

Bolton Free Library
Board of Trustees Monthly Meeting Minutes
January 27, 2021
Via Zoom

Roll Call of Trustees

- Penny Belton - 2025
- Dusty Caldwell - 2026
- Mary Ciccarelli - 2026
- Carla Cumming - 2022
- Laura Paparatta - 2024
- Richard Miller - 2023 **Absent**
- Eric Pfau - 2023
- Michelle Pollock - 2024
- Fran Taitel - 2025

Meeting began at 7:03pm

Welcome New Trustees and Overview of Board's Function

Carla opened meeting by welcoming the new trustees and giving an overview of the Board's functions

- Dusty Caldwell
- Mary Ciccarelli
- Richard Miller
- Eric Pfau

Report from Nominating Committee

- **Fran presented the report from the nominating committee.**

The nominees were:

- **President - Penny Belton**
- **Vice President - Carla Cumming**
- **Treasurer - Michelle Pollock**
- **Secretary - Fran Taitel**
- **Carla asked for any nominations from the floor. There were none.**
- **Secretary cast one vote for the slate of officers.**

Oath of Office

- **Megan clarified that as an association library, we are not required to take an oath, but that SALS highly recommends we take an oath.**
- **The board decided to take the oath.**
- **Penny administered the oath.**

Disposition of Minutes of Previous Regular and Special Meetings

- **December 16, 2020**
 - **Motion to approve - Carla**
 - **Second- Laura**
 - **All in Favor**

Treasurer's Financial Report - January 2021

→ General Overview of our Finances for the New Trustees

Michelle gave a general overview:

- **Calendar Year, Quickbooks, Accrual basis**
- **PPP forgiveness**
- **Library closure cut down on expenses**
- **Did not need to furlough the director**
- **Adjusted budget to reflect no in-person fundraising events**
- **Spent less on books and more on Overdrive**
- **Received \$65,400 last year from the town of Bolton for operating expenses and capital improvement**
- **Additional income through grants, operational revenue (copies, faxes,...), interest on money market account, plant sale, raffles, TD Affinity Program, SALS, individual and business contributions**
- **Biggest expenses include payroll, health insurance**
- **Michelle will send out the 2021 budget before the next meeting**

Action on Bills **Executive Committee will decide whether or not to remove this line in the agenda**

Director's Progress and Service Report - January 2021

- **Megan reviewed**
- **Circulation is still down**
- **Library continues to support the book club**
- **Megan sent out a tutorial for using Zoom to the book club**

Committee Reports

- **Executive - No Meeting**

- Financial
 - PPP Forgiveness 12/28/20 promissory note forgiven - remove from agenda**
 - Public and Staff Computers
 - Ordered 1 staff and 2 public computers**
 - 2020 to 2021 Annual Appeal Update
 - 2,371 letters sent (included survey) 11/24**
 - \$17,915 241 received to date**
 - 241 respondents so far, will keep open until March**
- Minimum Standards
 - Penny gave a brief overview**
 - Written Bylaws
 - Long Range Plan
 - Written Policies
 - Written Budget
- Policies and Procedures
- Covid
 - Update
 - **Library still open**
 - **Megan feels safe, will re-evaluate if other strains of COVID are detected in our area**
 - **Megan put together an emergency plan**
- Fundraising
 - American Solutions for Business - Katy Sumrow
 - **Laura described this fundraiser - online store**
 - **Waiting for a logo to be made**
 - Community Calendar
 - **Megan waiting to hear from the fire department**
 - Honorary Mayor
 - **Vote for cutest pet**
 - **Ron Conover has agreed to this fundraiser**
- Buildings and Grounds
 - Shelving for the Attic
 - **Michelle has money in the budget and is working on this**
 - **No place to move anything right now, may need to move things downstairs**
 - Storage Addition

- Still looking for a bids/contractors
 - Laura may know someone and is going to get back to Carla with information
- Windows Replacement and Insulation
 - Waiting for the windows and material
 - Library does not need to be closed for installation
 - Time frame of 6-12 weeks; it's been 6 weeks
- Book Sale
 - Normally at the end of July
 - Did not have a book sale last year
 - Not currently accepting book donations
 - Need to discuss whether we will have the sale this year
- Sunshine
 - Discuss need for Sunshine Committee
 - Megan writes thank you notes
 - Appeal letters come from President of the Board
 - Laura will continue to write thank you notes
 - Sunshine committee remains
- Grants
 - Stewarts' Shoppe
 - No word yet
 - Last year's Stewart's grant was used for children's books (from Northshire) for the after school program
 - Penny has information on some other grants
- Personnel
 - Employees' Evaluation
 - Carla and Fran reviewed Megan's evaluation with her
 - Developed a list of goals for Megan for 2021
 - Made notes to make the evaluation process better
- Approval of Committee Reports
 - Penny asks that in the future committee reports be submitted prior to the meeting
 - Motion to approve - Carla
 - Second - Laura
 - All in Favor

Committee Assignments - each chairperson will state the purpose of the committee

-Chairs made brief statement of purpose of committees

- Financial **Michelle, Megan, Carla**
- Minimum Standards _____
- Policies and Procedures _____
- Fundraising **Eric, Laura, Dusty**
- Buildings and Grounds **Carla, Fran**
- Book Sale **Mary, Michelle, Carla**
- Grants **Penny**
- Personnel **Fran, Penny, Carla**
- **Board members will let Penny know on which committees they would like to work**

Communications

- **Marianna Jordan - Book ('Universe of Two') in memory of Jane Gabriels will be included in the collection once it can come out of quarantine. It will have a bookplate**
- **Letter that Norowal will be donating money to use toward the computers**
- **Invoice for Overdrive**
- **PPP Promissory Note and e-mail communication from the SBA saying the loan was forgiven**

Unfinished Business

- Bolton Reads Together - Book Woman of Troublesome Creek
 - **Nothing new**
- Pandemic Plan / Safety Protocols
 - **Megan will update with new contacts and contact tracing and send back out to the board**
- New Library Logo
 - **Michelle will contact Kate Van Dyck**

New Business

- New laptop or Chromebook
 - **Megan sent an e-mail to the board regarding the need for a new laptop**
 - **Need to purchase from SALS so SALS will maintain it**
 - **Current laptop is over 10 years old**
 - **Dusty brought up security concerns regarding using a 10 year old laptop**

- **Executive committee will meet to discuss**
- Google Docs Meeting with Kate Baker
 - **Scheduled for 1/28/21 @ 6:30pm via Zoom**
 - **Send any questions to Kate**

Events

- Reading Time in Nepal - National Soup Month
 - **Topics: Birthdays, Bubble Baths, Dragons, Soup, Tacos**
 - **When daylight savings time switches, Megan will invite the community to participate (since the meetings won't be too early)**
- Book Club via Zoom
 - **Megan created a library Zoom account**
 - **Sent Book Club members a tutorial for using Zoom**

Any Additional Comments from Trustees

Public In Attendance

Future Board of Trustees' Meetings

- February 24
- March 24
- April 28
- May 26
- June 23

Town of Bolton Board Meetings

- February 2
- March 2
- April 6
- May 4
- June 1

Adjournment

Motion to adjourn - Michelle

Second - Carla

All in Favor