

Meeting Minutes of the Bolton Free Library Board of Trustees

August 23, 2023 -Called to Order at 6:30 pm

Roll Call of Trustees:

- Linda Breen – 2027 (President)
- Carla Cumming – 2024 (Vice President)-Absent
- Eric Pfau – 2025 (Secretary)-Absent
- Michelle Pollock – 2024 (Treasurer)
- Dusty Caldwell – 2026
- Mary Ciccarelli – 2026-Absent
- Jane Gabriels – 2027 – Absent
- Elizabeth Green – 2025
- Dina Schmidt – 2025-

Disposition of Minutes of Previous Regular and Special Meetings- August

- Report received into the minutes.
- Dina made motion to accept report; Michelle seconded. Passed.

Treasurer's Financial Report – August

- Report received into the minutes.
- The Finance committee made a motion to prepay the Hometown oil bill with the amount \$2,500.00 and it was seconded by Linda. All voted in favor.

Director's Progress and Service Report – August

- Report received into the minutes.
- Megan made additional comments on the report about the new display by Cindy Whitman and the Ted Walks that was well attended and received.
- Michelle made motion to accept report; Dusty seconded. Passed.

Social Media Report – July:

- Report received into the minutes.

Committee Reports:

Executive Committee:

- Did not meet. No comments.

Financial Committee (Michelle Pollock, Chair; Eric Pfau, Megan Baker):

- We need to have an exec/financial committee meeting soon to be able to submit the funding request by Sept 8th to the Town of Bolton. Linda will call a meeting for next week.

Policies and Procedures Committee (Eric Pfau, Chair; Linda Breen, Megan Baker):

- Programming/Display/Materials Reconsideration Forms and updated Policy were sent out to the board. There are two changes to the form that were requested, as well as the deletion of a sentence from the Policy (copies attached). With these changes the committee made the motion to accept the two forms and change of Policy to be added to the Policies and Procedures Manual. Dusty made a motion to accept with these changes and Elizabeth seconded and the policy was approved.

Long-Range Plan Committee (Mary Ciccarelli, Chair; Megan Baker, Sarah Jordan):

- This committee met for the Library Trustee Book Club Strategic Planning Workshop, held on August 15, 2023. They gave a copy of a draft of the Long-Range Report they worked on and sent it out to the group. The board had some additional questions and identified that we need to add the §259 Funding Proposition to the plan, and we need some additional public input from the community to finish. We will table this for this month and identify some additional support to help Megan and Mary with this project.

Fundraising Committee (Dina Schmidt, Chair; Elizabeth Green):

- Megan and Elizabeth will contact Kate Van Dyck to see if she would like to work with us to come up with some items like Bags/Cups and shirts to offer the community for sale.
- We discussed the Friends group but need more work on defining what this group will do for the library.

Building and Grounds Committee (Carla Cumming, Chair; Dusty Caldwell, Linda Breen):

- Received the grant for generator install and will schedule installation
- Sidewalk construction with ADA grant will start this month.
- Panic button needs to be installed as well as the electrical box labeled properly which will be done by Tim Breen late Sept/Early October.

- Work will be done on the native garden to control water drainage in preparation for planting.
- David McAvinney will be installing more plywood in the front attic space to create additional book sale box storage space. Nothing heavier than empty boxes is to be stored there.

Book Sale Committee (Susan Pfau and Mary Ciccarelli, Co-Chairs; Michelle Pollock):

- Committee is ready to start accepting books for next year.
- A Thank you was sent to and printed in the Lake George Mirror. It listed a thank you to all who helped and was signed by all the board members.

Grants Committee (Jane Gabriels, Chair; Sarah Jordan):

- Report attached.

Sunshine Committee (Elizabeth Green, Chair):

- Elizabeth will send thank you to Huddle Liquor store for providing wine for the Ted Walks Program.

Tax District Library Research Committee (Dusty Caldwell, Chair; Dina Schmidt, Michelle Pollock):

- Gave the final report in August. (attached)
- The committee recommended that the board would proceed with the \$259 Funding Proposition in May of 2025, at the earliest and that the current research committee for this purpose be dissolved until such time a new special committee will be formed in Jan. 2024 to work on beginning this venture.

******At 7:25 we lost our quorum because a member needed to leave for a work commitment. We were unable to vote on accepting or finishing the remaining reports.***

Events:

- Included in agenda.
- Additional Ted Walks added for October 12th due to the success of the first one.

Additional Comments from Trustees:

Public in Attendance:

- None; no comments.

Future Board of Trustees Meetings:

- September 27
- October 25-Sara Dallas will attend this meeting
- November 15
- Dec 20

Town of Bolton Board Meetings:

- September 5
- October 3
- November 7
- December 5

Adjournment:

- Meeting ended at 7:25 p.m.