

Meeting Minutes of the Bolton Free Library Board of Trustees

September 28, 2022 – 6:30 p.m.

Called to Order at 6:31 p.m.

Roll Call of Trustees:

- Carla Cumming – 2024 (President) – Absent.
- 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
- Dina Schmidt – 2025

Linda Breen ran this meeting. Carla Cumming was not present.

Disposition of Minutes of Previous Regular and Special Meetings:

- Dusty made motion, seconded by Mary. Passed.

Treasurer's Financial Report – August:

- Report sent by email to the Board. Received into the minutes.
- Michelle made comments on the report.
- Dusty asked about general liability cost, which increased.

- Discussed cyber security insurance as well.
- Discussed fundraising, including Farmers Market.

Director's Progress and Service Report – August:

- Report sent by email to the Board. Received into the minutes.
- Discussed a new Polaris report that was attached.
- Discussed the display, which is about local history.
- Next display in mid-November will be holiday related.
- Also have a Banned Books display in September.

Social Media Report – August:

- Report sent by email to the Board. Received into the minutes.

Committee Reports:

Executive Committee:

- Did not meet. No comments.

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

- Finance Committee met prior to Carla requesting money from the Town to have a preliminary discussion.
- Dina asked about amount allocated to fundraising, and if money could be allocated to that line. Dina will follow up with Michelle.
- Dina brought up adding a donate button to the website.

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

- Did not meet. No comments.

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

- Planning to meet in October to discuss goals. There was a prior Board Meeting where goals were discussed.

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

- Did not meet.
- Megan discussed that numbers are currently increasing in the county. Not making any changes right now.

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

- Did not meet.
- Dina thanked everyone who contributed to the Farmers Market.

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

- Submitted a state grant for a generator. Repairs are being made.
- Repairs were made to the front steps.
- Furnace maintenance happens on Friday, September 30.
- Carla wants to set a date for attic cleaning. The Board decided on October 16. More info to come from Carla.
- Alarm system was inspected.

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

- Did not meet.
- Discussed requesting children's books for the Book Sale. Could potentially use Facebook. We do not currently have enough for the events we give books away.
- Eric suggested a special email to Newsletter list requesting books.

- Linda suggested everyone bring a bag of candy to next meeting to give away.
- Trunk or Treat is October 29, 5 p.m.-7 p.m.

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

- Grant was sent into Charles R. Wood Foundation. They are meeting in late September and Megan should expect an email with their decision.
- Jane is working on appeal letter.
- Jane discussed a new webpage that thanks volunteers, donors, funders, community partners, etc.

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

- Met to discuss Sarah's review. It is apparent she is doing more work than her title calls for.
- We are working on giving her a new title and job description. Not ready to show that yet but will have it by next meeting.
- Recommended giving a 7 percent raise to Sarah.
- Personnel Committee made a motion to give Sarah a raise. Motion passed.

Sunshine Committee (Elizabeth Green, Chair):

- Discussed if anyone needed thank you notes.
- Send letter to Sue Pfau and Sheilagh Menzies for contributing to drawing at Farmers Market.

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

- Did not meet. No comments.

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

- Did not meet. No comments.

Approval of Committee Reports:

- Jane made a motion, Elizabeth seconded. Passed.

Communications:

- Sarah Dallas – Virtual meetings are no more. If a Trustee cannot make meeting, they can attend virtually.
- Ask a Lawyer letter from SALS.
- National Friends of Libraries Week is in October. Discussed establishing a Friends of the Library Committee.

Unfinished Business:

- Sara Dallas will be at the November meeting in person. Please prepare questions.

New Business:

- Discussed donation of teddy bears from Annette Tyrell. Some are Boyds Bears, which have value. Megan is reaching out to Annette for more information on the bears.
- Linda will talk to Elaine at the Bolton Chamber of Commerce about a presence at the tree lighting to give out Christmas books.
- Megan is going to find the owner's manual for the door lock.

Events:

- Game Night attendance has been constant. Play games like Family Feud, Trivia, etc.
- Raptors event taking place on September 29.
- Story Time.

- Up Yonda Trunk or Treat.

Additional Comments from Trustees:

- Dina brought up the Christmas basket. Megan will clarify with AnnMarie Senese if she is donating the entire basket and what the Board can add.
- Linda made a motion to reschedule the December meeting to December 14. The vote passed.

Public in Attendance:

- None; no comments.

Future Board of Trustees Meetings:

- October 26.
- November 16.
- December 14.

Town of Bolton Board Meetings:

- Megan has been to recent meetings to update the Board.
- Next meeting is October 4.

Adjournment:

- Dina made motion, Mary seconded. Passed at 7:38 p.m.

Respectfully submitted by Eric Pfau – October 10, 2022.

