

Minutes of the Bolton Free Library Board of Trustees

August 28, 2024, at 6:35pm

In Person and Via Zoom

Roll Call of Trustees

- Linda Breen – 2027 (President)
- Will Adamczak – 2025 ABSENT
- Dusty Caldwell - 2026 (Vice-President)
- Mary Ciccarelli - 2026
- Jane Gabriels – 2028 ABSENT
- Elizabeth Green – 2025 (Secretary)
- Lynn Lavelle – 2029
- Teri Ross - 2029
- Dina Schmidt – 2025 ABSENT

Staff in Attendance: Megan Baker, Sarah Jordan

Public in Attendance: Michelle Pollock, who continues as treasurer

****Linda Breen started the August 2024 meeting by stating the July 2024 meeting did not have a quorum of trustees present, and was therefore an informational meeting only.***

Disposition of Minutes of Previous Regular and Special Meetings – June 2024

- No issues or corrections were noted for the June 2024 minutes.

Motion to Approve the June 2024 Board Meeting Minutes – Mary Ciccarelli made motion – Lynn Lavelle seconded motion – Approved

Treasurer's Financial Report – June and July 2024

Michelle Pollock reported that there were several additions to our usual monthly Income:

- The 2nd (final) installment on our Contract with the Town of Bolton was received on 07/08/2024-\$40,000.00, \$35,000 for Operating Expenses, \$5,000.00

for Capital Improvements. This may be something to think about as the flagpole repair/relocation is discussed.

- We received our annual Warren Co. Aid (GL 4530) through SALS. The amount is \$3,690.00. This is \$1,130.00 more than last year, and the largest amount I have seen since tracking from 2016. Local Library Services Aid - \$1,493.00 (GL 4530) was received 07/29/24. We budgeted \$3,500.00 for both, giving us \$1,683.00 in additional funds.
- We received the \$833.00 10% Retainage held from the Generator Grant. This was not included in the 2024 Budget.

There were two additions to our monthly contractual Expenses:

- \$32.55 NYS Unemployment Insurance: Re-Employment Service Fund 2024 Interest Assessment Surcharge (07/21/24). This represents interest on funds borrowed from the federal government to cover pandemic unemployment programs.
- \$19.00 2023 Worker's Comp Audit.

Michelle Pollock noted that there is \$1131.00 remaining for the 2024 book budget for August-December. Megan Baker asked for an additional \$1000 for book purchases through November 2024. She stops ordering books at the end of November each year. Linda Breen asked how we budget for books. Michelle Pollock said prior boards would approve book purchasing budgets every 3 months to adjust for book releases, etc. but currently the book purchase amount is an annual budget item.

Motion to Approve \$1000 in additional funds for book purchases – Terri Ross made motion – Mary Ciccarelli seconded motion – Approved

Our TD Bank 6 mos. \$50,000.00 CD matured on 08/17/2024. As we do not need these funds in the short term, Michelle Pollock recommended that we roll over for another 6 mos. The rate is 4.25%. Since we set up the CD (02/17/2023) we have earned \$3,109.26 in interest.

Motion to Approve the Rollover of the CD – Dusty Caldwell made motion – Elizabeth Green seconded motion – Approved

Farmer's Market: Through last Friday's Farmer's Market (08/23/2024) we have collected \$2,005.00 for the drawings, Lynn's Creations and totes. Last year, for roughly the same time period, we did \$2,270.00. There's another farmers market on September 6th. We can take the tote bags, knitwear items, journals etc. Fundraising raffles will already be over. We will need volunteers – if we get them we will participate.

Elizabeth Green asked if we should order more tote bags as we're down to 4. They make great gifts so we will order more.

We still need to raffle off the donated fire pit. Linda Breen suggested selling tickets for this fundraiser at the Bolton Music Fest on September 22nd. Linda Breen asked about advertising this fundraiser on the Bolton Landing Chamber of Commerce Events page. Sarah Jordan will make a graphic and share it with them. The tickets will remain the same as previous fundraisers at \$5 per ticket/3 for \$10. The drawing will be Columbus Day Weekend at the final Bolton Landing Farmers Market.

