

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

**November 16, 2022 – 6:30 p.m.**

**Called to Order at 6:35 p.m.**

### Roll Call of Trustees:

- Carla Cumming – 2024 (President)
- Linda Breen – 2027 (Vice President)
- Eric Pfau – 2023 (Secretary)
- Michelle Pollock – 2024 (Treasurer)
- Dusty Caldwell – 2026 – Absent.
- Mary Ciccarelli – 2026
- Jane Gabriels – 2023 – Via Zoom.
- Elizabeth Green – 2025
- Dina Schmidt – 2025

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

- No comments.
- Mary made motion; Elizabeth seconded. Passed.

### Treasurer's Financial Report – November:

- Received into the minutes. No comments.

### Director's Progress and Service Report – November:

- Received into the minutes.
- Megan eliminated two reports she usually sends.

- Megan and Sarah exploring starting a podcast.
- Linda made motion; Michelle seconded. Passed.

#### Social Media Report – November:

- Received into the minutes.
- No comments.

### **Committee Reports:**

#### Executive Committee:

- Met on November 1 to discuss budget and salaries.

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

- Appeal letter assembly is almost done.
- Form 990 was filed on November 15.
- Town of Bolton budget has been passed. Contract for \$75,000 approved.
- TD Affinity Program – we are 1 person short of qualifying. Two people are going to sign up which should qualify us.
- Finance Committee met and went through the budget line for line. Michelle asked Board Members to email questions to her after reviewing.
- Changes since budget was emailed out – Overdrive is probably increasing; Timesheets is increasing \$4 per month.

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

- Researching a borrowing from the library policy.
- Nothing else to report.

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

- Had to reschedule a previously scheduled meeting with the Bolton Seniors organization for January 4.

COVID Committee (Carla Cumming, Chair; Megan Baker):

- Maintaining current policy. COVID numbers are currently dropping.
- Will likely require masks at upcoming Winter Reading.

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

- Committee wants to research reactivating Friends of the Library group.
- Will research requirements and gather more information, then report back to the Board.
- Christmas Raffle is likely not happening.
- Megan is looking into what Community Church is doing for their Christmas event.

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

- Report received into the minutes.
- Work throughout the library is ongoing and being completed.
- Will have to put the circulation desk in on a Monday to avoid closing the library.
- Carla will reach out to Dusty and Linda about a Buildings and Grounds meeting.

Book Sale Committee (Michelle Pollock, Chair; Mary Ciccarelli, Carla Cumming):

- Workspace in the attic is now extremely user-friendly. Will make working on the Book Sale easier.
- Discussed talking about previous volunteers who we can ask to help.

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

- Received \$3,000 from Charles R. Wood Foundation. We applied for funds to support buying books for the Bolton Central School and Up Yonda. Jane thinks we can maneuver on what we do with this money, possibly supporting both organizations.
- Should announce with a nice photo of Megan and recipients.
- Encourage kids to drop off/communicate how they felt about the book. Could create an annual field trip to come to the library. Goal is to get kids into the library.
- Will apply for Adirondack Foundation grant.
- Stewart's grant available online after Thanksgiving.

- Megan will amplify getting the grant. Put the logo on the website.
- Sarah applied for LARAC grant. Would teach a three-session class about Georgia O'Keefe.
- Sarah applied for Cloudsplitter Foundation grant. Would be used for a sound system. Phone meeting with Cloudsplitter on December 12.
- SALS Challenge Grant is opening. Can apply for up to \$5,000 for a project and use it for repairs, painting, carpeting.
- Cloudsplitter will also help with electric and heating oil bills. One of the few grants that supports operating expenses.

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

- Met with Megan for her annual evaluation.
- Agreed on 5 percent cost-of-living salary increase for both Megan and Sarah.
- Bonnie Baker, who cleans the library, had her salary increased to \$20 per hour.
- Plan to review and update Megan's job description in 2023. Make it look the same as the Assistant Library job description.

Sunshine Committee (Elizabeth Green, Chair):

- Send thank you note to Arthur Baker.
- Megan sent a thank you note to Carla and Elizabeth's husbands for their work in the attic.

Tax District Library Research Committee (Dusty Caldwell, Chair; Dina Schmidt, Michelle Pollock):

- Nothing to report.

Programming Committee (Linda Breen, Megan Baker, Dina Schmidt):

- Did not meet.
- Discussed need for new pop-up tent for outdoor events.
- Holding Winter Reading on December 15.
- Southern Adirondack Independent Living is doing two programs at the library on December 1 and January 5.

#### Approval of Committee Reports:

- Elizabeth made motion; Dina seconded. Passed.

#### Communications:

- Concealed weapons in libraries. Long discussion followed about this issue. Megan will resend this communication to the Board. Tabled conversation.
- Received thank you note from Emily, president-elect of ALA, who visited the library.
- Letter from Charles R. Wood Foundation.

#### Unfinished Business:

- Sara Dallas was unable to attend November board meeting but will reschedule.
- Began giving away teddy bears. More discussion followed. Decided to give them away.
- Not doing the December Open House.

#### New Business:

- Bolton Tree Lighting – Michelle Huck reached out to library about this event on December 4 from 2 p.m. – 4 p.m. Library will give out books and teddy bears. There will also be a puppet show in the museum. Expecting 30-50 kids. Linda and Elizabeth are attending. Megan asked Michelle for age ranges.
- Director's Council Meeting – Megan attended. High Peaks Hospice can do programs in libraries. ALA doing special grant opportunity for libraries. Giving away \$10,000-\$20,000 grants to make libraries more accessible. Joint Automation Project doing cyber security insurance webinar and phishing training. Overdrive is increasing because Saratoga County removed \$35,000 that went toward Overdrive. Now that we are not counting on Saratoga County, Overdrive bill will increase. Discussed speaking to Ron Conover about bringing Overdrive issue to Warren County. More discussion followed.

#### Events:

- Game Night continues.

- Story Time continues.
- Bolton After School Program continues.
- Reading to kids in Nepal continues.
- Winter Reading is happening.

Additional Comments from Trustees:

- None.

Public in Attendance:

- None; no comments.

Future Board of Trustees Meetings:

- December 14
- Election – January 11

Town of Bolton Board Meetings:

- December 6

Adjournment:

- Jane made motion; Elizabeth seconded. Passed.