

## **Agenda of the Bolton Free Library Board of Trustees**

**May 24, 2023**

**6:20pm**

### **Public Meeting Regarding Resolution to Allow for Meeting Via Videoconferencing Per the Open Meetings Law**

#### **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
- Jane Gabriels – 2028
- Elizabeth Green – 2025
- Dina Schmidt – 2025

#### **Disposition of Minutes of Previous Regular and Special Meetings – April 2023**

#### **Treasurer's Financial Report – April 2023**

#### **Director's Progress and Service Report – April 2023**

#### **Media Report (Assistant Director) – April 2023**

#### **Committee Reports**

- Executive – did not meet
- Financial (Michelle Pollock – Chair, Eric Pfau, Carla Cumming, Megan Baker)
  - o Appeal Letter
- Policies and Procedures (Eric Pfau – Chair, Linda Breen, Megan Baker)

- o Policy for Virtual Attendance to Monthly Meetings
  - o Nepotism Policy
  - o Opposition to Book Banning Policy
- Long Range Plan (Mary Ciccarelli – Chair, Megan Baker, Sarah Jordan)
  - o Little Lending Library
  - o Should Have Received Rough Draft
- COVID (Linda Breen – Chair, Carla Cumming, Megan Baker)
- Fundraising (Dina Schmidt – Chair, Elizabeth Green)
  - o Friends of the Library
- Buildings and Grounds (Carla Cumming – Chair, Dusty Caldwell, Linda Breen)
  - o Replacement of Pop-Up Tent
  - o Carpet has been installed and corrected
  - o Ductwork replacement completed
  - o Windows have been fixed
  - o Shelf for the Storage Room
  - o Keys for the Front Door Available
  - o Outside Bulletin Board
  - o Native Garden
  - o Hoses are hooked up for the season
  - o Window planters are installed – a thank you note should go to Garden Center
  - o Sidewalk installation and repair
  - o Waiting to storm door repair
- Book Sale (Mary Ciccarelli – Board Chair and Sue Pfau – Community Chair, Michelle Pollock, Carla Cumming)

- o Dates for sale – July 27 through 30 with set-up July 26 – 27 and preview July 27

- Grants (Jane Gabriels – Chair, Sarah Jordan, and Carla Cumming)

- o ALA Small & Rural Libraries Accessibility grant for \$10,000 has been approved to be publicly announced. Sarah will update the website and share on social media Monday, and add it to the newsletter. Checks will be mailed at the end of the month. Sarah is attending weekly online training webinars for this grant.

- o NYSED Grant #7972 - Final 10% remittance check received for \$3,027. (Cedar siding, front porch steps and benches, foundation parging, etc.)

- o Cloudsplitter Foundation - we were awarded a \$500 mission support grant, to be used any way we wish. Check not received yet

- o ALA Booklist - Library subscription starts in June. Confirmation email was sent by ALA Booklist representative. We will receive 25 copies per month to share with patrons, plus a Library subscription to the ALA Booklist Review.

- o Adk Action Pollinator Project - kits are being mailed out in the next few days. They announced this on social media and tagged BFL - we shared their posts and will announce as usual once we receive the kits.

- o NYS Grant for generator submitted - PENDING APPROVAL

- o Stewarts Holiday Grant - AWARDED AND RECEIVED \$450 - not yet spent

- o Warren County Community Conservation \$1,000 Grant - mulch has been spread between the ramp and the north wall to prep for a native wildflower garden. Once the project is complete, we submit receipts for reimbursement for this grant

- o LARAC Grant for three Georgia O'Keeffe themed Painting sessions is complete. Final reports will be submitted. This program was very popular and we will resubmit next year.

- Personnel (Eric Pfau – Chair, Carla Cumming, Linda Breen)

- o Worker's Compensation Claim

- o A mid-year evaluation in June

- Sunshine Committee (Elizabeth Green - Chair)

- Tax District Library Research (Dusty Caldwell – Chair, Dina Schmidt, Michelle Pollock)

- Programming Committee (Megan Baker - Chair, Sarah Jordan, Anne Kenna, and Dina Schmidt)

- Approval of Committee Reports

## **Communications**

- Norowal Open House

- Farmers' Market Email

- KnowBe4 Training Information

- ALA Grant Information from Sarah Jordan

- Preparing for Program Challenges Email from Erica Freudenberger

## **Unfinished Business**

- Trustee Training requirements – need at least 2 hours of training

- o Linda Breen – needs at least 2 hours

- o Dusty Caldwell - needs at least 2 hours

- o Mary Ciccarelli - needs at least 2 hours

- o Carla Cumming - needs at least .5 hours

- o Jane Gabriels - needs at least 2 hours

- o Elizabeth Green - needs at least 2 hours

- o Eric Pfau - needs at least 2 hours

- o Michelle Pollock - needs at least .5 hours

- o Dina Schmidt - needs at least 2 hours

- New Copier/printer/fax/scanner - 2024

- Farmers' Market

- o Sign-up sheet for trustees and volunteers

- Logo Design – design sent to Trustees for approval

- Sexual Harassment Training – Link for the Warren County site was emailed

- o Elizabeth Green
  - o Eric Pfau
- Books for Homebound through Meals on Wheels
- Summer Schedule
- Recap of SALS Dinner and Meeting

## **New Business**

## **Upcoming Events**

- BASP Story Time
- Game Night – every Monday at 6:30
- Summer Reading – Bingo/Scavenger Hunt
- Kibby French – MTA – June 22
- Catherine Zampier – MTA – July 6
- Story Laurie – July 21
- Noah Chirnomos – MTA - author of “Dome Island” August 3
- Vicki Adesso Dodd – MTA – September 1
- Marty Podskoch – October 17
- Andrea Rice – Hiking Guide TBA
- Kate Fagen – MTA – TBA
- Vince Palazzo – MTA – TBA
- Carl Ciccarelli – MTA – TBA
- Julie Chapman – MTA – TBA
- Marilyn Simonds – MTA - TBA

## **Any Additional Comments from Trustees**

## **Public in Attendance**

**Future Board of Trustees' Meetings**

- June 28
- July 19 (take note of date change for Book Sale)
- August 23
- September 27
- October 25
- November 15 (take note of date change for Thanksgiving)
- December 20 (take note of date change for Christmas)

**Town of Bolton Board Meetings**

- June 6

**Adjournment**