

**Board of Trustees Regular Meeting  
Tuesday, February 11, 2025**

**Minutes**

Call to Order 6:14 PM

In Attendance: Suzanne Borowicz, Matt Boyle, Linda Coniglio, Kami Callahan, Lydia Herren

- I. Review and approval of November 2024 meeting minutes – no changes
  - a. Motion to accept minutes made by – Matt 2<sup>nd</sup> by – Linda carried unanimously
- II. Treasurer's Report
  - a. Details of 2024 expenses and income provided
  - b. Recommendation to move \$2,500 from the Association's checking account to savings account  
Motion to move \$2,500 from checking to savings account made by – Matt  
2<sup>nd</sup> by Linda carried unanimously
  - c. Motion to accept the Treasurer's report made by Kami 2<sup>nd</sup> by Matt carried unanimously
- III. Report of the Director - – see Librarian's Report for details
  - a. Financial Report
    - i. Association Budget 2025  
Discussion of last year's expenses and income and this year's projections  
Motion to adopt the proposed Association Budget for 2025  
Made by Linda 2<sup>nd</sup> by Matt carried unanimously
    - ii. Petty Cash Log 2024 reviewed
    - iii. Insurance Changes to incorporate Pavilion and Sheds discussed
  - b. State Report Statistics and Annual Report Ideas discussed
    - i. Recommendation to add QR codes for VIP benefits and Library of Things
  - c. Program Updates
    - i. Summer Kickoff Event in the Pavilion
    - ii. Summer Fundraiser Date and Plans
- IV. Building Update
  - a. Discussion of need for a new Fire Alarm and monitoring system
    - i. Parkside Fire and Security bid approved to replace the system with an updated system  
Motion made by Matt 2<sup>nd</sup> by Linda carried unanimously
- V. Old Business
  - a. Reminder of Trustee Education requirements – must have 2024 Self-Assurance Forms
- VI. New Business
  - a. Annual Policy Review  
Reviewed and signed Conflict of Interest Policy  
Reviewed Procurement Policy, Investment Policy, and Whistleblower Policy – no changes recommended

# Boston Free Library

9475 Boston State Road \* Boston, New York \* 14025



Rules of Conduct – recommendation to change Rules of Conduct to reflect recent changes to Central’s Rules of Conduct

b. Other Policy Updates

- i. Exhibits and Displays – adding Exhibits and Displays Application Release Form
- ii. Fixed Assets Policy – no changes recommended
- iii. Pavilion Policy reviewed and approved

Recommended to add a statement about groups being responsible for their own garbage removal

Add signage prohibiting skateboarding, rollerblading, etc.

Add signage allowing service dogs only

c. System Policy Updates reviewed and approved

d. RESOLUTION 2025-01 to accept policy updates – ACTION

Motion made by Linda 2<sup>nd</sup> by Matt carried unanimously

e. ACT Meeting – March 22<sup>nd</sup> at the Central Library

Motion to Adjourn meeting made by – Linda 2<sup>nd</sup> by Matt carried unanimously

Meeting Adjourned at 7:04 PM

**2025 Meeting Schedule:**

February 11 – Policy Updates

June 10 – Annual Meeting for Consistent Trustee Terms

Floating Meeting in June, July or August for Contract Approval

September 9 – Fundraiser, Book Sale, Maintenance Updates

November 18 – Final Meeting of the Year, Financial Wrap Up (November 11<sup>th</sup> is Veterans Day)