

# **Minutes of the Bolton Free Library Board Meeting**

**Via Zoom**

**February 23, 2022**

**6:30pm**

## **Roll Call of Trustees**

### **Present:**

Carla Cumming (President) – 2024

Linda Breen (Vice President) – 2027

Eric Pfau (Secretary) – 2023

Dusty Caldwell - 2026

Mary Ciccarelli - 2026

Jane Gabriels – 2023

Dina Schmidt – 2025

Elizabeth Green - 2025

Megan Baker – Librarian

Sarah Jordan – Library Assistant

### **Absent:**

Michelle Pollock (Treasurer)- 2024

Carla Cumming called the meeting to order at 6:34pm.

Library staff member Sarah Jordan will be recording the minutes for the Board Meeting.

## **Disposition of Minutes of Previous Regular and Special Meetings**

January 26, 2022

Motion to Accept: Mary Ciccarelli

Second: Dusty Caldwell

Vote: All In Favor

### **Treasurer's Financial Report – January 2022**

Carla Cumming filled in for Michelle Pollock. Report was sent via email to Board Members prior to meeting. There were no questions.

There was one update to the emailed report:

1. The Library received the first installment from the Town of Bolton.

Motion to Accept: Dusty Caldwell

Second: Jane Gabriels

Vote: All In Favor

### **Director's Progress and Service Report – January 2022**

- The March bulletin board display theme will be Spring Into Reading.

### **Sarah's Social Media Report – January 2022**

- The Social Media Report was sent via email to Board Members prior to the meeting. There were no questions.
- A 2/20/22 Facebook post featuring the Library's Reading Room went semi-viral, reaching over 1,770 people.

Motion to Accept: Linda Breen

Second: Eric Pfau

Vote: All In Favor

### **Committee Reports**

EXECUTIVE – chaired by Carla Cumming. No updates.

FINANCIAL – chaired by Michelle Pollock

Appeal Letter

We are ahead of previous years in appeal donations by over \$3,000. Donations are still coming in.

TD Affinity Program

No updates.

Legacy Gift from Judge Edward Stewart

The Library has received a \$3,155.90 bequest from his will. Social media posts recognizing this gift will be posted upon receipt.

MINIMUM STANDARDS – chaired by Megan Baker

Policies and Procedures Manual

The Policies and Procedures Manual was sent via email to Board Members prior to meeting. There are two updates to the emailed Manual:

1. The Policies and Procedures Manual will be reviewed annually.
2. The Emergency Responsibility Policy will be reviewed annually.

The motion was made to accept the Policies and Procedures Manual with these two updates included in the Manual.

Motion to Accept: Elizabeth Green

Second: Mary Ciccarelli

Vote: All In Favor

Employee Handbook Amendments

No updates.

POLICIES AND PROCEDURES – chaired by Eric Pfau. No updates.

LONG RANGE PLAN – chaired by Mary Ciccarelli

Mary Ciccarelli will set up a meeting with Committee members to discuss.

COVID - chaired by Carla Cumming

In Person Programming

The Library will start to schedule in-person programming, adhering to a policy of a maximum of 25 attendees per event. This will include allowing small groups to again meet at the Library (Book Club, Knitting Group, etc.).

Mask Wearing

All Library patrons will still be required to wear masks. This policy will be reviewed again after the Warren County Winter Break COVID numbers are reported.

The motion was made to re-open to small groups with masks.

Motion to Accept: Dina Schmidt

Second: Elizabeth Green

Vote: All In Favor

FUNDRAISING - chaired Dina Schmidt

Dina Schmidt met with Rebecca Feigan, John Lasalandra and Joe Russell to explore the idea of organizing a December holiday tour of homes as a fundraiser for the Library. The tour would be self-guided, with the tour either starting or finishing at the Library.

BUILDINGS AND GROUNDS -chaired by Carla Cumming. The Committee will be meeting before next month's Board meeting.

Circulation Desk Replacement – no updates, waiting on final cost estimate.

