

Minutes of the Bolton Free Library Board of Trustees

April 24, 2024 6:30pm

Called to order at 6:32pm

Roll Call of Trustees

- Linda Breen – 2027 (President)
- Will Adamczak - 2025
- Joan Caldwell - 2026 (Vice-President)
- Mary Ciccarelli - 2026
- Jane Gabriels – 2028
- Elizabeth Green – 2025 (Secretary)
- Lynn Lavelle – 2029
- Teri Ross - 2029 (Treasurer)
- Dina Schmidt – 2025

Public in Attendance:

- Michelle Pollock, the acting Treasurer
- Sarah Jordan, Assistant Director and Board Recording Secretary

Disposition of Minutes of Previous Regular and Special Meetings – March 2024

No issues or corrections were noted for the March minutes.

Motion to Approve the March 2024 Board Meeting Minutes - Joan Caldwell made motion – Dina Schmidt seconded motion – Teri Ross abstained – Approved

Treasurer's Financial Report – March 2024

- We received a check for \$2741.66 from the TDBank Affinity Program. Our customer service representative will work with us going forward to continue with this program. We will continue to advertise the TD Bank program.
- The \$10k American Library Association (ALA) grant money was received, that will cover the additional cost of the sidewalk expansion funded by the first ALA grant.
- Joan Caldwell asked whether there was feedback about the decreased response to the appeal letter. Several factors were noted – the letter was mailed later than usual, coinciding with the Christmas holidays, cost of living and prices are higher, and the town has more short-term rentals so fewer property owners are invested in community support, were all discussed as possible factors. We will send the 2024 appeal letter earlier in order to reach donors before the holiday season, hopefully just prior to Giving Tuesday in November. We will stuff envelopes in-house to both save money and control the timeline.
- No other questions/comments.

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

- Megan Baker reported few changes. Circulation overall is up.
- The Library is still registering new patrons, weeding book sections and making room for new materials.
- Recent events include the April coffee hour which had 8 attendees. It was reported to be very enjoyable.
- The Bolton Free Library 2023 Community report was added to website.

Motion to Approve Reports – Mary Ciccarelli made motion - Teri Ross seconded motion - Approved

Committee Reports

- Executive (Linda Breen, Joan Caldwell, Teri Ross, Elizabeth Green) did not meet
- Financial (William Adamczak, Teri Ross, Dina Schmidt, Michelle Pollock)
 - Appeal Letter was discussed with the Treasurer's Report
 - Cyber Insurance – Megan Baker has reached out to SALS JA Director and Sara Dallas, SALS Director, plus other library directors, for feedback and advice. SALS JA Director will be happy to meet with us to provide advice. Cowbell Insurance was mentioned by another library as a Cyber Insurance provider, so Linda Breen contacted them for a quote as a second opinion. We currently only have one quote, provided by the Upstate Agency. William Adamczak brought up the increasing risk of cyber security from people targeting small businesses for these kinds of crimes. The Bolton Free Library does not keep hard copies of personal information in the library, but all the personal information used to obtain a library card is stored in Polaris, to include the driver's license numbers. We shredded all paper library card applications last week. No patron personal information is stored in the Bolton Free Library, it is all in the Polaris software. The question of which agency is liable for a Polaris breach must be confirmed.
 - William Adamczak suggested that a local computer hard drive copy of personal applications be deleted, if our system automatically saves a copy in the cache.
- Policies and Procedures (Lynn Lavelle, Linda Breen, William Adamczak)
 - Proposed updates to the Employee Handbook:
 - The following language should replace existing under Pay Period and Pay Day (page 11) to reflect new procedure, effective 01/01/2024:

“Beginning January 1, 2024, the payroll period will be bi-weekly. Pay day is the Friday following the close of the pay period. All employees are hourly. Direct Deposit is available. The pay period may be adjusted in the future by the executive committee”
- Long Range Plan (Dina Schmidt, Jane Gabriels, Joan Caldwell)
 - Dina Schmidt reported that the town representative said the town survey results can be shared. She handed out copies to Board members.
 - Dina Schmidt met with Joan Caldwell about the long-range plan. She handed out an anonymous information sheet to Board members to gain feedback about long range planning and strategic plans/tasks/goals.
- Fundraising (Elizabeth Green, Dina Schmidt, Linda Breen)
 - Magnets – They will be sold for \$5 each and are available now to buy. Megan Baker suggested that if we order more magnets we should add the Library phone number and/or website to the magnet.
 - Bags – Elizabeth Green brought the canvas bag sample. The bags cost approximately \$11 each, and she recommended a \$15 selling price. She ordered 25 bags to start, to test out sales. We can change the size and styles of bags if needed.
 - Volunteer Group – a meeting with the new volunteer group is scheduled for April 25th to work on organizing a volunteer friend group. The group will organize the volunteer needs for the farmers market, book sale, events, setup, etc. On May 9th an informational welcome party is scheduled. Details are shared on social media channels and the website.
 - The Plant Sale is scheduled for May 25th from 9-3, not 10-4. Sarah Jordan will correct the promotional graphics. Carla Cumming has asked for volunteers during the plant sale. This will be coordinated by Linda Breen.

- Buildings and Grounds – (Linda Breen, Joan Caldwell, Lynn Lavelle)
 - Garden Grant – we are waiting to hear from Warren County as to whether the grant was approved. The plan is to purchase peat moss and native flowers for the north side of the building.
 - Generator Cover and Duct Repair – these two projects will be funded by the 2024 SALS Challenge grant – this grant was approved. Funds have been received.
 - Carpet for Children's area – still waiting on the carpet cutter to cut the children's carpet into smaller pieces.
 - The ALA Round #2 grant money was received – this will cover the additional sidewalk expenses incurred from the sidewalk expansion.
 - We will get new signs for the Library parking areas – this will be done after the parking lot is refreshed by the Town.
 - We are looking for a company to clean the windows inside and out – we need window cleaner recommendations.
- Book Sale – (Mary Ciccarelli, Lynn Lavelle, Teri Ross, Sue Pfau)
 - Mary Ciccarelli reported they are still sorting books – there are a lot of books, and lots of kids books. They are going to contact local school librarians to see if they need multiple copies of some books for classes, Battle of the Books, etc.
 - Nature and animal books are set aside for the annual UpYonda Trunk or Treat event.
- Grants – (Jane Gabriels, Joan Caldwell, Carla Cumming, Sarah Jordan)
 - Updated grant information was provided by Jane Gabriels and Sarah Jordan via email.
 - We discussed the possibility of applying for a Sylvamo grant – they have rolling admissions.
 - BCS Spring birthday books will be ordered from Northshire Bookstore.
- Personnel (Linda Breen, William Adamczak) – there is no update.
- Sunshine Committee – (Mary Ciccarelli) - A thank you note was sent to the Tops manager for the generous donation of baked goods for our monthly Coffee Chat.
- Farmers Market – (Linda Breen and volunteers)
 - We are getting ready for the summer schedule.
 - Fundraising efforts at the weekly Farmers Market will be selling magnets, canvas bags, and raffle tickets for donated gift baskets and the blanket knitted by the Fiber Arts Group.
 - We have free journals and colored pencils to hand out to children.
 - There was a discussion about the best location to hand out the journals and colored pencils - the library vs the farmers market. Decided to stay with farmers markets to reach more children.

