

Minutes from November 19, 2014 Meeting of the Bolton Free Library Board of Trustees \

The meeting was called to order by Vice-President Anne Green at 7:08Pm.

Those present: Megan Baker, Anne Green, Carole Newell, Carla Cumming, Joy Barcome, Emma Calautti, and Becky Herrick. Those absent: Gena Lindyberg, Vickie Reed, Sue Wilson, and Patti Haux.

Gena had asked, by email, to correct the October minutes to reflect that a vote had been taken to hire Kevin Kershaw to fix the bathroom door, the front porch, and the handrail for the ramp, costing no more than \$3000. Joy moved, second by Carla to accept the corrected minutes, and carried.

Becky presented the financial report. Overall, things have remained status quo for October. The insurance line is high due to the discrepancy with McPhillips Insurance. We have just received the overpayment check from McPhillips, and that will be reflected in the December report. We have received \$730 in response to the appeal letter. Carla made a motion to accept the financial report into the record, second by Emma, and carried.

Megan did not have a director's report due to her absence for surgery. She will prepare something and email it to us.

Committee Reports

Financial: the Annual Appeal has been mailed. We have received a bill from Mailings Made Easy for \$575. Mailings Made Easy informed us that we do not have to sort the mail.

Policies & Procedures: the committee will meet again in January.

Fundraising: the cook off was canceled. The Fiber Arts Group have made an afghan to raffle off as a benefit for the library. Carole and Megan will make those arrangements. The Autumn basket arranged by Joy and Anne has raised \$99 so far, and the drawing will be next Tuesday, November 23rd. Patti and Sue are doing the Christmas basket.

Book Sale: Gena has arranged for us to donate a set of Winston Churchill books to Operation Santa Claus's gala at the Sagamore. Megan will contact Ginette Maslanka to see if we can do more, since the Sagamore do so much for us at the gala. Arthur Baker has offered to work with the library to do a "dinner for 4 at the library".

Building & Grounds: Anne has spoken with Kevin Kershaw about the jobs he has been asked to do. The bathroom door and the storm door for the back entrance should be done in the next 3 weeks. The front porch will have to wait until spring. Megan showed us a sample of the Trax that Kevin will use for the porch floor. Anne is meeting with Kevin on Monday, November 24th to discuss the energy audit recommendations. Megan suggested that someone from the B&G committee be part of that meeting, and Joy volunteered. The programming of the thermostat was discussed. Becky and Emma expressed dismay over the handling of the thermostat.

"Micromanaging" is not necessary for everything. As Library Director, these things are Megan's responsibilities, and she should take care of these issues. Megan has had some concerns about things that she should be taking care of, and are being handled without her involvement at all.

We also need to make use of people's desire to help – for example – Hal Heusner likes setting the thermostat, so let's not shut him out. After speaking to several fuel oil companies, Gena recommended that we stay with Hometown Oil as their price is within 3 cents of the other companies. Megan asked to have the cork in the outside bulletin board fixed. Carla and her husband will take care of this. The metal plate has been installed in the furnace vent in the vestibule. We have received the energy audit from NYSERDA with many recommendations, and that is what Anne and Joy will discuss with Kevin Kershaw. We need to make sure that the improvements we make are worth doing. Becky suggested that we ask for volunteers for some of this work. Joy will send Kevin a thank you card for his assistance. Gena met with Ron Conover to discuss the roof project. He suggested that we work with Tenee Casaccio, and then he placed a call to her. According to Sue Wilson, we need to follow Town Proposal regulations. Anne has spoken to several people about the tree located between the ramp and the building. Becky has also spoken to Richard Sears. Anne has contacted John Gaddy, who leads the Envirothon team for Bolton Central School. One of the categories this year is "Urban Forestry", and the students would study the situation and then make recommendations to us.

