

Agenda of the Bolton Free Library Board of Trustees

November 15, 2023, 6:30pm

In Person and Via Zoom

Roll Call of Trustees

- Linda Breen – 2027 (President)-Absent
- Carla Cumming – 2024 (Vice-President)
- Eric Pfau – 2025 (Secretary)
- Michelle Pollock – 2024 (Treasurer)
- Dusty Caldwell - 2026
- Mary Ciccarelli - 2026
- Jane Gabriels – 2028
- Elizabeth Green – 2025
- Dina Schmidt – 2025

Disposition of Minutes of Previous Regular and Special Meetings – October 2023

Treasurer's Financial Report – October 2023

Director's Progress and Service Report and Social Media Report – October 2023

Committee Reports

- Executive
- Financial (Michelle Pollock – Chair, Eric Pfau, Carla Cumming, Megan Baker)
 - o Appeal Letter
 - o Cyber Insurance
- Policies and Procedures (Eric Pfau – Chair, Linda Breen)
 - o Will be purchasing a hard drive back up and making a P and P for backing up documents.

- Long Range Plan
 - o Linda researching other long-range plans-Has reached out to township.
- Fundraising (Dina Schmidt – Chair, Elizabeth Green)
 - o Spoke to Melody -Magnets or Stickers?
- Buildings and Grounds (Carla Cumming – Chair, Dusty Caldwell, Linda Breen)
 - o Generator and propane tank installation set for December 18th and 19th
 - o Native Garden work finished for this year, and invoices to be submitted
 - o Sarah and Carla will submit a second application for native garden in January when grant reopens
 - o Waterhog floor mats will be replaced after budget has been passed
 - o Gardens have been cleaned up and prepped for the winter
 - o A second grant has been applied for from ALA (American Library Association) to help pay for the remainder of the sidewalk expense
- Book Sale (Mary Ciccarelli – Board Chair and Sue Pfau – Community Chair, Michelle Pollock, Carla Cumming)
 - o Trunk or Treat at Up Yonda
- Grants (Jane Gabriels – Chair, Sarah Jordan, and Carla Cumming)
 - o See attached report from Sarah
- Personnel (Eric Pfau – Chair, Carla Cumming, Linda Breen)
 - o Megan’s Employee Evaluation – November 29
 - o Find additional back up for Megan if Sarah is not available.
- Sunshine Committee (Elizabeth Green - Chair)
- Approval of Committee Reports

Unfinished Business

- Kanopy Video Streaming Service
- Pomeroy Foundation

- o NYS Historical Marker Grant Program
- Trustee Training requirements – need at least 2 hours of training
 - o Dusty Caldwell - needs at least .5
 - o Mary Ciccarelli - needs at least 1 hour
 - o Carla Cumming - needs at least .5 hours
 - o Jane Gabriels - needs at least 2 hours
 - o Elizabeth Green - needs at least 2 hours
 - o Eric Pfau - needs at least 2 hours
 - o Dina Schmidt - needs at least 2 hours

New Business

- President must appoint nominating committee

Communications

Upcoming Events

- Game Night – every Monday at 6:30
- Zero Waste Warren County Documentary Film Series
- Toddler playtime- Tues-Thurs

Any Additional Comments from Trustees

Public in Attendance

Future Board of Trustees' Meetings

- December 20 (take note of date change for Christmas)- Sara Dallas may attend.
- January 10, 2024 Annual Meeting – need to determine time of meeting
- January 24, 2024 Monthly Meeting

Town of Bolton Board Meetings

- December 5

· January 2

Adjournment