

Meeting Minutes of the Bolton Free Library Board of Trustees
July 27, 2022 – 6:30 p.m.
Called to Order at 6:32 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 • Mary Ciccarelli – 2026
- Jane Gabriels – 2023 • Elizabeth Green – 2025 (Absent)
- Dina Schmidt – 2025 (Absent)

Disposition of Minutes of Previous Regular and Special Meetings:

- Make change from Agenda to Meeting Minutes in title of June minutes.
Dusty made motion; Mary seconded. Passed.

Treasurer's Financial Report – June 2022:

- Received into the minutes.

Director's Progress and Service Report – June 2022:

- Megan spoke about collection development, which was included in the report. More than 16,000 books in the collection. Higher per capita rate for library of this size.
- Spoke about the TD Bank Affinity Program. Discussed how we can't go below the number we have this year; the goal is to be just above the required number.
Jane made motion; Dusty seconded. Passed.

Social Media Report – June 2022:

- No comments.

Committee Reports:

Executive Committee:

- Did not meet; no report.

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

- The financial report was sent to the Board. Policies and Procedures Committee (Eric Pfau, Chair; Linda Breen, Megan Baker):
 - Megan discussed a policy governing sleeping in the library. It is a hot topic in the library world. Megan, Linda and Eric will discuss, and we can then discuss at a future meeting.
 - Discussed pornography in the library policy. Pornography is legal, but patrons viewing it in the library causes issues. Megan discussed getting approval for privacy screens.
 - Dusty discussed how it is against NYS law to show a child pornography, so if there was a child in the library, the patron viewing the pornography could be arrested.

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

- Long-Range Plan Committee met on July 11. Decided since its “long range” they will meet again in September.
- They brainstormed five actionable goals:
 - o 1. Partner with community more. For example, put up books mirroring the Museum’s exhibit.
 - o 2. Develop more dynamic shelving. Make the displays pop.
 - o 3. Develop more programming and expand current programs. Partner with the health center for an end-of-life program. Puppet shows.
 - o 4. Work on book collection to augment, round out and improve book space. What do patrons like? What don’t they like? Graphic novels are popular, books on CD are not.
 - o 5. Start a lending library, which is a free-to-use library outside. Mary called Geri Taylor and Sue Wilson to see if they are interested in being on a committee.

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

- Continuing with the same current policy. Carla and Megan do watch the COVID numbers. They want to be careful about amount of people during the book sale. We will have a box of masks outside.
- Dusty brought up roping off to control access. It could not really be done.

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

- House Tour website and Instagram is still online. Eric sent an email to everyone notifying about this. Dina contacted John and it is still not removed
- Will be selling raffle tickets at the book sale. Have done very well in the past years when we have sold here.
- Plant Sale earned \$2,565.

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

- Have not met since June.
- Got final drawings for circulation desk and placed deposit. Scheduled to come in September or October.
- One concern is the person repairing the outside front step has COVID. Hoping we won’t be held up in September to install the desk.

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

- Work in progress. Tents are up.

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

- Charles Wood Grant – This is a new grant for the library. Can’t partner with Up Yonda Farm directly because it needs to be with/for a non-profit. But we can partner with the Friends of Up Yonda group.
- This grant supports organizations working with children, healthcare, and the arts.

- Discussed how we are using funds to get books into the hands of kids and promote greater literacy with access to reading materials. How do we then bring them back into the library? Do school classes come to the library via “get to know your library” field trips?

Kindergarten class comes in once a year. Not enough time to issue library cards.

- Dusty discussed giving certificates saying come into the library for your book on your birthday month. Concern is some kids will not make it in.

- Elizabeth did get free ice cream coupons from the Shack, who donated them. These were given to kids who volunteered.

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

- Megan sent Sarah’s evaluation to the Committee. Linda will schedule a meeting in August to go over the evaluation with Megan.

Sunshine Committee (Elizabeth Green, Chair):

- Sent out all notes from last month. Waiting for new notes from book sale.
- Send thank you note to the town. Carla or Megan will notify her.

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

- Did not meet with any other libraries in July. Doing a zoom meeting with Esther from Richard’s Library soon.

- Spoke with Erica F. last month. She gave us a year-long timeline including what needs to be done. The glaring things are that we must have a Friends Group; many things start with this. We’ll need PR contacts, public presentations, a letter writing campaign. Cannot be done by the board. A Friends Group is probably the number one priority.

- The other issue is programming. We must be able to justify the budget. If we are going to request \$100k, we must have programming to justify it. Or we’ll keep receiving the same amount and then we’re just back to fundraising.

- Committee will write recommendations and then we can discuss at a board meeting.

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

- Report was sent to the Board. Had a great meeting in July. One idea was to ask Ted Caldwell to do a walking tour around town. Talked to the health center about programming. Want to work with museum or Lake George Land Conservancy about potential programming. Some ideas are foreign language night and Bingo Night. Will meet again soon.

Approval of Committee Reports:

- *Jane made motion; Dusty seconded. Passed.*

Communications:

- Required trustee training. Must complete 2 hours each year beginning January 1, 2023.
- Thank you note from Adirondack Foundation for submitting follow up report.
- Cyber liability note. Carla is looking into whether we have enough.

- Privacy and use of public computer email from Sarah Dallas. Megan wants permission to buy privacy screens. Carla gave approval, as it is under \$500.

Unfinished Business:

- Carla needs to complete sexual harassment training.
 - Up Yonda Farm, we are participating in 25th anniversary celebration.
 - Upgrade Maraki routers. Megan explained that this will improve wi-fi. Does not change anything with Spectrum. Maraki will be free as well.
- Dusty made motion; Linda seconded. Passed.*

New Business:

- Privacy screens.
- Megan can turn desks around. This also help with privacy issue. Megan can move a computer and maybe Chris from SALS can set it up.

Events:

- Game night, going well and always fun.
- Author's talk with Brad Edmonson is August 3rd. Will be held outside under the book sale tent. Library can provide wine but cannot be BYOB.
- Set up chairs at 5-5:30 p.m. Eric, Linda, Jane volunteered to help. Event starts at 6:30 p.m.
- Douglas Langdon wrote a book about Lake George/Conservation. Wants to do a meet the author event. That will be on August 9. Masks will have to be mandatory.

Additional Comments from Trustees:

- Dusty asked if we have ever considered a summer recess. Carla explained that it just does not work for us.
- Discussed moving the date of the July board meeting in 2023 to not coincide with book sale.
- Megan suggested committee chairs type up a report to be sent around, which will be part of the agenda.
- Megan thanks Michelle and Carla for working so hard on book sale.

Public in Attendance:

- Larry Kaufman, new owner of a home in Bolton. Want to be good citizen of the community. Signed up to volunteer for the book sale.
- Larry thought the meeting was informative, appreciated attending and looked forward to finding ways to be helpful.

Future Board of Trustees Meetings:

- August 24

Town of Bolton Board Meetings:

- August 2 Adjournment – 7:35 p.m.:

Jane made motion; Dusty seconded. Passed