

Minutes of the Bolton Free Library Board of Trustees

June 25, 2025

6:39PM

Roll Call of Trustees

- Linda Breen (**President**) – 2027
- Teri Ross (**Vice President**) - 2029 **Absent**
- Aimee Holmes (**Secretary**) – 2026 (completion of Dusty Caldwell's term)
- Erin Gleason (**Treasurer**) - 2030
- Mary Ciccarelli - 2026 **Absent**
- Jane Gabriels – 2028 **Absent**
- Sue Heusner – 2030
- Lynn Lavelle – 2029
- Joan Peebles – 2028

Staff in Attendance: Megan Baker, Sarah Jordan

Disposition of Minutes of Previous Meeting – May 2025 There were no corrections.

Motion to approve the May 2025 Board Meeting Minutes made by Lynn Lavelle –

Seconded by Sue Heusner - All in Favor – Approved

Treasurer's Financial Report – May 2025 There were no questions. Erin Gleason sent all reports by email for review prior to the Board Meeting.

Megan Baker reported on the BCS Birthday Book program. Every kid at school gets a book.

Director's Progress and Service Report and Social Media Report – May 2025

Megan Baker gave a summary of the Director's Report. She also reported an increase in new patron registrations and an unusually large increase in internet usage she is looking into.

She also shared that program attendance continues to be an issue. We have good attendance numbers for Trivia, Coffee Chat, Holistic Health, and Paint with Patrice, but other programs are not well attended. Recent programs had 0-3 people in attendance. We will begin sending an email blast the morning of the program as a reminder.

Motion to accept the Director's Progress and Service Report and Social Media Report made by Aimee Holmes – Seconded by Joan Peebles - All in Favor – Approved

Committee Reports

- Executive (Linda Breen, Teri Ross Erin Gleason, Aimee Holmes) Did not meet. Teri Ross is resigning due to other commitments. The Executive Committee will discuss finding a person to take the position for the rest of the year.
- Financial (Erin Gleason -Chair, Linda Breen, Michelle Pollock, Aimee Holmes)
 - Pickleball Tournament Fundraiser Financials were discussed. This was a very successful fundraiser and the community involvement and generosity were much appreciated.
 - IRS Form 990 Update – this is required to be submitted annually. Erin Gleason said the IRS has approved the extension, which is now due November 17, 2025. This report must be completed by our CPA.
 - Treasurer Transition Update – payroll transitioning duties are continuing.
 - Update TD Bank and Contract Signatories – This is ongoing, due to paperwork and bank scheduling issues. Michelle Pollock has been handling deposits for now.
 - Upcoming Finance Committee Activities – The Committee will meet in July to review insurance policies and request quotes. Erin Gleason has been working with Megan Baker and Sarah Jordan on the library finance tracking system to streamline it. Erin Gleason created separate tracking sheets for drawings and for the circulation desk in order to keep the funds tracking separate. A separate tracking sheet will be used for the Farmers Market funds as well.
- Policies and Procedures (Teri Ross - Chair, Linda Breen, Lynn Lavelle) No updates.
- Long Range Plan (Sue Heusner – Chair, Aimee Holmes, Erin Gleason)
 - Survey to the Community – Sue Heusner provided an update. The committee is meeting June 26, 2025. Some feedback was provided and will be discussed at the meeting.
- Fundraising / PR /Farmers' Market (Joan Peebles – Chair, Teri Ross)
 - The Library will participate in the September 21st Bolton Live Music Festival – we will have an information table at this event with tote bags and other fundraising items.
 - The Church of St. Sacrement annual fundraiser will benefit the Bolton Free Library – we will receive the tickets soon and will be selling them. Megan Baker explained the process. The cost is \$100 per ticket, and only 200 tickets will be sold. The proceeds benefit the a rotating Bolton entity.
 - LIBRARY DAYS The last one was held in June. Aimee Holmes gave an update on the attendance.
 - COMMUNITY CALENDAR – Aimee Holmes is pleased with this. Megan Baker mentioned how many people are commenting on it and using it.
 - The fundraising drawing items for summer 2025 are the adult wagon, blanket, book quilt, and Lake George wall hanging. Hand knit holidaystockings are on the way from the Fiber Arts Club.

