

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

**Minutes**

**October 22, 2019**

**1. Roll Call of Trustees and Meeting Called To Order**

Joy Barcome (2021) Emma Calautti (2020) **ABS** Pat Cianci (2023) Carla Cumming (2022) Doreen Martin (2021) Rebecca Cooper (2020) Maryellen Moseman (2023) 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 for September meeting:**

**Pat makes a motion to accept**

**Michelle seconds**

**All in favor**

**3. Treasurer's Financial Report for September**

**Julie reviews the report**

**Money Market- \$68,251.56**

**Checking- \$30,902.30**

**Pat makes a motion**

**Doreen seconds**

**All in favor**

**4. Director's Progress and Service for September Report**

- **Megan reviews her report**
- **The next display will be "Winter"**
  
- **Rebecca makes a motion**
- **Joy seconds**
- **All in favor**

**5. Executive Committee Meeting**

- **Did not meet**

## 6. Committee Reports

- Financial
  - Meeting with Becky Herrick
  - Budget requests - **reviewed**
  - Grant check
- \* **Town request- \$65,400 (split two ways)**
  - \* **Budget draft was reviewed by Julie**
- Policies and Procedures (chair – Joy Barcome)
  - Sexual Harassment Training
    - Must be finished by October 2019
- Fundraising (chair – Emma Calautti)
  - Wine Tasting- **tickets by friday (Doreen)**
  - Quilt Raffle
  - Roaring 20's Gala - **1st or 2nd week in November (meeting tomorrow at 7:00)**
  - Thank you night for volunteers
    - Thursday, December 5
  - Sip and Paint
  - House Tours
  - Thirty-One Party (Fran Taitel) - **Tomorrow night**
- Buildings and Grounds (chair – Carla Cumming)
  - **Furnace did get cleaned**
  - **Will install Megan's desk for her area**
- Annual Book Sale (chair – Michelle Pollock)
  - **Books are continuing to come in**
- Sunshine Committee (chair – Julie Whitney)
  - **Thank you notes are completed from last month**
  - **Farmer's Market thank you notes are done**
- Grants (chair – Pat Cianci)
  - NYS Grants- next round **-forwarded by SALS to the State**
  - Grant for addition - **grant came in**
  - Redesign of Circulation desk and area
- Personnel (chair – Carla Cumming)
  - Employee Evaluation - **committee will meet soon**
  - Update the Employee Handbook

- Director's Evaluation
- Megan's PTO remaining - Megan would like dental insurance (about \$27.00 per month). Megan would pay the library back.
- Approval of Committee Reports
  - Pat makes a motion to accept committee reports
  - Michelle seconds the motion
  - All in favor
- 7. Old Business**
  - Appeal Letter - discussion regarding what we would like for it to look like
  - SUNY Adirondack Notary Course - Megan is still studying
  - SALS – Public Library Minimum Standards
  - Reverse Advent Calendar- make a list of items- way of collecting and then give to a place such as North Country Ministries
  - Friends of the Library - discussions taking place reinstating this group

## **8. New Business**

- Maryellen, Pat and Julie stepping down from the Board. There will be 5 positions available in January.

## **9. Communications**

- Thank you note needed for Deane Rheme
- Invitation to Clifton/Halfmoon Maskerade Ball (November 26th)

## **10. Town Board Meeting**

- November – Michelle and Joy
- December – Rebecca and Carla
- Report on October meeting- Doreen reported

## **11. Events**

- Trivia: October 21, November 4 and 18
- Book Club: November 19 - "Killers of the Flower Moon"
- Mah Jong
- 31 Party – Wednesday, October 23
- Thank you party – Thursday, December 5
- \* Community Reading Theme- Winter

## **12. Next Meeting**

- Wednesday, November 20 at 7pm

- December meeting – Wednesday, December 18 at 7pm

Motion to Adjourn: Joy

Second- Pat

All in favor

Adjourn at 8:05 PM

Respectfully submitted by Joy Barcome

BFL Secretary