

Minutes of the Bolton Free Library Board of Trustees Board Meeting
January 22 2024 at 6:32pm-
In Person and Via Zoom

Roll Call of Trustees

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

Elizabeth Green (former trustee and 2024 Vice President) was acting President for this meeting. She introduced the new members.

Staff in Attendance: Megan Baker, Sarah Jordan

Public in Attendance: Michelle Pollock, who continues as Treasurer

***Motion to approve the December 2024 Board Meeting Minutes made by Terri Ross –
Seconded by Lynn Lavelle - All in Favor – Approved***

Treasurer's Financial Report – December 2024

Michelle Pollock emailed everyone the reports. There were no questions. She also offered to meet the new board members for a quick introduction and/or tutorial about the Library's financials.

***Motion to Accept the Treasurer's Financial Report for December 2024 made by Terri Ross
– Seconded by Lynn Lavelle - All in Favor – Approved***

Director's Progress and Service Report and Social Media Report – December 2024

- Megan Baker reported that overall physical book circulation is down a little, but Overdrive loans are up.
- The WiFi usage is slightly down compared to this time last year, probably due to the recent extreme cold.
- December activities were not well attended

- We received 150 books via ILL, and sent out 156 books through ILL.
- Five new patrons were registered. At this point Michelle Pollock explained the TDBank fundraiser program for new board members.

Motion to Accept the Directors Progress & Service Report and the Social Media Report for December 2024 made by Terri Ross – Seconded by Lynn Lavelle - All in Favor – Approved

Report from the Nominating Committee (Linda Breen and Lynn Lavelle)

- Election of Officers - Lynn Lavelle presented the following slate of officers:
 - President Linda Breen
 - VP Terri Ross
 - Secretary Aimee Holmes
 - Treasurer Erin Gleason

Elizabeth Green asked for any additional nominations from the floor – there were none. She then asked for a motion to approve the Board Officers slate.

Motion to Accept the Board Officers Slate for 2025 made by Sue Heusner – Seconded by Joan Peebles - All in Favor – Approved

Committee Assignments

- Elizabeth Green explained the committees of the Bolton Free Library Board of Trustees, and passed around a sign-up sheet, asking each Board member to sign up for two committees. Committee positions will be finalized at the next meeting.

Committee Reports

- Executive – The committee did not meet.
- Financial (Michelle Pollock)

There was one addition to our usual monthly Income:

- \$1,950.00 Pomeroy Foundation Grant - for Historic Marker

There were four additions to our monthly contractual Expenses:

- \$1,605.47 Center for Disability Services: Annual Appeal mailing-2,287 pieces, First Class
- \$92.51 Carla Cumming: Reimbursement for paper towels, TP , copy paper, storage bags
- \$4,010.10 SALS 3 new computers, plus software (awaiting delivery). Partially funded by the Norowal Grant of \$2,500.00
- \$1,950.00 Sewah Studios fabricate Historic Maker, funded by Pomeroy Grant (see above)

Appeal Letter: The appeal letters were dropped off for mailing at the Center for Disability Services on 11/21/24, postmarked 11/26/24 and arrived in Bolton 11/29/24, prior to 12/03 Giving Tuesday. To date 01/16/2025 we have received \$23,199.00 from 233 donors, ranging from \$10.00 to \$600.00. This promising start has allowed us to exceed our budgeted amount for the year 2024 (\$22,094.00). The appeal letter response is tracked over a span of two budget years. For Annual Appeal 2024-2025 (to date) \$23,199.00/233 donors, Annual Appeal 2023-2024 \$21,160.00/229 donors. The Appeal letter donations will continue to be tracked through March/April as letters are still trickling in.

6-month CD Matures 02/17/2025-\$53,873.98 (Opened with \$50,000 on 02/17/2023):
The new rates were updated 01/10/25. The best rate is for a 9-month CD - 3.85% Annual Percentage Yield (APY), down from the present rate of 4.33%. This money is our Capital Fund (GL #3015-\$49,053.00 on Balance Sheet). The 6-month rate is 2.85%. I am not aware of any projects that would need to access these funds in the next 9 months. If need be, there are funds available in the TD Money Market account that could be used in case of an emergency. The Money Market rate is presently 0.05% (APY).

***Motion to Approve the Rollover of the CD to the 9 month CD made by Terri Ross –
Seconded by Joan Peebles - All in Favor – Approved***

Upgrade for QuickBooks: We may want to consider an upgrade of our QuickBooks online software to QB Plus, we currently are using QB Online Essentials. The upgrade to Plus would offer a Budget component which may make the monthly reporting more streamlined, as we would not have to use the excel sheet to track Budget to Actual. Presently QB Plus costs \$1,143.83. In August 2024 we paid \$690.15 for the QB Essentials. The difference is \$453.68. To upgrade now we would pay a prorated amount of \$709.62, with the annual billing due in 12/25, not 08/25. This amount is within the 2025 budgeted amount for Computer Software GL # 8565 \$1,000.00. It would need to be increased in 2026.

