

Boston Free Library Minutes for Sept 4, 2018 Trustees Meeting

Meeting began at 6:07 PM

In Attendance:

Suzanne Borowicz, Matt Boyle, Linda Coniglio, Lydia Herren, Cathy Osborn

Minutes from the June meeting – Motion to accept

Motion made by: Linda Seconded by: Matt and carried

Minutes from the special meeting – Motion to accept

Motion made by: Matt Seconded by: Linda and carried

TREASURER'S REPORT – Motion to accept

Motion made by: Cathy Seconded by: Matt and carried

- Linda Suggested putting some money into a CD – talk about radon first
- Motion to put \$2,500 into 2 CD's maturing at different times (total \$5,000)
- Motion made by: Matt Seconded by: Cathy and carried

DIRECTOR'S REPORT:

1. SUMMER FUNDRAISER:

- Wegman's donated \$75 gift card and BJ's \$25
- Artisans Craft Market Fundraiser Report
- Wine and spirits baskets big success

2. Reimbursement request – Approved reimbursement to director for programming supplies purchased for summer programs

3. Programming Updates – Librarian's report included summer statistics and report on upcoming scheduled programs for the fall.

4. Radon Mitigation Options – Motion to proceed with further testing and remediation

Radon levels found high in basement level

- Retest? - yes
- Get Home Depot Radon test to confirm
- Ask Town Super. – Jason Keding or Building Super – Chip Campbell for recommendations for radon remediation services

- Motion to allocate up to \$2,000 if radon level found high again
- Motion made by: Linda Seconded by: Matt and carried

5. All agreed to stay with Chevalier’s for Plowing

6. Year Round Hours for 2019 – Discussion

Table until December meeting – will try and finalize then

7. Fall Gala Fundraiser and Book Sale Plans – Discussion – no extra ideas

8. Motion for Lydia to get a label printer

Motion made by: Linda Seconded by: Cathy and carried

9. GALLIVAN GRANT:

- Still have funds to spend. Lydia wants to discuss with The Foundry before purchasing a license for 3D software
- Robotic Arm – next year
- Purchase tools for 3D printers – needle nose pliers, sand paper, files
- Motion made by: Linda Seconded by: Matt and carried

7:09 - Meeting adjourned

MEETINGS in 2018:

December 4, 2018

Librarian’s Report – September 4, 2018

1. Contract Account Balance: \$3942.35
Checks written since the last board meeting

2243	Rucker Lumber – Soil and Mulch	\$86.80
2244	Certified Radon Systems Testing	\$150.00
2245	Republic Services - Garbage	\$64.95
2246	Rucker Lumber- Soil, Grass Seed and Mulch	\$47.07
2247	Water Authority	\$48.72
2248	Republic Services - Garbage	\$64.77
2249	Cheryl Dunmire - Mop	\$13.04
2250	Michael Nowak – Gas for Lawn Mower	\$12.00
2251	Republic Services - Garbage	\$64.77

We are projected to be within budget for system paid expenses. Our payroll budget is projected to be well under this year due to the extended staff shortage with change over.

The projected ending budget of \$5,959.75 will decrease now that we have additional staff members.

2. Staff Changes

- a. Marilyn Will and Arlene Henry will become Senior Library Clerks in 2019. I submitted a request to Central for this change because, based on the longevity of their work at this library and the tasks that they are responsible for, this job title better reflects their work. Central approved the change and adjusted our payroll budget to
- b. We have hired two new pages: Junior Page, Kelsey Hartman and Senior Page, Heidi Bofinger.

3. Artist/Craft Market Fundraiser Report

- a. The Summer Fundraiser was a great success! We raised a total profit of \$2560.61 (compared to \$2200 in 2017 with Legislator Mills support). The basket raffle and wine/beer raffles brought in a combined total of over \$1,500.
- b. Although the hot dogs and craft booths don't contribute a large amount of money to the fundraiser, they draw in a larger crowd than the raffle alone.
- c. Central will reimburse the Association account for the \$200 that was paid to Alex Krolikowski for the musical entertainment.
- d. I will be requesting reimbursement from the Friends for the supplies that I purchased for the fundraiser.
- e. I spent \$15.00 on a Facebook promotion for the event to see if it would be worthwhile for future events. The promotion reached over 1,000 people that would not typically see our posts and we had several new followers after the completion of the promotion.
- f. Legislator Mills indicated that he has every intention of resuming the fundraisers next year, but Jay Jackson said he would be more than happy to be in charge of the hot dogs next year as well and would bring a larger grill.