Sunshine: Joy will send a sympathy card to Vickie, thank you note to Kevin Kershaw, and a card to Michael Calautti. We received a \$30 donation from the raffle that Shear Wizardry has each month, and Joy will send a thank you to Heidi and Glee. Everyone who volunteered with the mailing has been thanked.

Personnel: Becky discussed the situation with Megan's illness and absence. She suggested that we hold another training session with the volunteers who will be able to help keep the library open. The committee will meet and discuss this. Megan has asked that Joan and April be thanked for their time and efforts on behalf of the library. They both changed their schedules and lives to make sure that the library stayed open. The committee will also discuss this.

Joy made a motion to accept the committee reports, seconded by Carla, and carried.

Unfinished Business

Library Website: Now that Megan is feeling better, she will get the website finished.

Newsletter: Megan and Joy will start working on this. Megan will talk to Elaine at the Chamber of Commerce who already publish an electronic newsletter.

The Sagamore luncheon can be removed from the agenda, since there has never been an answer from the hotel.

Gail Street is planning another Antique Show to benefit the library next summer. The dates for our Book sale and the Antique Show will be July 24, 25, and 26. We received \$451 from the Antique show this year.

New Business

Nominating Committee: According to our by-laws, the nominating committee must be appointed in the month of November, and cannot have trustees whose terms is up, or be a current officer. Anne appointed Carole, Carla, and Joy as the Nominating Committee. They will present their slate of officers at the regular monthly meeting in January.

Annual Election: Becky's and Vickie's terms are both expiring in 2015. Emma will talk to Vickie to see if she wants to stay on the Board. Becky will not be running for another term. Becky discussed some of the reasons that she will not continue on the Board, and made some suggestions for things we might need for a treasurer. The Annual Election and Meeting will be held on January 14th. The regular meeting will be January 28th.

President of the Board and Committees: Carla read from our bylaws about the responsibilities of the Board President. All committees need to keep the President of Board informed of that committee's actions. The President does not need to be at every committee meeting, but the chairperson will report back to the president. The President cannot make decisions without approval of the Board. All trustees need a copy of our bylaws. After the election, we will hold a workshop to discuss our bylaws, and see what – if any- changes are necessary.

Mark Perry: Mark Perry has passed away, and the library would like to acknowledge the many things he has done for the library. Carole made a motion that we donate \$100 to Chrissy's Fund, seconded by Becky,, and carried. Becky will leave a check for Joy to include with a card to Mark's family.

Library Events

Mason Smith Program: Megan will contact Tony Hall of the Lake George Mirror to see what we should be doing for this program. Vickie is planning the Christmas decorations for the program. Emma will remind her.

The next meeting will be held on December 17th at 7pm – a week earlier due to Christmas.

Carole made a motion to adjourn the meeting at 8:55pm, seconded by Joy, and carried.

Respectfully submitted,

Emma Calautti

Transcribed by Megan Baker

Action Items

Megan to email her director's report for November.

Megan to draw the winning raffle ticket for the Autumn basket on November 23rd.

Patti and Sue to prepare the Christmas basket.

Megan to contact Ginette Maslanka about the Operation Santa Claus donation.

Anne and Joy to meet with Kevin Kershaw to discuss the energy audit.

Joy to send Kevin a thank you card for his assistance.

Anne to work with John Gaddy - hopefully – and the Envirothon team for suggestions for the tree.

Joy to send cards to Vickie, Michael Calautti, and Heidi and Glee at Shear Wizardry.

The Personnel Committee to discuss an appropriate thank you for Joan and April.

Megan to finish the library website.

Megan and Joy to work on a library newsletter.

Carole, Carla, and Joy to meet as the nominating committee to select a slate of officers to present at the regular January meeting.

Emma to talk to Vickie Reed about continuing to serve on the library board.

Becky to leave a check made out to Chrissy's Fund, and Joy to pick it up and include it with a card to Mark's family.

Megan to contact Tony Hall about the Mason Smith program.