Motion to Approve the QuickBooks Software Package upgrade made by Terri Ross – Seconded by Sue Heusner - All in Favor – Approved

- Policies and Procedures – Megan Baker spoke about the Library's Policies and Procedures and where they can be accessed and reviewed. She will email the following two new Policies to all Board members prior to the next meeting, at which these Policies will be voted on for inclusion in the Library's Policies and Procedures.
 - Library Card Policy
 - MultiFactor Authentication Policy
- Long Range Plan – Megan Baker explained the purpose of the Long Range Plan for new members, as well as the work it entails related to information gathering, such as determining the Library's goals, surveys sent to community members for community input, the planning for sustainable funding and large expenses in the near future.
 - Planning for future tax supported library status (Section 259 of NYS Education Law) will be discussed further with new committee members next month
- Fundraising
 - Ideas are appreciated - think about possibilities.
 - Megan Baker proposed a gala in the park as a fundraiser, to include asking a local band to play, getting a beer and food truck, and more.
 - Michelle Pollock added that there is a \$3k line item on the budget in anticipation of the fundraising goal to be met in 2025.
- Buildings and Grounds – This committee did not meet. Lynn Lavelle explained the following list of tasks:
 - Striping parking lot – the Town will assist us with this task.
 - Grant for flowers – we received a grant for our Native Garden flowers, but it was too late in the season for us to plant flowers, so the purchase and planting has been deferred until Spring 2025.

- Grants for funding to convert the door at the end of the ramp and the bathroom door into more accessible doors have been submitted and are pending decision.
 - Moving the Flagpole – Megan Baker discussed the reasons why it should be moved closer to the Library and used as a flagpole again. This will remove it from the area of the front lawn used for the Annual Book Sale. The Committee will need to get a cost estimate and have the concrete base evaluated.
 - NY Fire and Safety emergency protocol and call list must be updated with new members.
- Book Sale
 - The dates are confirmed for 2025. Set Up will be July 23-24. The Annual Book Sale will be July 25-27 2025.
- Grants
 - Updated information [ah1] provided by Jane Gabriels and Sarah Jordan
- Personnel – Megan Baker and Linda Breen would like assistance in crafting a community survey
 - Performance Evaluation – This is a work in progress.
- Sunshine Committee – Elizabeth Green explained the purpose of this committee. Mary Ciccarelli has volunteered to do this again.
- Farmers Market - Megan Baker explained how we participate at the Bolton Farmers Market. This is a great opportunity to be part of the community and share information about the library, as well as acting as a fundraising opportunity for summer donations, raffles, and more.

Motion to Approve the Committee Reports made by Erin Gleason – Seconded by Sue Heusner - All in Favor – Approved

Unfinished Business

- Amazon Prime for Libraries – Megan Baker stated the library does not pay sales tax but we do pay shipping. She has signed up for a free 1 year membership for Business Prime, offering free shipping.
- Pomeroy Foundation NYS Historical Marker Grant Program
 - Update from Sarah Jordan – the marker has been ordered and will be shipped to us in 24-32 weeks.

- Trustee Training requirements – each Trustee needs at least 2 hours of training annually. Megan tracks this and sends out links for this and for the NY State required Sexual Harassment Training.
 - Linda Breen
 - Mary Ciccarelli
 - Jane Gabriels
 - Erin Gleason
 - Sue Heusner
 - Aimee Holmes
 - Lynn Lavelle
 - Joan Peebles
 - Teri Ross

- Seed Library – We have received seed donations from Burpee and the Hudson Valley Seed Company. The Seed Library will be available at the end of February for library patrons.

New Business

- A Library Representative should attend each Town Board meeting, and we will need someone to volunteer to attend each month. Megan Baker explained that it's important for the Library to be represented at each meeting. Elizabeth Green asked Megan to make a sign-up sheet for these.
- Michelle Pollock picks up the Library mail each day. A second volunteer should be selected as a backup. Joan Peebles has volunteered for this and will work with Michelle Pollock.

Communications - Megan Baker stated that we are canceling our Kanopy streaming option. It was not popular, but we wanted to offer it to our patrons as an option. Megan will cancel this service with the vendor. We spent approximately \$38 for this service.

Ongoing Events

- Trivia Night – every 2nd and 4th Tuesday at 6:30
- Monthly Coffee hour – first Tuesday of the month at 10:30am
- Aquatic Invasive Species (AIS) threatening the region March/April 2025
- The Citizens Preparedness Corps – February 20, 2025
- Bird Window Collisions and Bird Safe Solutions - May 2025
- Bolton After School Program – every Thursday
- Chess Club every month with the Town of Bolton – this program starts February 12th

Additional Comments from Trustees - there were none.

Future Board of Trustees' Meetings

- February 26, 2025
- March 19, 2025 (due to presidents' availability)
- April 23
- May 28
- June 25
- July 23
- 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

- February 4
- March 4
- April 1
- May 6
- June 3
- July 1
- August 5
- September 2
- October 7
- November 5 (note day change)
- December 2

Adjournment

Motion to Adjourn the January 2025 Board Meeting made by Terri Ross – Seconded by Erin Gleason - All in Favor – Approved