4. Radon Mitigation Options

- a. In June, we had the radon in the basement tested by Certified Radon Systems and we came back with a reading of 6.5pCi/L. Action is strongly recommended at levels over 4.0pCi/L.
- b. I obtained four estimates for mitigation that had a wide range:
 - i. WNY Inspection Services \$2640.00
 - ii. WNY Radon Mitigation \$1383.00
 - iii. Certified Radon Systems \$1700.00
 - iv. Inhabit Home Services \$1,250.00
- c. Each estimate involves drastically different plans for mitigation.

- d. Although not ideal, I believe we could wait to write the mitigation into a NYS Construction grant, but the work would not be able to take place until closer to 2020 by the time the next grant cycle comes around.
 - e. Should we retest before going ahead with the mitigation?
5. Plowing Contract
- a. I received a contract estimate from KTG Services for plowing of \$1,000 with an additional \$225 charge per salting (at our discretion).
 - b. We are anticipating Chevalier's plowing contract to be similar to last year's contract which was \$882 plus \$100 per salting and \$65 for snow stacking.
6. Year Round Hours – Discussion
- a. Many libraries across the system have switched to year-round hours for consistency of service. At this time in addition to Boston, only Concord, Grand Island and Newstead still have summer hours. Concord is considering switching to year-round hours in 2019.
 - b. If we switch I would propose, after observing this fall's statistics, changing to year round hours of:
 - i. Monday 10-8
 - ii. Tuesday 1-8
 - iii. Wednesday Closed
 - iv. Thursday 10-8
 - v. Friday 1-5
 - vi. Saturday 10-2
7. Fall Gala Plans
- a. The date is set for October 19th, from 6:00 PM – 8:00 PM. The book sale will run October 20th – October 26th.
 - b. We will again have food, wine, a basket raffle, Halloween costume competition for the kids, live music, and of course the preview of the book sale.
 - c. Other suggestions?
8. Gallivan Grant – Bullet Aid
- a. We have received \$2,500 from Senator Patrick Gallivan's office for use towards computer equipment, technology, a computer training program or security for library patrons.
 - b. We will be using funds to purchase VHS conversion technology and additional film converters estimated to cost:
 - i. Stand Alone Kodak Converter for 35mm, 126, 110, Super 8, 8mm to JPEG = \$169.99

- ii. VHS to Digital = \$119.95
- iii. We need to verify that our Patron Computer profile will support the software necessary for the VHS to Digital converter
- c. Funding could also be used to purchase an institutional license for Fusion 360 for the 3D printer for \$310 per year or \$620 for 2 years. There may be institutional licensing agreements that would reduce the price. I'd like to speak with the experts at the Foundry this fall to look at all of our options and speak with Central about any necessary support and updates we would need from them before we go ahead and purchase any design software licensing.

9. Summer Statistics

We had a very busy summer with:

- a. 39 Summer Programs for a variety of ages
- b. 796 People attending programs at the Boston Library
- c. Our Battle of the Books team place 7th this year – the highest Boston has ever placed in the competition!
- d. Since the beginning of the year, 172 people have read to our Therapy Dog.

10. Reimbursements for Programming

- a. I have submitted two requests for reimbursement to Central for programming:
 - i. General Programming: Supplies and Music \$545.99
 - ii. 2017 Year End Appeal: Hired Programmers \$660.00

11. Upcoming Fall Programming

- a. Story Time for 3-5 year olds will be held every Tuesday at 6:00 PM from September 11th – December 11th and Thursday at 10:30 AM from September 13th – December 13th
- b. Maker Programs will continue one Thursday a month for ages 7 and up. I am working with the Girl Scouts troop to see about running the program immediately following their meetings (which will be held at the library this fall) to give us guaranteed attendance.
- c. October Programs:
 - i. October 19th at 6:00 PM– Gala Fundraiser
 - ii. October 20th – October 26th –Book Sale
 - iii. Turtle Outreach Program from the Aquarium of Niagara (currently working to schedule this)
- d. November Programs:
 - i. Saturday, November 10th at 11:00 AM – 12:00 PM – Unicorns and Dragons for ages 3-6

- ii. Saturday, November 17th at 11:00 AM – 12:00 PM – Nature Play for ages 6-10
- e. December Programs:
 - i. December 1st at 11:00 AM -1:00 PM – Graham Cracker Houses- All ages
 - ii. December 8th at 11:00 AM- 1:00PM – Card and Book Christmas Tree Making Program – All Ages
- f. I am also looking into scheduling workshops with the 3D printer and eventually with the 3D printer software once that is purchased.

12. Label Maker

- a. I am requesting that the Association purchase a handheld label maker to label all of the children's materials. Options range from \$15.00 up to over \$200.00.
 - i. \$60-\$100 would get a model that would be versatile and reliable enough to completely relabel the children's section in a more legible, consistent manner.
 - ii. We would also need to purchase labels and ink occasionally to continue to add new materials.

13. We received a comment from one of the many library passport visitors complimenting the Boston library staff for their friendliness and for our efficient use of space.