great job! The total was \$802.00. Carla has some thoughts for next year. Maybe we can ask the new member to join us. The committee was hoping for August 1st for the Gala. We do have help from Emma and Vicki for the Gala. Megan has spoken to George regarding electricity on the pier for the success of the Gala. We will need to inform the Anchorage that there will be an event with noise. Maryellen and Joy have a “hotspot” and it comes off your data plan. We do need to consider a “hotspot”. We have been asked to come back with a budget. Megan mentioned that in the September minutes, there was a breakdown of cost. Gena asked if Megan would email that breakdown to the board. Carla has a BJs membership and has offered to help with gathering things for the Gala.

Zandy suggests that the library suggest that the town install WIFI at Roger's Park for the Bolton guests. Maryellen seconded and the board approved.

Basket that is beach themed is our current raffle.

- Annual Book Sale: Chair – Patti, Carla, Gena
 - New canopy needed – storage of canopies
The dates are the 24th, 25th and 26th. The small canopy has disappeared. George looked for us. We will have to replace that canopy. The canopy was 10 X 20. Also, need a new tarp for the large canopy in white.
Mariam Mastriami will be asked to arrange the volunteers for the book sale.

- Buildings and Grounds: Carla, Clarence and Carole
 - Sunday Work Day (**this Sunday is clean up and help day**) **The time is noon until 4:00. The Board is asked to participate.** There will be painting needed too. Gena and Carla are organizing the day. Zandy painted the door sill. Gena will arrange to have the carpeting shampooed, not to exceed \$400.00.
 - Outside bulletin board: **part of Sunday clean up**
Don Rafferty will check out vent by librarian's desk? **Megan will talk to Tom Smith about this vent**
 - Roof Project – proposal reviewed – early June: **he will be here on the first week in June.**
 - Work Sunday – **This Sunday from 12-4.**

There is a screen window that is falling off of a basement window. It is suggested that we take it off. Carla will purchase a new hose for the library that can be used during our work day.

- Sunshine/Communications: Chair – Joy, Patti

Thanks you for plant donations and volunteers:

Anita Richards gave plants and needs to be thanked and the volunteers need to be thanked as well. There is an Excel Spreadsheet that is being worked on with addresses. Also, a thank you note for the Garden Center for the flower boxes (planters). Hal Heusner had a heart condition. He is home and fine and could use a *Thinking of You* card. Names: Pat VV, Rita Whitney, Anne Kenna, Lainie Angel, Anita Richards. Thank you note for the Historical Society and their most recent event will be sent.

- Grants: Chair – Anne Green
 - ✓ Roof money

- Personnel: Anne, Carole
 - ✓ Summer assistant
 - ✓ Time sheets

Proposing that there will be a change to the Employee Handbook. Handout was given and items were discussed. Megan asked for clarification regarding time sheets. It was clarified that we need to know who is at the library at any given time. Carol explained that the purpose is to understand who is working when in case of an incident. The facts are necessary. Zandy brings up the feeling of sense of trust for a salaried person. Megan asked for clarification. She is feeling that this is demeaning for 34 years. She feels belittled to be asked to fill out a

time sheet. Carol mentioned that this is important because we need to understand sick time or vacation days, as a standard procedure. Patti asks for clarification for time sheets and who they are delivered to so that people can be paid appropriately. There is a suggestion to table this idea to give us time to think this through. Joan needs to be paid and has not been paid yet. There is concern that there are too many steps in this process at this point. Gena will make sure that the information goes directly to Maryellen so that Joan will get paid. Approval to hire a summer part-time library employee was discussed and presented by Carol. Advertising was discussed. The Mirror and Journal are the two official papers. The Chronicle is also a vehicle for advertising the summer position. Zandy proposes we advertise in all three papers and Carla seconds it. All in favor. Nothing was agreed upon the front part of the handout.

- Grievance Committee – Maryellen, Carole, Joy
- Website: Chair – Megan Baker
Megan will put the position on the website along with the March, corrected, minutes.

6. New Business :

Two names on the financial accounts. Agreed to by the board. The Board is appointing Vince Palazzo to serve out the rest of Clarence Lindor's position until the next election. Zandy made the motion, Carla seconded and Board approves.

7. Directors Communications:

The information regarding an audit was sent to all of us by Megan. Gena discovered that the Lake George library paid \$6,000 for their audit. This appears to be the going rate. Zandy suggested that we look at something such as an audit review because of the size of our budget.

8. Events:

The historical society event was wonderful!!!! Ted was the overall person in charge. All of the Museum Board members presented a piece of the event. They spoke about the expansion plans.

There will be no June program.

The July program will be about adoption and is set for July 8th.

The August program is about red wine.

9.. Action Items

10. Next meeting – June 24th, 2015

At 7PM - Vince Palazzo will come and introduce himself – he is interested in the open board position.

Vince attended and Gena will call him regarding this position.