

Bolton Free Library
Board of Trustees Meeting

MINUTES

March 27, 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) Michelle Pollock (2024) Julie Whitney (2024) **ABS**

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

1. **Review and Accept Minutes of February Meeting**

*** Tabled for the next meeting after the changes are made**

1. **Treasurer's Financial Report**

*** Balances-**

*** checking- \$33,399.31**

*** savings (capital fund)- \$67,680.18**

*** Maryellen reviewed report**

*** Carla, Julie and Maryellen went to the bank**

*** money was moved over from operating account to capital fund**

*** Motion to accept Treasurer's Report: Emma**

*** Second: Doreen**

*** All in favor so motion passes**

1. **Director's Progress and Service Report**

*** Reviewed by Megan**

*** Motion to accept: Michelle**

*** Second: Maryellen**

*** All in favor**

1. **Executive Committee Meeting**

*** Did not meet**

1. **Committee Reports**

- Financial (chair – Maryellen Moseman)
- IRS Issue

* Waiting for return call from Becky Herrick

* Michelle makes a motion to contract Becky Herrick to work as our accountant (taxes)

* Second: Emma

* All in favor

* Suggestion made that we develop a step by step for the Treasurer to know what expectations are.

- Insurance Binder
- **Maryellen contacted the insurance company for annual amount of rider**

* **Took Friends of BFL off**

* **Not insured enough**

* **Discussion ensued regarding insurance binder**

- Policies and Procedures (chair – Joy Barcome)

* DRAFT of P and P was reviewed by members prior to meeting.

* Motion was made to accept P and P as written by Maryellen

* Second was made by Doreen

* All in favor

* Jury Duty procedure will be in the Personnel Handbook

* Discussion regarding posting a sign that read “Service Animals Only”

- Fundraising (chair – Emma Calautti)

* Quilts

* Maryellen’s friend made a beautiful quilt with a lake theme. This will possibly be raffled off around Columbus Day.

* The beautiful “book quilt” will be raffled off at the Book Sale.

- English Tea

* There will be a connection made with Jeanette Lanka to discuss

- Wine Tasting

* Waiting (winery from Italy)

* Thank you notes for Cabin Fever Party- done by Megan and Emma

* Discussion regarding something special for Blue Moon for next year.

* Gift cards as thank you gifts, have been delivered

- Buildings and Grounds (chair – Carla Cumming)
- Clean Up Area between Museum and Library – Earth Day
- Alarm System- still not working
- Broken Cellar Window- working on this
- Annual Book Sale (chair – Michelle Pollock)
- Sunshine Committee (chair – Julie Whiney)
- **Thank you note to Ike Wolgin for assistance with basement window- Carla took care of this.**
- Grants (chair – Pat Cianci)

* Discussion ensued regarding grants

- SALS Grant
- Stewarts Grant- \$500.00 grant for children's programming
- Personnel (chair – Maryellen Moseman)
- Employee Evaluation

* will meet to discuss Megan's evaluation

* Update the Employee Handbook

* Motion to accept Committee Reports: Emma

* Second: Michelle

* All in favor

1. **Old Business**

* **garbage taken care of**

1. **New Business**

- Wi-Fi Hotspot- no
- Getting a tree- filled out paperwork
- External hard drive to keep audio tapes of meetings
- Medical supplies for children's program
- Megan would like to get of one magazine and order another
- Lake George Library Annual Fundraiser dinner (4/11/19) - Holiday Inn for \$25.00
- Chamber Dinner in April (4/9/19)

1. **Communications**

* **Save the date for SALS Annual Dinner- Monday, May 20th**

1. **Town Board Meeting**

- Trustees to Attend April, May, and June Meeting
 - May 7th- Doreen
 - June 4th- Joy and Carla

1. **Events**

- Genealogy – March 28
- Megan would like to do a spring reading (spring themed). April or early May. 10-25 minute reading per reader.

1. **Next Meeting**

- April 24 @ 7pm

ACTION ITEMS:

- Pricing for tickets for the quilts at the next meeting
- Thank you to Maryellen's friend for the quilt
- Corrections made to March Minutesd

Motion made to adjourn meeting: Emma

Second: Joy

All in favor

Minutes respectfully submitted by:

Joy Barcome

4/17/19

BFL Secretary