

Bolton Free Library Board of Trustees

Meeting MINUTES

November 20, 2019

1. Roll Call of Trustees and Meeting Called to Order

7:03 PM

Joy Barcome (2021) Carla Cumming (2022) Maryellen Moseman (2023)

Emma Calautti (2020) Doreen Martin (2021) Michelle Pollock (2024)

ABS Pat Cianci (2023) Rebecca Cooper (2020) ABS 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 October Meeting

Motion: Emma

Second: Rebecca

All in favor

3. Treasurer's Financial Report for October

- **Reviewed by Maryellen**
- **Thank you to Michelle and Maryellen for financial work on the budget**
- **Balances as of today:**
 - **Checking- \$25,119.70**
 - **Money Market- \$95,612.86 (includes grant money of \$27,243.00)**

Motion: Doreen

Second: Emma

All in favor

4. Director's Progress and Service Report for October

- **Megan will have a comparison available in December**
- **The display came together nicely**

- December Book Club meeting will be the 17th
- Community Reading will be in January

Motion: Maryellen

Second: Michelle

All in favor

5. Executive Committee Meeting

- **Did not meet**

6. Committee Reports (what committees are everyone interested in being part of)

a) Financial

o Meeting with Becky Herrick

- **Meeting did not take place this month (no response from Becky regarding calls to meet, from Carla)**

o 2020 Budget

- **Maryellen discussed the amount in the budget for the GALA.**
- **Grant money needs to be adjusted on the budget**
- **Will vote on the budget next month**

o b) Policies and Procedures (chair – Joy Barcome)

o Sexual Harassment Training

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- *** Must be finished by October 2019 (done)**

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o c) Fundraising (chair – Emma Calautti)

o Wine Tasting

- **- an hour of help requested, at five, for set up**
- **- have sold 40ish tickets**

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o Roaring 20's Gala

- **Sponsor sheet for the Gala was distributed**

- Emma is working on contacts regarding another group that is doing a Roaring 20s GALA
 - Brendan Murdane was present at the meeting regarding donating beer
 - Thoughts discussed and thoughts will go back to the committee for discussion
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- **o Sip and Paint**
 - Will be next on the committee's agenda
 - Ideas shared
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- **o House Tours**
 - On hold for now
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- **o Thirty-One Party (Fran Taitel)**
 - Made about \$500.00
 - * Author ideas shared for future fundraisers
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- **d) Buildings and Grounds (chair – Carla Cumming)**
 - Waiting for our lock to come in
 - Ike is coming to help Megan design her desk area
 - Thermostate is fixed
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- **e) Annual Book Sale (chair – Michelle Pollock)**
 - work continues to be done regarding sorting out books
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- **f) Sunshine Committee (chair – Julie Whitney)**
 - note to Fran for the “bag party” (thank you)
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- **g) Grants (chair – Pat Cianci)**
 - o NYS Grants
 - o Grant for addition
 - o Redesign of Circulation desk and area
 - * Norowal- letter under Carla's name to request money
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- **h) Personnel (chair – Carla Cumming)**
 - o Employee Evaluation
 - Megan will be evaluated next year
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- - Please make sure that the evaluations were filled out by Trustee
- - The evaluation is a starting point
- o Update the Employee Handbook
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- o Director's Evaluation
- o Megan's PTO remaining (how many hours left)
 - 86 hours left

□ Approval of Committee Reports

- Joy makes a motion
- Maryellen second
- All in favor

7. Old Business

- □ Appeal Letter
 - - Almost complete
- □ SUNY Adirondack Notary Course
 - - Test is in Albany- Megan is working on this
- □ SALS – Public Library Minimum Standards
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- □ Reverse Advent Calendar
 - - The response is positive
 - - North Country Ministries will benefit
- □ Friends of the Library
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- Ask Gail Borkosky to come to see Megan regarding an event
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8. New Business

- □ Necessary number of Public Computers
 - - Computers used 460 times from July 15-August 15
 - - Megan feels that we only need 2 public computers
 - - Discussion regarding the use of the computers that we now have
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- □ Nominating Committee for Officers
 - - January 8, 2020 election
 - - Committee appointed by Carla: Joy, Michelle and Doreen
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9. Communications

- Email from Fran: \$1539.74. Commission is \$384.94 with a \$100.00 donation, bringing total to \$484.94
- Thank you note for book talk (Janet Schliff)
- Liability Insurance for the Conservation Club

10. Town Board Meeting

- **December – Rebecca and Megan**
- **Report on November meeting- didn't work out**
- **Who can attend the January meeting?**

11. Events

- **Book Club: November 19 (Killers of the Flower Moon) and December 17 (Winter Sisters).**
- **Thank you party – Will be on January 16th**
- **Community Health Programs**
 - **- First Program- “Let’s Start with You” 1/15/20 at 6:30**
 - **- Rescue Squad Leader- 2/12/20 at 6:30**
 - **- Linda Perry- 3/18/20 at 6:30**
 - **- Hudson Healthwaters- discussion regarding Opiod Crisis?**
 - **- A doctor who does a talk about the benefits of red wine and chocolate**
- **Reading in February? Love Letters?**

12. Next Meeting

December meeting – Wednesday, December 18 at 6:30 PM (holiday celebration) a gift and a treat (\$15.00 maximum for the gift)

Motion to adjourn:

Joy makes a motion

Maryellen seconds

All in favor

Respectfully submitted by:

Joy Barcome

BFL Library Secretary