

## Board of Trustees Annual Meeting

Tuesday, December 6<sup>th</sup>

### MINUTES

Called to order at: 6:09 PM

In attendance: Kami Callahan, Suzanne Borowicz, Linda Congilio, Matt Boyle, Lydia Herren, Cathy Osborn

- I. Review and approval of June, July and August meeting minutes
  - Motion made by: Linda                      2<sup>nd</sup> by: Cathy (for June)                      Carried Unanimously
  - Motion made by: Kami                      2<sup>nd</sup> by: Linda (for July)                      Carried Unanimously
  - Motion made by: Matt                      2<sup>nd</sup> by: Linda (for August)                      Carried Unanimously
- II. Treasurer's Report – All CD's set to renew – have 3. 25% before end of 2022
  - \$300 donation – in memory of a library patron
  - Details of all donations and expenditures provided to the board
  - Motion to accept the report made by: Matt                      2<sup>nd</sup> by: Kami                      Carried Unanimously
- III. Report of the Director
  - a. Budget and Staff Updates – Nicholas Kowalski hired as maintenance. Request to upgrade from Sr. Page to Library Clerk (requested Library Assistant or Tech/Clerk)
  - b. NYS Construction Grant Submission and Update – submitted 8/29 (approval won't come until Fall of 2023 – funds later)
  - c. Statistics – see attached Librarian's Report
  - d. Town of Colden provided \$1,000 in funding to the library
  - e. Received acknowledgement of 75<sup>th</sup> Anniversary of the Boston Free Library Association from Legislator Mills
  - f. Library Advocacy Meeting with Senator Gallivan at West Seneca Public Library on 12/9
  - g. Plowing/Salting contract renewed (\$150 each salting – high but needed)
  - h. \$2,100 to remove chimney – completed in July
  - i. Stump grinding done in September
  - j. Building Maintenance and Estimates
    1. Railings (need to be replaced)– rusted beyond repair
      - a. Bids: \$11,238 – Vinyl Outlet, Bison \$6,200, DIY - @ \$3,000
    2. Exploring gutter replacement (Leaf Guard \$16,945, will explore other options)
  - k. Book Sale Final Report - \$1,122.25 and \$305 from Artist Raffle
  - l. Policies
    - i. Exhibits and Displays
    - ii. Disaster Response Plan

**Resolution 2022-03 (12/6/2022) - motion to accept all policies:**

    - Motion to made by: Matt                      2<sup>nd</sup> by: Linda                      Carried Unanimously
  - m. Holiday Closing – Veterans Day 2023
    - i. Legal Holiday is Friday, Actual Holiday is Saturday

Motion to close both days:

    - Motion made by: Linda                      2<sup>nd</sup> by: Matt                      Carried Unanimously
- IV. President's Report
  - a. Virtual Meetings Requirements – only under extreme conditions

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- Zoom – need to notify library 72 hours prior, needs to be open to public & recorded and ADA compliant. The virtually attendees don't count towards a quorum of the board.
- If extraordinary circumstances exist, we will postpone meetings until a quorum can be present.

b. Trustee Education

i. Requirements for 2023 and Self-Assurance System

- a) 1/1/2023 2 hours of Trustee Education per year is now a law.
- b) Webinars are available on Trustee website.
- c) Self-Assurance Form to fill out and give to Suzanne.

c. 2023 Meeting Schedule

- i. February – Policy Updates, Association Budget
- ii. June – Annual Meeting for Consistent Trustee Terms – Education Day
- iii. Floating Meeting in July or August - for the Contract Approval
- iv. September – Fundraiser, Book Sale, Gala Planning, Maintenance Updates
- v. November – Final Meeting of the Year – Financial Wrap Up

V. Old Business - None

VI. New Business - None

VII. Adjournment

Motioned made by: Matt      2<sup>nd</sup> by: Cathy      Carried Unanimously

Adjourned at 6:49 PM

## **MERRY CHRISTMAS AND HAPPY NEW YEAR TO ALL!**

### **Reminders:**

*All resolutions must be dated and numbered. Policy review resolution should be sent to BECPL Human Resources department once completed as well.*

### **2023 Meeting Schedule:**

February 7<sup>th</sup>      June 6<sup>th</sup>      July/August TBD      September 12<sup>th</sup>      November 7<sup>th</sup>

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Librarian's Report – December 6, 2022

1. Contract Account Balance: \$2,035.00

Checks written since the last board meeting

2413	Lowes – Mulch and Plants	\$65.56
2414	M&M Asphalt – Pot Holes	\$225.00
2415	Michael Nowak – Lawn Mower Gas	\$26.38
2416	Modern Disposal Services - Garbage	\$67.35
2417	Parkside Fire and Security – Fire Extinguisher Inspection	\$75.00
2418	Erie County Water Authority	\$56.91
2419	U.S. Postmaster – Stamps	\$60.00
2420	Modern Disposal Services – Garbage (June – bill came late)	\$67.35
2421	Modern Disposal Services – Garbage	\$67.35
2422	Chevalier Outdoor Living Plow Contract 11/1/22-3/31/23	\$1275.00
2423	Modern Disposal Services – Garbage	\$67.35
2424	Kerlin Stump Grinding	\$100.00
2425	Amazon – Additional HEPA Filter for Community Room	\$226.99
2426	VOID	
2427	Rucker Lumber – Window Repair Replacement Part	\$137.51
2428	Modern Disposal Services - Garbage	\$67.35
2429	Erie County Water Authority	\$56.91
2430	Modern Disposal Services - Garbage	\$67.35
2431	Amazon – Furnace Filters	\$129.94
2432	Travelers - Insurance	\$2,350.00
2433	Post Office Box Renewal	\$170.00

2. Additional Financial Information:

System Paid Expenses are coming in with a projected surplus at this point, but the projection will change throughout the year and utility costs are going up. As of Pay Period 22, we are projected to have an ending balance of \$9,105.17 mainly due to unpaid vacation and sick leave taken by part time staff.

