

Bolton Free Library
Board of Trustees Meeting

October 28 , 2015

1. Roll Call of Trustees and Meeting Called to Order

Called to order at 7:00 p.m.

All Present

Joy Barcome (2016)

Patti Haux (2017)

Gena Lindyberg (2016)

Zandy Gabriels(2016)

Vince Palazzo(2016)

Carole Newell (2017)

Carla Cumming (2019)

Lorie Gollhofer(2016)

Maryellen Moseman(2018)

2. Review and accept minutes from October

Maryellen motions to accept minutes

Vince seconds the motion

All approve

3. Treasurer's Financial Report

- Monthly Report for September

Bank Balance: As of 10/28/15- \$79,486.13

** The Financial Committee will get this information together and share with the Board ** Quick Books On-Line has been an issue.

Megan mentions that our treasurer has been to the library working on Quick Books at least once a week. Program is an issue. The Board discusses switching to a different, more user friendly form of Quick Books.

Zandy makes a motion to purchase Quick Books for the computer. Vince seconds the motion and all are in favor.

4. Director's Progress and Service Report for August

Ted Caldwell finished his display.

See Director's Report for details

Carla makes a motion to accept

Joy seconds

All accept

5. Committee Reports –

Financial: , Maryellen

Points made:

Difficulty with program. Effort is made regularly. Financial committee is working on the issue. See Treasurer's report.

- Policies and Procedures: Chair – Joy, Zandy and Vince
 - ✓ Committee met and looked at the current Policies and Procedures
 - ✓ Vince presented information regarding changes and additions

- ✓ Committee will continue to work on Policies and Procedures as they work to obtain an electronic copy of the handbook.
- ✓ Vince will look at Roberts Rules of Order regarding skyping
- Fundraising: Chair – Joy, Maryellen
 - ✓ Update on Dancing Under the Stars
 - Waiting on total revenue
 - ✓ Cabin Fever Party
 - Concern regarding food
 - Discussion regarding how this party will be handled this year
- Annual Book Sale: Patti, Carla, and Gena
 - ✓ Antique book update- two vendors showed
 - Vince purchased books
 - ✓ October Garage Sale:
 - Was a success

Buildings and Grounds: Carla, Zandy

- Roof Project – Will take place in November. Vince will monitor work when Gena is not present.
- Windows cleaned (complete)
- Screen Door: needs to be replaced.
- Furnace needs to be serviced: Don Rafferty was called

Sunshine/Communications: Chair – Joy, Patti

1) Thank you notes for donations will be organized and sent

- Grants: Chair – Zandy
 - ✓ Call SALS for the grant report
- Personnel: Vince, Carole
 - ✓ Did not meet this month
 - ✓ Discussed:
 - The need for reasonably priced health insurance
- Grievance Committee – Maryellen, Carole, Joy
 - ✓ Comment box placed on desk
 - ✓ Complaint regarding change in hours

Committee Reports:

Motion to accept: Lorie

Second: Maryellen

All approve

- Website: Chair – Megan Baker
 - ✓ Any additions
 - Up to date
 - Home page has been changed
 - Library link is showing up

6. New Business

1) Arrangements for Fall Letter for Donations

Fall letter from last year will be shared with Lorie (need at least 2000)

Bought labels from the county last year
Used Mailings Made Easy
Need a letter, labels and envelopes
All set for December 7th (printed, set and ready to go)
Check from SALS for \$2500
HP Color printer is not working

2) Election plans – 5 positions

7. Old Business

1) Ugly Dolls- Joy will clean, fix and return

8. Directors Communications

Check from SALS for \$2500

9. Events

Fall Basket Item (Patti)
Books for Operation Santa Claus

10. Action Items

- * Get sign from Wheeler signs(Joy)
- * Estimate on tree trimming
- * Carla will send Maryellen dimensions of air conditioner and the cover will be ordered
- * Follow through on Michael's tool box

10. Next meeting - November 18th

Motion made to end meeting by Vince

Second: Carla

All in favor

Meeting ended at 8:50 p.m.