

Bolton Free Library
Board of Trustees Meeting

Minutes

February Meeting held on March 7, 2019

1. Roll Call of Trustees and Meeting Called to Order

Joy Barcome (2021) Emma Calautti (2020) Pat Cianci (2023) **ABS** Kirsten Crist (2022)
Carla Cumming (2022) Doreen Martin (2021)
Maryellen Moseman (2023) **ABS** Michelle Pollock (2024) **ABS**
Julie Whitney (2024) **ABS**

Officers: President – Carla Cumming, Vice-President – Michelle Pollock, Secretary – Joy Barcome. Treasurer – Maryellen Moseman and Julie Whitney

2. Review and Accept Minutes of January Meeting

Kirsten makes a motion
Doreen seconds the motion
All in favor

3. Treasurer's Financial Report

Reports were submitted and reviewed.

4. Director's Progress and Service Report

Reviewed

Our display will the activity done by the children about the book that was read

Next Chamber Dinner is on the 13th

5. Executive Committee Meeting

The Executive Committee did not meet this month

6. Committee Reports

Financial (chair – Maryellen Moseman)

- IRS Issue

Becky Herrick is working on talking with the IRS.

2016- problems

Becky will let us know where we stand after she talks with the IRS.

Power of Attorney permission sent to Maryellen and Julie

- Insurance Binder

The key-we are probably under insured. It will be re-evaluated

Balances:

Checking- \$67,072.21

Savings- \$37,680.18

***Money was transferred into savings account.**

***Thank you to treasurer's for sending report in advance of the meeting in the future**

- Policies and Procedures (chair – Joy Barcome, Emma)

Emma read the changes and proposed wording for the changes to Policies and Procedures-we will have the Policies and Procedures manual for our next meeting so that we can vote on it.

Animal policy and wording was discussed (please see Policies and Procedures manual)

- Emma made a motion to accept the wording on this policy
- Second by Doreen
- All in favor

- Sexual Harassment Policy and Training

Kirsten shared information from the town

The information will be emailed to all board members

- Fundraising (chair – Emma Calautti)

Cabin Fever Party Results

- Went well

- **Raised about \$1300.00**
- **Discussed asking the school to place the Cabin Fever Party in the newsletter**
- **Emma makes a motion to purchase gift cards to thank Anne-Marie for the basket and the two bartenders**
- **Discussion regarding thanking volunteers**

English Tea

- **Will discuss at the next meeting**

Wine Tasting Fundraiser Idea:

*** Doreen presented an idea: wine tasting. We would provide two wine glasses per person and salty snacks.**

People come and make a donation to the library.

Idea will be discussed at the next meeting

- **Buildings and Grounds (chair – Carla Cumming)**

Post Star Box

- **Temporary fix**

Clean Up Area between Museum and Library

- **Perhaps students who need community service hours will be able to help in the Spring**

Alarm System

- **Not working now**

Hot Water Heater

- **Done**

Broken Cellar Window

- **Animals in attic**
- **Fixed**

Megan will order a new flag

- Annual Book Sale (chair – Michelle Pollock)

* Michelle is working hard on this. Will need a better path upstairs to prevent a fire hazard

- Sunshine Committee (chair – Julie Whitney)

* Julie is not present today to give a report

* A list for thank you notes will be given to Julie for the Cabin Fever Party

* Thank yous for Anne-Marie, and the bartenders. Emma will come to the library to get the credit card to get these gifts of appreciation.

* Ike Wolgen (thank you for helping with the window at the library)

- Grants (chair – Pat Cianci)

* Pat has been working on the following grants:

- SALS Grant
- Stewarts Grant
- Alarm System- will be tested
- Next- window and insulation package

- Personnel (chair – Maryellen Moseman)

- Employee Evaluation- for Megan
- EUpdate the Employee Handbook (make sure that snow days, holidays, etc....) are in the handbook

Motion to accept the committee reports: Joy

Second: Emma

All in favor

7. Old Business

- Contact List for NY Fire and Signal (done)
- Recycling (container)- done
- Patricia Lamb's Estate – Response to Law Office (done)
- Megan will take care of the paperwork for the law office (done)
- Megan will contact Heidi to see if we are getting any more books (done and no, we are not receiving any more books)

- Purchase a recording device for the secretary (done)

8. New Business

- Megan- garbage is piling up. George will get it
- Book Drop box was noticed outside of Hobby Lobby (parking lot)

9. Communications

- MVLS/SALS Joint Automation Project Agreement
- Thank you/receipt for Marion Wolgin's donation in memory of Barbara Feigen
- Save the Date cards from SALS for Annual Dinner
- TD Bank Affinity Program posters

10. Town Board Meeting

- Trustees and Director to attend April meeting (Megan and Kirsten)

11. Events

- Movies for Grown-Ups
- Ed Sheridan's Greatest Hits
- Kibby French
- Genealogy (March 28th)

12. Next Meeting

- March 27 at 7pm

13. Action Items:

- 1) Policies and Procedures Manual will be typed up to date and submitted for review
- 2) Follow through with Becky Herrick regarding IRS and taxes
- 3) Financial reports will be sent electronically before the meeting
- 4) Thank yous will be written for volunteers for Cabin Fever
- 5) Emma will get the credit card and purchase thank you gifts for Anne-Marie and bartenders

Motion to adjourn: Joy

Second: Kirsten

All in favor so motion carries

Minutes respectfully submitted by Joy Barcome

BFL Secretary

3/23/19