- The Bolton Farmers Market starts Friday and Linda Breen discussed the procedure for setting up the Library's table. Volunteer signups were passed around and Linda Breen shared additional information with Joan Peebles.
- Buildings and Grounds (Lynn Lavelle– Chair, Linda Breen, Sue Heusner, Carla Cumming – community member)
 - Striping parking lot - Pending.
 - Moving the Flagpole – The flagpole base has been moved and the pole needs to be remounted in the base. There was discussion about adding a light to the flagpole.
 - Reupholstering chairs in back room – this project is paused for summer.
 - Native Garden Planting – this is complete and looks beautiful. There is a timer on the water faucet to ensure the soaker hose is active.
 - Handicapped Accessible Doors – Sarah Jordan will email the contractor to request a detailed estimate.
 - Building Maintenance project- Carla Cumming will request an estimate from painters on refreshing the building trim. Discussion ensued as to whether we should use Capitol improvement money for this.
 - The bathroom door is sticking and is being evaluated. The outer side door also needs to be repaired.
- Book Sale (Mary Ciccarelli – Chair, Sue Pfau Co-Chair community member, Lynn Lavelle, Sue Heusner)
 - Book Sale timeframe: Set up is July 23rd-24th. The Book Sale will be July 25th-27th. The tent will be set up Wednesday. Entertainment for preview night was discussed. We need assistance for bringing the boxes of books down and options were discussed for assistance, from family members to kids from school who need community service hours. The book donation cutoff is July 10th.
- Grants (Jane Gabriels– Chair, Aimee Holmes, Sarah Jordan – staff)
 - Updated information provided by Jane Gabriels and Sarah Jordan.
- Personnel (Linda Breen– Chair, Jane Gabriels) No updates at this time.
- Sunshine Committee (Mary Ciccarelli – Chair)
 - Sara Dallas – in September a card will be sent for her retirement.
 - Barry Kincaid – thank you card will be sent.
 - Northshire Books – Megan Baker will send Mary Ciccarelli the information for a thank you card for their assistance with the BCS Birthday Book program.
 - Thank you notes for Sheilagh Menzies, Sue Pfau, for the raffle donations.
 - Erin Gleason asked for a thank you card for Pickleball Tournament donors.

Motion to accept the Committee Reports made by Lynn Lavelle – Seconded by Joan Peebles - All in Favor – Approved

Unfinished Business

- Donation in memory of Roger Summerhayes – Megan Baker provided an update. \$1300 has been donated for books for this memorial collection. The dedication event last Saturday was very well attended and the Roger Summerhayes Memorial Collection was well received.
- Sexual Harassment Prevention Training
 - Linda Breen **DONE**
 - Mary Ciccarelli
 - Jane Gabriels
 - Erin Gleason **DONE**
 - Sue Heusner **DONE**
 - Aimee Holmes **DONE**
 - Lynn Lavelle
 - Joan Peebles
 - Teri Ross **DONE**
 - Megan Baker
 - Sarah Jordan
- Trustee Training requirements – need at least 2 hours of training annually
 - Linda Breen (**Needs ½ hour**)
 - Mary Ciccarelli
 - Jane Gabriels (**needs ½ hour**)
 - Erin Gleason (**needs 40 minutes**)
 - Sue Heusner (**needs ½ hour**)
 - Aimee Holmes **DONE**
 - Lynn Lavelle **DONE**
 - Joan Peebles
 - Teri Ross **DONE**

Sue Heusner brought up last month's community member request to get a newspaper in the library. She looked into the costs of subscriptions for the Albany Times Union and the New York Times. Both subscriptions are cost prohibitive and would use a significant portion of our materials budget. An online subscription is being considered as an alternative.

New Business

- Director's Continuing Education Webinars

- Booklist Webinar – 25 Years of the Printz Award (annually honors the best book written for teens) – May 1st
- Booklist Webinar – Library Love for Library Reads (LibraryReads is a list of the top ten books published this month that library staff across the country have voted on as their favorites) – April 15th

Communications – no updates at this time.

Events

- Trivia Night – every Tuesday night
- Monthly Coffee hour – first Tuesday of the month at 10:30am
- Paint with Patrice – September 25th, October 9th, and October 23rd
- Bird Window Collisions and Bird Safe Solutions – June 19th
- Night Sky with Jeff Curren– June 26th
- Meet the Author: Memories of Vietnam July 10th
- Meet the Author: Reflections and Frank Leonbruno with Ginger Henry – July 17th
- Children's Book Fest – August 2nd
- Winter Birds – October 16th

Additional Comments from Trustees

Megan Baker asked about possibly moving the July Board Meeting because of the book sale preparations. Linda Breen polled the trustees about availability and it was decided to move the Board Meeting to Monday, July 21st at 6:30pm.

Future Board of Trustees' Meetings

- July 21
- August 27
- September 24
- October 22
- November 19 (due to holiday)
- December 17 (due to Holiday)

Town of Bolton Board Meetings

The Town Board meets on the first Tuesday of each month at 6pm

- July 1
- August 5
- September 2 (Erin Gleason)
- October 7 (Lynn Lavelle)
- November 5
- December 2

Adjournment

_Motion to Adjourn the June 2025 Board Meeting made by Lynn Lavelle– Seconded by Sue Heusner - All in Favor – Approved at 7:49pm