

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

November 28, 2018

1. Roll Call of Trustees and Meeting Called to Order **7:00 PM**

Maryellen Moseman (2023) Patrice Cianci (2023) Joy Barcome (2021) Jim  
Senese (2021) **ABS** Emma Calautti (2020) Julie Whitney  
(2019) Carla Cumming (2019) Michelle Pollock (2019) Kirsten Crist (2022)

2. Review and accept minutes of September Meeting.

- \* Emma makes a motion to accept
- \* Michelle seconds the motion
- \* All in favor-motion carries

3. Treasurer's Financial Report

- Monthly report for October
- Lists of checks for October

- Reports reviewed
- Checking- \$38,859.35
- Savings- \$35,135.27

Joy makes a motion to accept the report  
Emma seconds the motion  
All in favor- motion carries

4. Director's Progress and Service Report.

- Will be sent out asap

5. Committee Reports

Financial (Chair: Maryellen, Julie)

- 2019 Budget Update- reviewed, questions asked and answers
- Will be voted on next month

Policies and Procedures (Chair: Joy, Emma,)

- Sexual Harassment Policy discussion- Kirsten will ask about the Town's policy and how we can be part of it.
- No Smoking 100 feet from library property discussed
- Joy and Emma will meet to discuss: the No Smoking/vaping Policy, permanent summer hours, pets policy (look at what Sarah Dallas forwarded to us)

Fundraising (Chair: Emma, Jim)

- Quilt raffle (Sheila M.)- raffle in the Spring/Summer. \$5.00 or 3 /\$10.00?
- Maryellen's friend will make another quilt for a raffle
- House tour- Bill Gates, Bixby, High Point, Jason and Annette's House, etc.

- self guided tours
  - finger foods
  - map
  - late May
-

- Cooking dinner at the Sagamore
- Next Autumn-medium visit
- March-Cabin Fever
- December- babysitting for parents to go XMAS shopping
- Spring themed tea

Buildings and Grounds (Chair: Carla, Maryellen and Jim)

- Drainage- Doug did a good job. There still is water in part of the cellar. Problem is on the museum side of the building.

Annual Book Sale (Chair: Michelle, Carla, Kirsten and Pat)

- Steady supply of books coming in

Sunshine Committee (Chair: Julie)

- Lake George Community Garden Club for wreath

Grants (Chair: Carla - Liaison )

- Pat is attending classes on grant writing
- \$5,000 for waterproofing/painting

Personnel (Chair: Julie, Joy, Emma)

- Joan's absence and the need for it was discussed

Motion to accept reports: Carla  
 Second on motion: Maryellen  
 All in favor so motion carries

6. Old Business

- Insurance Policy (no call back)
- Value of David Smith pictures?
- David Smith key
- Maryellen will follow through
- Appeal letter- Approximately 2500 sent out. Discussion regarding how many could be taken out of total for next year.

7. New Business

- Fire and panic buttons
- Alarm system- Mahoney Alarms and New York fire and Security
- Hot water tank- leaking/needs to be replaced
- Nominating committee- Maryellen, Joy and Kirsten
- Thank you from the Golhoffer family

- Executive committee will meet to discuss Megan's time off
- Closed day before Thanksgiving?
- Movies for grown ups?
- Re-write Employee Handbook
- Trivia Finished

#### 8. Communications

- Email from Sarah Dallas- information will be discussed and written into Policies and Procedures

#### 9. Events

- Movies for Grown Ups (November 14th at 6 PM)
- Upcoming event ideas discussed in Fundraising Committee section

Motion to adjourn.9:00 PM

Motion made by Maryellen

Second by Emma

All in favor so the motion carries

NEXT MONTHLY MEETING WILL BE December 19 AT 7:00PM

**Minutes respectfully submitted by:**

**Joy Barcome**

**BFL Secretary**