

Bolton Free Library
Board of Trustees Meeting

MINUTES

May 22, 2019

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

Joy Barcome (2021) Emma Calautti (2020) Pat Cianci (2023) Kirsten Crist (2022) ABS Carla Cumming (2022) Doreen Martin (2021)

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 February, March, and April Meeting

February and March Minutes reviewed

April Minutes reviewed

Carla makes a motion to accept the Minutes as presented tonight

A second was made

All in favor

- Roberts Rules
- Review how to use Google Docs- Will be reviewed at the next meeting

3. Treasurer's Financial Report for April

- Any questions about report presented at April meeting should have been emailed to Maryellen and Julie

- **Distributed and reviewed by Julie**

- getting more interest due to movement of money

- questions were asked and Julie answered

- quarterly budget was presented for review

Motion made- Pat

Second- Emma

All in favor so motion passes

4. Director's Progress and Service Report for April

*** Megan sent report by email**

*** After school program helped plant the tree**

*** Kids did National Wildflower Art**

*** Tomorrow is National Penny Day**

- Emma makes a motion to accept

- Michelle Seconds

- All in Favor-motion carries

5. Executive Committee Meeting

*** Did not meet**

6. Committee Reports

- Financial (chair – Maryellen Moseman)

- IRS Response

*** They are “working on the issue”**

- Find a CPA – ask SALS

*** Conversation regarding CPA**

*** Megan will ask Becky H. for a copy of the extension**

*** Emma makes a motion to show gratitude to Becky H. in the form of a gift.**

Doreen seconds

Majority in favor so motion carries. (Pat and Michelle were opposed, all else in favor).

*** Julie makes a motion to keep Becky as our accountant**

*** Michelle seconds**

*** All in favor so the motion carries**

- Complete Audit – when was the last one done

*** Questions raised and were clarified**

- Affinity Program through TD Bank

*** We were off by one person regarding our money that we would be getting back**

- Policies and Procedures (chair – Joy Barcome)
- Final Draft

*** Was passed at the March meeting**

- Sexual Harassment Training

*** Needs to be done by October of 2019**

*** Service dog discussion**

- Fundraising (chair – Emma Calautti)
- English Tea- **only sold three tickets- bad choice of date- postponed until the Fall.**
- **Wine Tasting- Still in the process**
- **Luncheon at Sagamore- Did not hear back from the Sagamore.**
- **House Tour- Some time in August.**
- Quilts
- **Thank you note (will be sent)**

*** GALA discussion**

*** Fundraising ideas discussed**

*** Farmers’ Market booth for quilts- Megan will get in touch with**

Penelope.

- Buildings and Grounds (chair – Carla Cumming)
- Clean Up Area between Museum and Library
- Maryellen to contact NY Fire and Signal about a possible rebate
- Broken Cellar Window

- **Proposal for Replacement of Windows- working on this**
- Tree by flagpole- **Chuck Cumming will trim**
- **Air conditioning was tuned up today**

* **Price of windows is substantially cheaper if vinyl on the inside. It would be more energy efficient too.**

- Annual Book Sale (chair – Michelle Pollock)
- Tote bags with library logo

* **bags were discussed- email approval**

* **end date for accepting books will be about two weeks before the sale (July 13th).**

- Sunshine Committee (chair – Julie Whitney)
- **Thank you note to Maryellen's friend for quilt (waiting for address)**
- **Notes to readers from reading night are complete**
- Grants (chair – Pat Cianci)
- Stewarts Grant
- Check Presentation
- **Wood Foundation and the Adirondack Foundation**
- **Proposals for the State Grant**
- Personnel (chair – Maryellen Moseman)
- What can be asked of anyone with a service animal
- **Meeting will take place soon**
- Employee Evaluation
- Update the Employee Handbook
- Director's Evaluation

* **Joy makes a motion to accept reports**

* **Doreen seconds**

* **All in favor so motion carries**

7. **Old Business**

- Tree from Warren County – May 16
- David Smith Key loan to Historical Society

* **Will be picked up**

- Megan to research becoming Notary Public

* **Class is filled up but will be offered in the Fall**

- Insurance company problems- **all straightened out**
- SALS Annual Dinner and Meeting

* **Six Trustees and one Director attended**

* **Went well**

- **Megan will attend a workshop on June 4th**
- 8. **New Business**
 - Summer hours to start June 24
 - **Closed on Memorial Day/Any Monday**
 - **Closed on the 4th of July**
 - **Password on the WiFi??- Question posed and discussed**
 - **New modems? Discussion took place- grant possibility**
- 9. **Communications**
 - Request letter from Museum- **copy received**
 - Loan agreement for David Smith Key
- 10. **Town Board Meeting**
 - Trustees to Attend June Meeting

*** June 4th meeting will be attended by Doreen and Carla**

- We will skip July and August and start again in September
- 11. **Events**
 - **English Tea – June 9- canceled**
 - **Trivia – June 3 and June 17**
 - **Working on ideas for bonus questions- Megan**
 - **Movie Night last week**
- 12. **Next Meeting**
 - **June 26 at 7pm**

Meeting adjourned at 8:40 PM

Pat makes the motion

Emma second

All in favor

Respectfully submitted by:

Joy Barcome

BFL Secretary