

## **Minutes of the Bolton Free Library Board of Trustees**

**February 28, 2024, 6:32pm**

**In Person and Via Zoom**

### **Roll Call of Trustees**

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

***We do not have the necessary physical quorum. This meeting will be for information purposes and all votes will be conducted next month.***

### **Public in Attendance**

- Michelle Pollock, who continues as treasurer
- Sarah Jordan, Assistant Director and Board Recording Secretary

### **Disposition of Minutes of Previous Regular and Special Meetings**

- No comments or concerns were noted regarding the January 2024 minutes.

## **Treasurer's Financial Report**

- Michelle Pollock will share the same financial highlights each month for continuity and so the new board members will become familiar with the Library finances.
- Historically, this is a slow time of year financially.
- Library maintenance costs are the only current expenses
- We received half of our contractual money from the Town and it is in the Operating Funds account.

## **Director's Progress and Service Report and Social Media Report**

- Attendance is up at the Library and at programs.
- The Playgroup Pals, while not hugely popular, does result in 1-3 children for some dates. This program will continue.
- Book Club met in February, after not meeting in January due to the weather. The next meeting is March 20<sup>th</sup>.
- Patrice Jarvis-Weber of Paint with Patrice is scheduled for a March 14<sup>th</sup> program, plus April and May dates. Her programs are very popular.
- Social Media (Facebook, Instagram, Mailchimp newsletter subscriptions, and website traffic) numbers are steadily increasing.

## **Committee Appointments**

- Linda Breen asked if anyone had questions or comments about the email she sent with committee assignments. There were none.
- The Board will vote to finalize these committee assignments at the March meeting.

## **Committee Reports**

*Executive* – did not meet

*Financial*

- Appeal Letter – we are behind. It is difficult to determine if the late mailing is the reason. We are short about \$4900 and 68 donors, compared to last year's Appeal Letter results. Michelle Pollock recommended we start the 2024 appeal letter early and do the

work in house. This will allow us to prep everything at a leisurely pace in the months prior, and then have a stuffing party when it's time to mail.

- TD Bank Affinity Program – the bank has not provided an update for this program. November 2023 is the last update available from TD Bank.
- Cyber Insurance – no updates on this. Our insurance rep has left the agency and we will work with our new agent on this matter.

### *Policies and Procedures*

- Michelle Pollock noted that any changes to Policies and Procedures should also be updated in the Employee Handbook and vice versa. This statement should be included in all proposed updates.
- The following is a proposed update to the Employee Handbook – we will vote next month:
  - 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* – no updates

### *Fundraising*

- Elizabeth Green has paid for a sample cotton tote bag with the Library 4 color logo as a fundraising possibility. The tote bag is not yet available.
- Jane Gabriels reminded us that she recently provided a 2 color Library logo as a potentially less expensive alternative for future fundraising items printed with the logo.

*Buildings and Grounds* – Carla Cumming gave an updated list of the Building and Grounds items.

- The children's carpet needs to be cut down for the smaller pieces to be used in the Children's Nook.
- We are waiting on a grant decision for floor mat replacement for the library interior.
- Update was given about the NYSED- generator grant status and the need to add allowable expenses to reach the original project cost of \$11,099, in order to close the grant and get the 10% retainage released. Our total project cost came in under budget due to a discount.

- The 2024 SALS Challenge grant will be submitted, we are requesting a protective cover for the new generator.

*Book Sale* – no updates

*Grants* – updated information provided by Jane Gabriels and Sarah Jordan in email report

*Personnel* – no updates

*Sunshine Committee* – Mary Ciccarelli has offered to take over this responsibility. Grant thank you notes will be written by Sarah Jordan and signed by Megan Baker going forward. All other thank you notes will be written by the Sunshine Committee.

***Approval of Committee Reports*** – n/a due to lack of quorum

## **Unfinished Business**

- Kanopy Video Streaming Service – active as of January 16, 2024. Reports sent at end of the month. We've had 200 looks so far but no borrows at last update. Michelle Pollock asked how Kanopy will bill us, Megan Baker believes we will be invoiced. We will continue to advertise Kanopy and encourage people to check it out
- Fire Alarm Protocol and Call List – we did this requirement in January. Megan Baker has not yet received the invoice from the provider. The provider will need the updated call list.
- Winter Basket Raffle Drawing – our winner is a part-time resident and was thrilled with this basket. She kept the basket and generously gave the \$100 cash prize to the Library as a donation.
- “Read” Rug – the large children's rug that still needs to be cut down to size for a children's nook project.
- Pomeroy Foundation – this is for a NYS Historical Marker Grant. Sarah Jordan has this on the grants list and will submit the application when it is due.
- Trustee Training requirements – each trustee needs at least 2 hours of training annually. Linda Breen reminded everyone to complete their training, and Megan Baker reminded everyone that she sent the training link out previously.
  - o Will Adamczak
  - o Linda Breen
  - o Dusty Caldwell

- o Mary Ciccarelli
  - o Jane Gabriels
  - o Elizabeth Green
  - o Lynn Lavelle
  - o Teri Ross
  - o Dina Schmidt
- Sexual Harassment Training – Linda Breen reminded everyone to do their training, and Megan Baker reminded everyone that she also sent this link out previously.
  - Trustees and staff must take the sexual harassment training on an annual basis.
  - Megan Baker will resend a link provided by the Town of Bolton.

**New Business** - none

**Communications** - none

### **Upcoming Events**

- Game Night – every Monday at 6:30 – steady attendance. The 2/26 Trivia Night had 18 attendees.
- Toddler Playtime – this has been hit or miss, but there re sometimes 2-3 children in attendance.
- Monthly Coffee hour – first Tuesday of every month at 10:30am. The inaugural February one was canceled due to illness. We will ask Tops for a donation of donuts from the manager for the March 5th date

### **Any Additional Comments from Trustees**

- Megan Baker added that she and Sarah Jordan have slightly different schedule hours and shared the changes, based on the two week scheduling period. She talked about the need to tweak the schedule in order for her to average 40 hours per week.

Megan Baker is planning to offer library/story time to the Bolton After School Program (BASP) every other Thursday, rather than weekly. The next scheduled BASP has a lilypad and frog theme.

- Megan Baker added that BASP checks out approximately 20 library books per week to support their activities.

### **Future Board of Trustees' Meetings**

- March 27
- April 24
- 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**

- March 5
- April 2
- May 7
- June 4

**Adjournment was at 7:05pm.**