Windows – the windows that do not close properly will be repaired by the installer.

Building Addition Grant Disposition – no update.

BOOK SALE - chaired by Michelle Pollock

Sorting of books is ongoing. The summer book sale is tentatively scheduled for set-up on July 28<sup>th</sup> and the book sale on July 29<sup>th</sup>-31<sup>st</sup>.

GRANTS - chaired by Jane Gabriels

Pending Grants - Grant requests were submitted to the Adirondack Foundation and Stewarts to fund the plan to provide K-6<sup>th</sup> grade students at Bolton Central School with a free book on their birthday.

SALS Grants – the 2022 Construction Challenge Grants information was sent on February 23<sup>rd</sup>, 2022. The maximum award is \$5,000 per project. The Buildings and Grounds Committee will meet to discuss this grant.

PERSONNEL – chaired by Linda Breen. The Committee will be meeting before next month's Board meeting.

Michelle Pollock will send a monthly tracking report of Librarian Megan Baker's hours and PTO days.

PUBLIC RELATIONS – chaired by Elizabeth Green

Thank you cards were sent to Deanne Rehm for monitoring the Library Board of Trustees election, and to Sheilagh Menzies for donating the quilt as a fundraiser.

TAX DISTRICT LIBRARY RESEARCH – chaired by Dusty Caldwell

Dusty Caldwell has started researching the topic. The first meeting of the committee will be Friday, February 25, 2022. A meeting will also be scheduled with the SALS attorney to discuss legal issues pertaining to a potential tax district library status change.

Approval of Committee Reports

Motion to Accept: Jane Gabriels

Second: Eric Pfau

Vote: All In Favor

## **Communications**

Sara Dallas – Open Meeting Law – ongoing remote meetings are acceptable

Megan Baker – Conflict of Interest documents must be signed by all Board Members and employees. Librarian Megan Baker has the forms.

## **Unfinished Business**

Conflict of Interest Statement – see Communications

Trustee Handbooks Still Available – located at the Library for pickup.

Dynamic Energy – application to transfer submitted and being processed

A motion was made to make the approval date for the Employee Handbook Policies and Procedures be today's date of February 23<sup>rd</sup>, 2022.

Motion to Accept: Jane Gabriels

Second: Elizabeth Green

Vote: All In Favor

## **New Business**

Fire Alarm Protocols and Call List – this was updated with names and contact numbers. The contact list includes: Linda Breen, Dusty Caldwell, Mary Ciccarelli, and Michelle Pollock.

Webcam Proposal – Librarian Megan Baker proposed outside webcams be considered, to be mounted on the front and back of the Library, to allow people to check the weather, see the lake, etc. Megan will research pricing and privacy concerns.

Library YouTube Channel – Librarian Megan Baker and Assistant Sarah Jordan are starting a YouTube channel of short videos to share information about the Library, community, new books, author interviews etc. as an outreach method.

## **Events**

Reading Time in Nepal- ongoing weekly event. 60-75 students each week.

January 28 – Belly Laugh Day

February 4 – Wear Red Day

February 11 – Love and Kindness

February 18 – Random Acts of Kindness Day

February 25 – Tell A Fairy Tale Day

Book Club – continues to meet each month. The Giver of Stars was the most recent book.

### **Any Additional Comments from Trustees**

Jane Gabriels expressed concern about privacy issues regarding the webcam proposal.

### **Public in Attendance**

### **Future Board of Trustees' Meetings**

March 23, 2022 at 6:30pm

April 27, 2022 at 6:30pm

May 25, 2022 at 6:30pm

June 22, 2022 at 6:30pm

### **Town of Bolton Board Meetings**

March 2, 2022

April 5, 2022

May 3, 2022

June 7, 2022

### **Adjournment at 7:25pm**

Motion to Adjourn: Dina Schmidt

Second: Linda Breen

Vote: All In Favor

Respectfully Submitted,

Sarah Jordan

Recording Secretary