

**Agenda of the Bolton Free Library Board of Trustees**  
**September 22, 2021**  
**6:30pm**

**Roll Call of Trustees**

- Carla Cumming (President) – 2022
- Dusty Caldwell - 2026
- Mary Ciccarelli - 2026
- Jane Gabriels – 2022
- Linda Breen – 2021
- Eric Pfau - 2023
- Michelle Pollock (Treasurer) - 2024
- Fran Taitel (Secretary) – 2025
- **Vacant - 2026**

**Disposition of Minutes of Previous Regular and Special Meetings**

- August 25, 2021

**Treasurer's Financial Report – August 2021**

**Director's Progress and Service Report -August 2021**

**Committee Reports**

- Executive
- Financial - chaired by Michelle Pollock
- Minimum Standards - chaired by Fran Taitel
- Policies and Procedures - chaired by Eric Pfau – adding state mandates and finalizing manual.
- Long Range Plan – Fran, Mary, and Megan: nothing to report
- COVID - chaired by Fran Taitel and Megan Baker
- Fundraising - chaired Eric Pfau
  - Farmers' Market
- Buildings and Grounds -chaired by Carla Cumming – gathering information to apply for SALS 2021 Challenge Grant
- Book Sale - chaired by Michelle Pollock, assisted by Mary Ciccarelli and Carla Cumming
- Grants - chaired by Jane Gabriels working with Carla on Challenge Grant
- Personnel - chaired by Fran Taitel, assisted by Carla Cumming: reviewing and editing Employee Handbook and Policies & Procedures
- Public Relations – chaired by Jane Gabriels
- Approval of Committee Reports

**Communications**

- Up Yonda Farm Trunk-or-Treat

## **Unfinished Business**

- Winter Hours
- Chamber of Commerce Auction
- Sara Dallas to attend October meeting
- Staff Laptop
- Meetings via Zoom
- Appeal Letter
- 2021 Sexual Harassment Prevention Training
  - Completed:
    - Megan Baker
    - Dusty Caldwell
    - Carla Cumming
    - Eric Pfau
    - Michelle Pollock
    - Mary Ciccarelli
    - Jane Gabriels
    - Fran Taitel
    - Sarah Jordan
  - Still Needed:
    - Linda Breen

## **New Business**

- Replacement for Penny Belton's trustee position
- Yearly Request to Town of Bolton
- Celebration of Life - Jane Gabriels

## **Events**

- Reading Time in Nepal
- Book Club
- Trivia Night
- Painting with Patrice – December 6

## **Any Additional Comments from Trustees**

## **Public in Attendance**

## **Future Board of Trustees' Meetings**

- October 27
- November 17
- December 15

## **Town of Bolton Board Meetings**

- October 5
- November 2

- December 7

**Adjournment**