Motion to Approve Committee Reports – Teri Ross made motion – Lynn Lavelle seconded motion - Approved

Unfinished Business

- “Read” Rug – we are waiting on the carpet cutter to downsize the children's carpet

- o Save the Date – SALS Annual Trustee Meeting and Dinner is on May 20th at the Fort William Henry in Lake George Village. All board members are invited, please let Megan Baker know as soon as possible.
 - o Library Volunteers Party/Training Session -this is scheduled for May 9th
 - o Renewal of Booklist Reader – a 20% discount was given to grant recipients for renewal of this magazine for the 25 copies per month for one year. Renewal cost is \$160 with discount.
- Vote to renew the Booklist Reader magazine subscription. All in Favor. Approved.***
- o Pomeroy Foundation NYS Historical Marker Grant Program – application opens in July.
 - o Trustee Training requirements – each trustee needs at least 2 hours of training annually.
 - Sexual Harassment Training is an annual requirement - Megan Baker replied to William Adamczak's question of last month – training must be from the Library, previously attended school training is not allowed as a substitute. Megan Baker will send an email link provided by the Town of Bolton to access the training.

New Business

- Sarah Jordan will be on a medical leave of absence for 6 weeks starting May 15th. Megan Baker presented a Library schedule for that time period. Megan Baker and Tammy Sherman will keep the library open for the regular operating hours and this schedule will also provide Megan Baker her 40 hours per week.

Communications

- Megan Baker will be working with Town of Bolton Recreation Department Head Michelle Huck for the summer movie in the park series. Megan Baker will purchase DVDs for this purpose.
- Megan Baker gave a general update on the departure of the Schenectady County Library system from the Southern Adirondack Library System (SALS). An issue of concern is that patrons with library cards from the Schenectady County Libraries will no longer be able to use their cards at our Library once this is official. We likely have several patrons with these cards who summer in Bolton Landing, and they will have to apply for a new SALS card to use the Bolton Free Library services.

Upcoming Events – Megan Baker added that we have 2 new speakers for the summer meet the author series. Ginger Kuenzel will speak on June 27th and Dr. Fayne Frey will speak on August 8th. Bernie Russell will be contacted to request a concert night.

- Trivia Night – every Monday at 6:30pm
- Toddler Playtime – every Thursday at 10:30am
- Monthly Coffee hour – first Tuesday of the month at 10:30am
- "Adirondack Place Names: Why is That Thing Called That?" - May 8th, 2024, 6:30 PM
- Biking South Africa – Cape Town and the Garden Route - Thursday May 16th, 6:30pm
- Ginger Kuenzel – The Buzz on Lake George: Speedboat Racing 1900-1964 – Thursday, June 27th at 6:30pm
- Jodie Seymour - Mindful Humaning - July 18, 6:30pm
- Noah Chirnomas – August 1, 6:30pm
- Dr. Fayne Frey – The Skincare Hoax – August 8th at 6:30pm
- Joe Bruchac – Native American Storyteller and Author – August 15, 6:30pm
- Steve DeLorenzo – History of the Bolton Volunteer Fire Department – August 22, 6:30pm

Any Additional Comments from Trustees

- Megan Baker wanted to share information about two copies of a book donated by a patron. An ice cream store in Canada gave out books and a patron gave us 2 copies. She is considering scheduling an ice cream social.
- Megan Baker shared the 3 Summer bingo cards the library will hand out this summer. One each for adults, teens and kids. Bingo Prizes for Kids and Teens will be Crocs bracelets. The owner of Happy Jacks will donate jibbets for the bracelets. The adult prize will possibly be a local merchant gift card, drawn at the end of the summer. Linda Breen suggested showing local restaurant owners the Bingo cards and asking for prizes to be donated.
- Linda Breen asked board members to please RSVP for board meetings going forward so she will know if there will be a quorum.

Future Board of Trustees' Meetings

- May 22
- June 26
- July 17 (date change due to Book Sale Weekend)
- August 28
- September 25
- October 23
- November 20 (date change due to Thanksgiving)
- December 18 (date change due to Christmas)

Town of Bolton Board Meetings

- May 7
- June 4

Adjournment

Motion to Adjourn – Joan Caldwell made motion – William Adamczak seconded motion - Approved