

## Minutes of the Bolton Free Library Board of Trustees Meeting – September 24, 2014

The meeting was called to order at 7pm by President Gena Lindyberg.

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

The minutes from the previous meeting had been received and reviewed by all. Vickie moved to accept the minutes, second by Carla, and approved.

Becky presented the financial report. Emma moved to accept the financial report, second by Carla, and approved.

Becky discussed what was talked about at the finance meeting held on September 16<sup>th</sup>. As the roof was the reason given for the gala, it was decided to proceed with those plans. The Building & Grounds committee will have a proposal put together that can be given out to contractors. There will be funds left over after the roof, but we need to be careful how we spend it. It was suggested that we all come up with a wish list of things we would like to see for the library – to possibly include in the 2015 budget. Gena is checking on fuel oil prices, and Becky and Megan are looking at health insurance. The fund raising letter was also discussed at the finance meeting. It was decided that Joy, Carla, and Megan would write the letter; Megan will order what we need from Glens Falls Printing, Becky will print out the letter, and Gena and Anne will work on the addresses. Megan will help with addresses of current library users. We need to start the letter ASAP, and include newsletter type materials. Gena will check with the school for volunteers to help with the mailing. Suggestions for the letter: state our purpose, why we need the money, acknowledge what we receive from the town – but include what we need to operate, acknowledge what we raised with the Gala, include 501(c)(3) status, and that some companies will donate matching funds. Joy would like to see some letters from previous years. Gena asked Sue about the Health Committee's appeal. How important is it that we don't send out our letter at the same time as the Health Committee, especially when we have been sending it out the same time each year for the past 30 years? It was decided to just move ahead with our own letter and not worry about the Health Committee. The letter will include the names of all the trustees. Carla made a motion to get the names and addresses database from Warren County, second by Patti, and carried. The contact person is Kristin McEwan. The letter should be put together and mail

out by the week of October 20<sup>th</sup>. Patti moved that we have Mailings Made Easy do the actual mailing, second by Joy, and carried.

Everyone had received and reviewed the Director's report, and had no questions. Patti moved to accept the Director's report, second by Emma Calautti, and carried.

### Committee Reports

- Policies and Procedures – Emma Calautti/Anne Green: Carla and Gena would like a policy for book donations for the sale. 40 boxes of books were donated, and the books were moldy, and mouse droppings in the boxes, and chewed. Gena and Carla will work on a policy for the committee. The Policies and Procedures committee will then present that to the Board.
- Fundraising – Emma Calautti/Vickie Reed: The Cook-off is the next event. We need to check with the Town for an available date. Once we have that, Emma will email the Board and start soliciting people to participate. The next raffle basket will be put together by Anne and Joy with an autumn theme. Patti will do a Christmas basket. The Antique Show, put together by Gail Street, raised \$451.58 for us. Joy will send Gail a thank you card. Becky attended Crandall Library's fundraising gala and gave us a review.
- Book Sale – Patti Haux/Gena Lindyberg: There will be a sale held on Columbus Day Weekend to sell paperbacks and children's books. Patti and her niece will be here to run it. Gena and Carla have all the books sorted and the attic cleaned. The times for the sale are Friday and Saturday from 10am – 4pm. Megan suggested that the committee contact both Wauneata for the Adirondack Journal and Tony for the Lake George Mirror. They will need help setting up for the sale on the Thursday.
- Buildings & Grounds – Gena Lindyberg: Gena husband has looked at the bathroom door, and he feels that we need to have a professional look at it. George Mumbrow has replaced the handle with one that has a twist lock. It was suggested that we get a lighter door. Carole will ask Kevin Kershaw to come look at the door. Anne reported on the energy audit that was done on September 16<sup>th</sup>. The report will take about 6 weeks to get back to us, but one suggestion was to replace the light bulbs with more efficient ones. He did say to use the insulated shades at night and when the building would be closed for several days. Anne asked if we have a carbon monoxide detector. We don't, and Carla will pick up some in the next few weeks. Gena spoke to Don

Rafferty about the vent in the vestibule, and he suggested a piece of stainless steel to seal up the vent. The furnace does not seem to be working, and Megan has left a message for Don. Gena contacted Mark Posteraro about a leaky faucet in the bathroom. Mark fixed it this morning. Gena has contacted several fuel oil companies. Her notes are attached to these minutes. She is waiting to hear from John Ray & Sons. We need an automatic delivery. Becky asked if we could pre-pay to lower out payments. Becky made a motion to have Gena chose between Buckman Fuel and John Ray - based on their prices - for our new fuel oil company. Carla and Gena have looked over the front porch and there are a lot of cosmetics needed. Sheila Smith told Megan that she would like to help with the porch due to her friendship with Sally Weller. Carole will ask Kevin Kershaw to look at the porch as well.

- Sunshine - Joy Barcome: Joy needs more notecards and stamps. Megan will provide that at the end of the meeting.
- Grants - Anne Green: SALS has two grants available. The first is a construction challenge that can include repairs, maintenance, renovations, and touchups in the amount of \$5000. See Anne's notes that attached to the minutes. Anne will start the application process for this grant.
- Personnel - Becky Herrick: nothing to report

#### Unfinished Business

- Library Newsletter: Megan has downloaded a newsletter template and started working on it. She and Joy will continue to put it together.
- Second Phone Line: Verizon's quote was about \$55 a month for the two lines. Megan did not have the exact figures because she had given her notes to Gena who has misplaced them. Megan did not hear back from Time Warner Cable. Anne moved that we switch our phone company to Verizon and add a second line, seconded by Patti, and carried.
- Sagamore Luncheon: Carole has nothing new to report. Julia Spenser-Fleming might be available to speak at the luncheon. Carole will ask the hotel about postponing the luncheon until spring.
- Budget Request to the Town: Gena wrote the letter to the Town asking for the same amount as last year. Sue anticipates that this will be approved. The amount was \$46,500. Gena's letter is attached to these minutes

### Director Communications

- SALS has renewed our license for public performances and Becky will pay the bill this month.
- We have received our Local Library Services Aid, which has a 15.23% reduction. SALS suggests that we contact our state government officials to explain how important libraries are and how important funding is to us.
- We have received our new insurance policy from McPhillips Insurance and it is attached to these minutes. Gena will call them to discuss the increase.

### Events

- True Wilderness was postponed until November 5<sup>th</sup> - Joy
- Travels with Dr. McConnell on October 15<sup>th</sup> - Gena
- Genealogy with Lauren Maehrlein on October 18<sup>th</sup> - Emma
- The Lake George Mirror would like to hold a benefit for the library on December 11<sup>th</sup> with Mason Smith doing Dylan Thomas and Truman Capote. Megan suggested that we make it a festive event with decorations, food, and wine; charging attendees a \$10 donations. Patti made a motion that we hold the Mirror's program as a fundraiser, seconded by Anne, and carried.

Megan had prepared a wish list, which Gena read to the board. That list is attached to these minutes.

Megan brought up the thank you luncheon for our group of volunteers. This had been quashed previously, but Megan asked again. She said that the same volunteers help with every event - setting up, taking down, soliciting donations, raffles, but especially with the Gala. Carla made a motion that we recognize the outstanding members of the community that assist us in all our endeavors by taking them and any trustee out to lunch, seconded by Vickie and carried.

Megan and Emma discussed the Gala with Ron Conover at the Chamber dinner, and asked if we could use the pier again next year. Megan, Vickie, and Emma will have a meeting with Ron and report back to the board.

Emma made a motion to adjourn the meeting at 8:40pm, seconded by Patti, and carried.