Motion to Approve the plan for the firepit fundraiser plan – Terri Ross made motion – Dusty Caldwell seconded motion – Approved

- Michelle Pollock asked the board members to think about 2025 budget planning for their respective committees.

Director's Progress and Service Report and Social Media Report – June and July 2024

- Megan Baker noted there was a significant increase in circulation for July.

Committee Reports

Executive (Linda Breen, Dusty Caldwell, Teri Ross, Elizabeth Green) – no update

Financial (Will Adamczak, Teri Ross, Dina Schmidt, Michelle Pollock)

- CD rollover – see Treasurer's Report section for details
- 2025 Budget – Michelle Pollock asked members to start thinking about budget requirements for their committees for 2025.
- Cyber Insurance – Will Adamczak reviewed the 3 insurance estimates and suggested we go with the least expensive as our risk is low.
- Hiring a bookkeeper – we need a bookkeeper for approximately 3-4 hours per week. A small number of people called about the job, but most are looking for full time employment. We will revisit this.

Policies and Procedures (Lynn Lavelle, Linda Breen, Will Adamczak)

- Multifactor Authentication (MFA) – Megan Baker and Sarah Jordan both prefer the option of receiving a PIN via phone call on the Library phone. SALS IT will help set this up for additional security. The goal is to have MFA in place by December 31st. We will write a policy for the MFA procedure.

Long Range Plan (Dina Schmidt, Jane Gabriels, Dusty Caldwell) – did not meet.

- Survey

Fundraising (Elizabeth Green, Dina Schmidt, Linda Breen)

- Appeal Letter – We will start prepping the assembly of the Appeal Letter packets. Jane Gabriels would like to write the Appeal Letter. If anyone has suggestions please let her know. Discussion followed about possibly adding a survey to the Appeal Letter to gain feedback for the Long Range Plan Committee, but concern was expressed that the Appeal Letter is more effective when short and concise. An insert survey was mentioned as an alternative to consider.
- Tote Bags – we discussed ordering more tote bags earlier – see Treasurer’s Report

Buildings and Grounds – (Linda Breen, Dusty Caldwell, Lynn Lavelle)

- Vote to Pre-Pay Hometown oil a payment of \$1,500.00. We have a \$1,000.00 credit.

Motion to Approve the \$1,500.00 prepayment of Hometown Oil to get a reduced rate – Terri Ross made motion – Elizabeth Green seconded motion – Approved

- Striping parking lot – Town has said they will do this task. A committee member will call and ask about the timeframe.
 - Signs bids- New signs are needed for the Library parking lot for “Library Parking Only” and “No Smoking/No Vaping”. 3 bids were obtained. Least expensive was 8 signs for \$300.
- Vote to Approve spending \$300 for 8 parking lot signs – All in Favor*
- We are waiting to hear about the grant for the pollinator garden but we do have some plants for it. No news yet on the grant decision.
 - Sarah Jordan is looking for grants to fund making the exterior side door and the bathroom door accessible for the disabled. Discussion segued into front door automatic lock issues. The automatic lock is currently working, and employees and trustees have keys for the side door.
 - It was mentioned that the flagpole discussion needs to be added back to the agenda for September.

Book Sale – (Mary Ciccarelli, Lynn Lavelle, Teri Ross, Sue Pfau)

- Mary Ciccarelli shared that we will start accepting books after September 1st. Sue Pfau will lead the Book Sale again.

Grants – (Jane Gabriels, Dusty Caldwell, Carla Cumming, Sarah Jordan)

- Sarah Jordan sent eh Grant Update Report via email.
- Pomeroy Foundation grant has been submitted. Waiting on notification of approval.

Personnel - (Linda Breen, Will Adamczak)

- Linda Breen set a date with Megan Baker for her mid-year review. Linda Breen would like a 3rd person on the Personnel Committee.

