

**Board of Trustees Regular Meeting  
Tuesday, February 13, 2024 at 6:00 PM**

**Minutes**

**Called to order at: 6:00 PM**

**In attendance: Linda Coniglio, Kami Callahan, Suzanne Borowicz, Lydia Herren**

- I. Review and approval of November meeting minutes
  - Motion to accept the minutes made by Linda 2<sup>nd</sup> by Kami Carried Unanimously
- II. Treasurer's Report (see attached under Board Documents on website)
  - Motion to accept the minutes made by Linda 2<sup>nd</sup> by Kami Carried Unanimously
- III. Report of the Director (see attached under Board Documents on website)
  - a. Financial Report
    - i. Association Budget 2024  
Review and discussion of the proposed Association Budget
    - Motion to accept the budget made by Linda 2<sup>nd</sup> by Kami Carried Unanimously
    - ii. Petty Cash Log 2023 reviewed by Board members
  - b. State Report Statistics reviewed by Board members
  - c. Annual Report Ideas  
Discussion of the size of the mailing list and ways to cut down on wasted postage. It was decided that the mailing list would be condensed to make it more effective without removing too many names.
  - d. Program Updates – Summer Fundraiser Date and plans discussed with the board
- IV. Old Business
  - a. Discussion of Pavilion construction estimates and the need to gather additional estimates and designs. A meeting will need to be called to approve the company chosen for construction.
  - b. Reminder of Trustee Education requirements and announcement of upcoming ACT Annual Workshop on March 8<sup>th</sup>.
- V. New Business
  - a. Annual Policy Review
    - i. Conflict of Interest Policy -ACTION
      1. Reviewed and signed by present board members
    - ii. Procurement Policy - reviewed, no changes
    - iii. Investment Policy - reviewed, no changes
    - iv. Whistleblower Policy - reviewed, no changes
  - b. Other Policy Updates
    - i. Ethics Policy - reviewed, no changes
    - ii. Library of Things Policy - reviewed, discussion on potential changes to the item limit, but the board ultimately determined to keep it as is, no changes
    - iii. Open Meetings Policy - reviewed, no changes

# Boston Free Library

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- c. System Policy Updates
  - i. Sexual Harassment Prevention Policy – review of system changes and recommendation of the same
  - ii. Collection Development Policy – review of system changes and recommendation of the same
  - iii. New Construction/Library Expansion Policy – review of system changes and recommendation of the same
- d. RESOLUTION 2024-01 to accept policy updates – ACTION
  - Motion to accept policy review/updates made by Linda 2<sup>nd</sup> by Kami Carried Unanimously
- VI. Adjournment at 6:40 PM
  - Motion to adjourn made by Kami 2<sup>nd</sup> by Linda Carried Unanimously