Staff Updates:

Nickolas Kowalski has been hired as the part-time caretaker following Michael Nowak's resignation in August.

A request has been submitted to upgrade the current Senior Page position to a Library Assistant position. As far as we have been informed, at this time the position has been upgraded to Library Clerk, but title changes are currently on hold for the next few weeks while BECPL streamlines the request process and works through year end budget items.

3. NYS Construction Grant Submission

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- a. The NYS Library Construction Aid application was submitted on August 29<sup>th</sup>. It was reviewed by the BECPL system board and passed on to New York State. Notification of grant funding awarded will most likely arrive in the fall of 2023.
- b. Next summer we will once again work to get estimates for the pavilion construction so we are able to get construction underway as soon as we receive funding approval.
- c. As mentioned at the last meeting, it is expected that we may be able to receive a 75% match from NYS based on the Free/Reduced Lunch Program participation (pre-Covid) in the Springville Griffith School District. This would save the Association a significant amount of money as well as allowing us to absorb the potential price increases we may encounter next year (above this year's submitted estimate).

#### 4. Statistics:

	<b>June</b>	<b>July</b>	<b>August</b>
Library Visits:	1,218 visits	1,625 visits	1,428 visits
Circulation:	3,021 items	3,291 items	3,624 items
Wi-Fi:	216 log ins	207 log ins	228 log ins
PAC Usage:	75 sessions	82 sessions	68 sessions

  

	<b>September</b>	<b>October</b>	<b>November</b>
Library Visits:	1,197 visits	1,323 visits	1,004 visits
Circulation:	3,031 items	2,876 items	3,002 items
Wi-Fi:	167 log ins	169 log ins	148 log ins
PAC Usage:	65 sessions	60 sessions	57 sessions

#### 5. Summer Programming:

- 10 Preschool Story Times with 101 attending
- 5 Programs for Children including yoga with 114 attending
- 10 Teen Battle of the Books sessions with 62 attending
- 4 Intergenerational Craft Programs with 78 attending
- 6 Adult Programs with 104 attending
- 1 Summer Fundraiser with approximately 200 attending

The Association received reimbursements from the library's Year End Appeal 2021 for our summer programs totaling \$610.00. An additional \$350.00 was reimbursed to the Friends of the Boston Library for the Summer Fundraiser costs.

#### 6. Correspondences and Meetings:

- a. A letter was sent to the Town of Colden on September 8th requesting financial support from the town board. They approved \$1,000 at their meeting that evening and we received the check in September. A thank you letter was sent to the town supervisor on September 19<sup>th</sup>.

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- b. Once the \$25,000 secured by Assemblyman DiPietro is received, a thank you letter and formal public announcement will be sent out.
  - c. We received a very nice acknowledgment of the Boston Free Library Association's 75<sup>th</sup> Anniversary from Legislator Mills.
  - d. I will be attending the Library Advocacy meeting with Senator Gallivan on December 9<sup>th</sup> at the West Seneca Library.
7. Building Maintenance Updates
- a. Plow Contract Renewal
    - i. I received and sent in the renewal for our plow contract with Chevalier. The cost for services has gone up \$120 this year for a total of \$1,275 plus \$145 for each visit that requires salting. Comparison with other companies show similar costs and Chevalier has always been reliable and timely.
  - b. Building Maintenance Completed
    - i. Parking Lot Resurfacing Completed: This was the final part of the Equipment and Facility Improvement Initiative Funding received in 2021 from the BECPL.
    - ii. Chimney Removal: Roger Mosgeller completed the chimney tear down in July. The cost was \$2,100 to remove and dispose of the chimney.
    - iii. Stump Grinding: Kerlin's Stump Grinding was here at the end of September to remove two stumps from the library yard.
  - c. Building Maintenance To Be Done:
    - i. Railing
      - 1. The metal railing on the entrance walkway needs to be replaced. It has rusted to a point where it is no longer repairable or safe.
      - 2. I received two estimates so far for replacing it:
        - a. Vinyl Outlet = \$11,238
        - b. Bison Iron & Step = \$6,200
      - 3. We can also explore the possibility of purchasing pre-made sections and installing them ourselves which would cost closer to \$3,000.
    - ii. Gutters
      - 1. We are exploring options for replacing the gutters and installing a leaf guard. The current gutters are in very bad shape and are leaking, allowing water to travel back through the roof line of the building.
      - 2. Leaf Guard's estimate is \$16,945. At this time, other estimates will be gathered in the spring, otherwise the pricing will change by the time the work would be completed.

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## 8. Book Sale

- a. The Friends of the Boston Library Book Sale raised \$1,122.25 this year. The Artist Raffle raised \$305.00. There were no associated expenses this year so the total proceeds were \$1,427.25.

## 9. Policy Updates

- a. Exhibits and Displays Policy has not been updated in five years. I reviewed and added BECPL's suggested language.
- b. The Disaster/Emergency Response Plan is a replacement for our Emergency Action Plan that was passed in 2019. This format follows the BECPL's suggested template with customized data for the Boston Free Library. If the policy is required to be posted online, a public version without personal contact information will be presented.

## 10. Holiday Closing

- a. Veteran's Day 2023 falls on Saturday, November 11<sup>th</sup>, but the government holiday and therefore the library's closed date is listed as Friday, November 10<sup>th</sup>.
- b. The last time this occurred, Boston closed both Friday and Saturday.
- c. Some libraries are closing both days other's will be closed on Friday and open on Saturday. Central and City Branches will be closed Friday and open on Saturday. What does the board recommend?