

Bolton Free Library  
Board of Trustees Meeting  
**MINUTES**  
OCTOBER 25, 2017

1. Roll Call of Trustees and Meeting Called to Order. **7:00 PM**

Carole Newell (2022)    Kirsten Crist (2022)    Joy Barcome (2021)  
Jim Senese (2021)    Emma Calautti (2020)    Julie Whitney (2019)  
Carla Cumming (2019)    Maryellen Moseman (2018)    Vince Palazzo (2018)

2. Review and accept minutes of September Meeting.

**Motion: Jim**

**Second: Maryellen**

**All in favor**

3. Treasurer's Financial Report

- Monthly report for September
- Lists of checks for September

- **Reports were reviewed**

**Motion: Jim**

**Second: Carole**

**All in favor**

4. Director's Progress and Service Report.

- **Was sent out**
- **Megan is absent tonight but report was discussed**

5. Committee Reports

Financial (Chair: Maryellen, Vince, Julie)

- **Suggestion- watch expenditures**
- **TD Affinity program will help us**
- **A payroll service was suggested (approximately \$73.00 per month)**
- **Discussion regarding health care for Megan**

Budget

- **Proposed budget handed out and reviewed**
- **Request to have the board review and email questions**

Policies and Procedures (Chair: Joy, Emma, Carole)

Spending Authority for Library Director

Financial Content on Website

Chamber Clarification

- **Changes were read, discussed and clarified**

Fundraising (Chair: Emma)

- **November 8th- thank you party at 7 PM**

Buildings and Grounds (Chair: Carla, Vince)

- Tree is down
- Ramp- 28th of November

Annual Book Sale (Chair:Carole, Carla, Kirsten)

- Next July

Sunshine Committee (Chair: Julie)

- Gift certificate for auditor (\$100.00 to Frederick's)
- \$50.00 for Kincaid for tree removal

Motion- Carole

Second- Emma

All in favor

Grants (Chair: Vince, Joy)

SALS Construction Grant

Personnel (Chair: Vince, Carole, Emma)

Payroll

Website (Chair, Megan)

6. Old Business

Verizon

- Received a refund
- Our bill amount is "down"
- Caller ID issue is taken care of

Printer

- Four different choices were presented. More information will be available in November.

7. New Business

- Prep work for the Appeals letter is complete

8. Communications

9. Events

NEXT MEETING WILL BE NOVEMBER 29 AT 7:00PM\*

Motion to close the meeting: Carole

Second: Carla

All in favor

(\*This is the 5th Wednesday to avoid conflict with Thanksgiving Weekend)

Respectfully submitted by:  
Joy Barcome  
Secretary