

Meeting Minutes of the Bolton Free Library Board of Trustees

October 25, 2023 – 6:30 p.m.

Called to Order at 6:30 p.m.

Roll Call of Trustees:

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

Disposition of Minutes of Previous Regular and Special Meetings:

- Dusty made motion, seconded by Elizabeth. Passed.

Treasurer's Financial Report – October:

- Accepted into the minutes. Michelle made comments on the report.
- 2024 budget still a work in progress.

Director's Progress and Service Report – October:

- Accepted into the minutes. Megan made comments on the report.
- Discussed Kate Fagan and Marty Podskoch's Meet the Author programs.
- Bolton After School Program going well. Someone ran through a crosswalk while kids were waiting to cross the street.
- Elizabeth made motion, seconded by Dina. Passed.

Social Media Report – October:

- Accepted into the minutes.

Committee Reports:

Executive Committee:

- No meeting; no comments.

Financial Committee (Michelle Pollock, Chair; Eric Pfau, Megan Baker):

- Appeal letter is finished. Made many edits with several members of the Board.
- Glens Falls Printing will print the letters for around \$400.
- Mailing in early November.
- Megan suggested some edits to the appeal letter. Discussed not calling the library a warming/cooling center once we have the generator.
- Met with insurance agent to discuss cyber insurance. Want to have more discussions.

Policies and Procedures Committee (Eric Pfau, Chair; Linda Breen, Megan Baker):

- Discussed meeting room request form. A few minor changes to be made to this, then can be put into the P&P manual.
- Also discussed an upcoming computer backup procedure meeting.

Long-Range Plan Committee (Mary Ciccarelli, Chair; Megan Baker, Sarah Jordan):

- No comments.

Fundraising Committee (Dina Schmidt, Chair; Elizabeth Green):

- Kate VanDyke cannot use our logo to screen print. She is contacting other companies that may be able to make t-shirts with the logo.
- Linda had discussions with Melody Kaufman about Friends Group.

Building and Grounds Committee (Carla Cumming, Chair; Dusty Caldwell, Linda Breen):

- Sidewalks are complete. Board discussed compliments already received about the sidewalks.
- Sidewalks must be watered daily for 30 days. Made list of Trustees who will water the sidewalk while Carla is out of town.
- Duct cleaning will be done in January or February of 2024.
- Generator installation scheduled for December 18, 2023. Once generator is installed, propane tanks will be installed. Received grant from Norowol to pay for tank installation and fuel fill up.

- Native garden prep work finished for 2023. Town will irrigate in spring. Leftover money will be spent on some additional drainage work. Will reapply for this grant.

- Furnace maintenance complete.

Book Sale Committee (Susan Pfau and Mary Ciccarelli, Co-Chairs; Michelle Pollock):

- Lots of books in the attic.

- Susan Pfau still selling books online.

- Trunk or Treat is from 3-6 p.m. on October 28.

- Discussed people who will be assisting and process to setup.

Grants Committee (Jane Gabriels, Chair; Sarah Jordan):

- Can submit another application for sidewalk grant if project costs more than what was awarded. We are in the process of reapplying.

- Norowal grant application complete. Would use this for sidewalk balance and new printer.

- Merakey application submitted. Would be used for a program a month in 2024.

- Charles R. Wood grant final report is complete.

Personnel Committee (Eric Pfau, Chair; Linda Breen, Carla Cumming):

- Need to schedule meeting after November 1 to discuss Megan's evaluation and suggested pay raises for Sarah and Bonnie.

Sunshine Committee (Elizabeth Green, Chair):

- Need to send Floormaster thank you for reading room rug.

- Sympathy card for Bonnie.

Approval of Committee Reports:

- Dusty made motion; Elizabeth seconded. Passed.

Communications:

- Kanopy discussion. Would pay based on usage. Now using tickets not credits; easier way to manage accounts. Tickets issued to patrons monthly.

- Pomoroy Foundation – Tom and Lydia Hall and Virginia did all work. Lydia more than happy to help Sarah.

Unfinished Business:

- Many Trustees still need to finish Trustee Education.

New Business:

- Movie license renewal. In discussion with SALS about this. May opt-out for this year.
- Thank you note from Marty Podskoch.

Events:

- Game Night

Additional Comments from Trustees:

- Megan brought up a building security issue that will be addressed.

Public in Attendance:

- None; no comments.

Future Board of Trustees Meetings:

- November 15
- December 20

Town of Bolton Board Meetings:

- November 8
- December 5

Adjournment:

- Dusty made motion; Elizabeth seconded. Passed.