

Meeting Minutes of the Bolton Free Library Board of Trustees

December 20, 2023 – 6:30 p.m.

Called to Order at 6:30 p.m.

Roll Call of Trustees:

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

Sara Dallas Presentation:

- Sara gave a short presentation about Joint Automation (JA) billing for 2024, which will be a 3 percent increase overall.
- BFL JA Fees are going down in 2024 from \$304.32 to \$299.26. Could increase in 2025.
- Reminded the Board about required training for the year. Will be reported on 2023 Annual Report.
- Discussed Unite Against Book Bans. Urged all Trustees to register for these emails. Urged the library to register as a partner.
- Urged the Board to review policies, including Collection Development policy and Meeting Room policy. Book challenges should have a reconsideration form.
- Noted that non-library events that use the Meeting Room should be promoted as non-library supported events.

- Discussed how important library staff is to book challenges.
- Challenge policy should include that only local people who pay taxes in community should be able to challenge materials.
- Should also include that specific materials can only be challenged once every five years.
- There will be a 2024 Construction Challenge Grant through SALS.
- Libraries did not receive an increase in funding in 2023-2024. Sara requested poignant stories about how libraries improve the community.
- If SALS does not see increase in state funding it may have to limit certain services.
- Sara welcomed Megan sending our policies to her and Erika at SALS for review.

Disposition of Minutes of Previous Regular and Special Meetings:

- Norowal was spelled incorrectly in the previous minutes.
- Carla made motion; Dusty seconded. Passed.

Treasurer's Financial Report – December:

- Accepted into the minutes. Michelle made comments on the report.
- 990 for 2022 taxes has been filed.
- Received \$2,500 from Norowal from grant. Was used for new color copier. The \$1,118.00 remaining balance will be used toward sidewalk overage (\$1,382.00).

Director's Progress and Service Report – December:

- Accepted into the minutes. Megan made comments on the report.
- Lots of events happening. Megan believes the library is becoming a place where things are happening.
- Discussed this month's display and the sensory mat in the children's section of the library.
- Sarah and Megan spoke to President of Senior Citizens group, there will be a coffee hour in 2024.
- Elizabeth made motion; Carla seconded. Passed.

Social Media Report – December:

- Accepted report into the minutes.

Committee Reports:

Executive Committee:

- No meeting. No comments.

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

- Appeal letter has been mailed this week. Hoping that later mailing doesn't impact response.
- Michelle may need to move money from Money Market account to cover operating expenses.
- Michelle suggested the Board review and start the Appeal Letter process earlier in 2024.
- TD Bank has no updated numbers needed to qualify for the TD Bank Affinity Program.
- Cyber insurance form will be filled out to receive an estimate.
- Town approved the library's \$80,000 request for 2024.
- Finance Committee makes motion to accept proposed 2024 budget as presented. Passed.
- Beginning bi-weekly payroll as of January 1, 2024. All employees will be hourly. Personnel Committee will need to update employee handbook eventually.

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

- Sarah and Megan sent out computer back-up policy.
- Michelle suggested that anytime a major change to a document is made, they should be backed up.
- Dina made motion to accept policy with that change; Jane seconded. Passed.

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

- Did not meet.
- Megan discussed a recent meeting she attended where strategic plans were discussed. Was involved with the community during COVID, where they held Zoom meetings and a lot of people attended.
- Lake George's strategic plan is online for review.
- Megan suggested we have meeting on Zoom.

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

- Committee researched fundraising by selling mugs/bags/t-shirts and decided against it, as it's not a great way to raise money.
- Suggested items like coolers, tote bags, and beach towels.
- Our logo is complicated so we can only print on cotton.
- Tote bag could work. Estimated that it would cost us \$8 to produce.
- Many options available for tote bags. Some would be more expensive than \$8.
- Would have to modify logo for certain products.
- Also looked into stickers or magnetic decals. Still need to send logo to see if companies can do it.
- Other idea was polo shirts. Depends on the logo. These range from \$14 to \$48.
- We don't have vector file, which would be an issue. Some companies could do this for us.
- Embroidery on t-shirts would be very expensive.
- More to come in early 2024.

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

- Generator was not installed due to recent rain. Installation set for January 8.
- Applied to Cloudsplitter for grant to replace floormats.
- Working on native garden reimbursement.

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

- Did not meet.
- Still gathering books.

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

- Report accepted into the minutes. Jane made comments on the report.
- A few deadlines coming up. We are applying for more grants.
- Megan is putting cards into the books that we are donating from grants. 46 kids came in to return cards.

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

- Discussed back-up employees in case Sarah can't work for Megan.
- Two people were interviewed. Both qualified but can only work for small windows.
- Offered position to both so holes in schedule can be covered by both people.
- Both have library experience.

Sunshine Committee (Elizabeth Green, Chair):

- Note should be sent to Lynn and David Call.
- Note should be sent to Lake George Community Garden Club.
- Note should be sent to Rebecca J. Herrick, CPA for the filing of our Form 990.

Approval of Committee Reports:

- Jane made motion; Carla seconded. Passed.

Communications:

- Letter from Michelle Huck. Read this to the Board.
- Thank you note from kindergarten class.

Unfinished Business:

- Kanopy is in progress. We will have a free month of service. Start date will be January 2. URL will be boltonlibrary.kanopy.com. Budget will be \$750 for the year, billed for use.
- New copier has arrived.
- Pomoroy Foundation grant information is in Sarah's report.
- Some Trustees still need to satisfy training requirements.
- Discussed timesheet for annual election on Wednesday, January 10, 2024. Annual meeting will follow at 6 p.m.
- Date needs to be decided on for holiday basket.

New Business:

- None.

Events:

- We attended the Bolton Tree Lighting and gave out 35 books.
- Community Reading in February may still happen.

Additional Comments from Trustees:

- No additional comments.

Public in Attendance:

- None; no comments.

Future Board of Trustees Meetings:

- January 10 – Trustee Election and Annual Meeting
- January 24

Town of Bolton Board Meetings:

- TBA

Adjournment:

- Dusty made motion to adjourn; Jane seconded. Passed.
- Meeting adjourned at 7:45 p.m