Sunshine Committee – Mary Ciccarelli

- Mary Ciccarelli sent thank you notes in July.
- We sent a bouquet of flowers to Sue Pfau as a book sale thank you for all her hard work.
- The Board also gave a gift card to Town workers for Stewarts for lunch.
- Mary Ciccarelli will also send a thank you to Ken and Rosemarie Arnold for their firepit donation.
- She will also send a thank you to Barry Kincaid for tree removal
- A thank you card will also be sent to Lynn Call for her donation of hand knitted items.

Farmers Market – (Linda Breen and others) Teri Ross shared that her mother suggested offering free paperbacks. Similar to the Little Free Library system. The Board discussed setting up one at Veteran's Beach stocked with kid's books, and one at Roger's Beach stocked with more adult paperbacks. Linda Breed suggested we put a request on social media asking for someone to make us a cabinet/box for this purpose. It was also suggested we share information on how to get a library card at the Farmers Market and Megan Baker will do that.

Motion to Approve the Committee Reports – Elizabeth Green made motion -Dusty Caldwell seconded motion – Approved

Unfinished Business

- Pomeroy Foundation NYS Historical Marker Grant Program - see above in Grants

- Trustee Training requirements – need at least 2 hours of training annually. Linda Breen shared that an October 3rd training is coming up titled “How to be a Trustee” making it a perfect training opportunity. Megan Baker will resend this link for this training.

- o Will Adamczak
- o Linda Breen – done with 2 hours
- o Dusty Caldwell – needs a half-hour more
- o Mary Ciccarelli
- o Jane Gabriels
- o Elizabeth Green
- o Lynn Lavelle
- o Teri Ross
- o Dina Schmidt – needs a half-hour more

- Sexual Harassment Training

- o Trustees and staff must take the sexual harassment training on an annual basis.

New Business

- Fall hours at the Library. – Megan Baker and Linda Breen suggested using last year’s hours for Fall/Winter/Spring. We are switching to Fall/Winter/Spring hours on September 8th.

Monday 4:40pm to 8:30pm

Tuesday 10am to 5pm

Wednesday 10am to 5pm

Thursday 10am to 7pm

Friday 10am to 5pm

Saturday 10am to 4pm

- MFA Option decision for Computer Security – see Policies and Procedures Committee report

Communications

- Megan Baker explained that the Schenectady County Public Library (SCPL) has set a date for leaving SALS. Our local patrons who have a SCPL card must get a Bolton SALS card to continue using the Bolton Free Library. We will write a policy for this.
- Michelle Pollock asked if there is a way to see the number of books that Bolton Free Library patrons borrow through ILL sorted by library. Megan Baker will look into it.
- Megan Baker suggested that we participate in the Great Give Back on October 19th (this nation-wide program is a community-minded program, events can be things like clothing drives/food pantries/etc). She will contact the SALS rep about how to handle this.

Upcoming Events

- Game Night – continues every Monday at 6:30pm
- Toddler Playtime is still Thursdays at 10:30am
- Monthly Coffee hour – is the first Tuesday of the month at 10:30am. Tops donates pastries. This has been a very popular activity. We are skipping September due to the holiday.
- Meet the Author Event - WJ Evans is scheduled to speak on September 5, 6:30pm about his book – Las Vegas in the Movies. Megan Baker will confirm this event.

Any Additional Comments from Trustees

- Teri Ross noted she will be absent from the September meeting.

Future Board of Trustees' Meetings

- September 25
- October 23
- November 20 (date change due to Thanksgiving)
- December 18 (date change due to Christmas)

Town of Bolton Board Meetings

- September 3 @ 6pm
- October 8 @ 6pm
- November 5 @ 6pm
- December 3 @ 6pm

Motion to Adjourn the August 2024 Board meeting – Elizabeth Green made motion – Dusty Caldwell seconded motion – Approved at 7:56pm