

**Board of Trustees Regular Meeting
Tuesday, February 7, 2023**

MINUTES

- I. Called to Order at 6:06 PM
- II. In attendance - Lydia Herren, Suzanne Borowicz, Linda Congilio, Cathy Osborn
- III. Agenda approved with no changes
- IV. Review and approval of December meeting minutes
 - a. Motion to accept minutes made by – Linda 2nd by – Cathy Carried Unanimously
- V. Treasurer’s Report – Linda presented 2022’s account report. Noted \$25,000 received from DiPietro deposited into Savings. All CD’s were renewed in December 2022 @ 3.455%.
 - b. Motion to accept report made by – Cathy 2nd by – Linda Carried Unanimously
- VI. Report of the Director – Lydia presented statistics for 2022. (Reports for below included.)
 - a. Financial Report
 - i. Association Budget 2023 – budget amounts for 2023 are higher because it includes the anticipated construction of Pavilion, additional funding from NYS Aid, and potentially the NYS Library Construction Aid. If NYS Library Construction Aid is not granted, the budget and pavilion plans will be revised.
 - b. Motion to accept 2023 budget made by – Cathy 2nd by – Linda Carried Unanimously
 - i. County Appropriation – received \$8,300 to cover expenses paid from Contract Checking Account.
 - ii. New York State Aid - \$25,000 secured by Assemblyman David DiPietro and received by the Boston Free Library
 - iii. Petty Cash Log 2022 was reviewed
 - c. State Report Statistics were reviewed
 - d. Annual Report Ideas discussed – no change to membership dues
 - e. Program Updates and statistics reviewed
- VII. President’s Report – no business to report
- VIII. Old Business - none
New Business:
- IX. Annual Policy Review
 - i. Conflict of Interest Policy -ACTION
 1. Each member present signed.
 - ii. Procurement Policy
 - iii. Investment Policy
- X. Review of Policy Updates and New Policies recommended by BECPL
 - i. Whistleblower Policy
 - ii. Circulation Policy
 - iii. EEO & Anti-Harassment Policy
 - iv. Sexual Harassment Prevention Policy
 - v. Trustee Education Policy
 - vi. **RESOLUTION 2023-01** to accept policy updates:
 1. Motion to accept policy updates made by – Linda 2nd by – Cathy Carried Unanimously
- XI. ACT Meeting Presentation – Intellectual Freedom – Power Point

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- i. Lydia presented Power Point. Trustees present earned ½ hour of Trustee Education for 2023.
- XII. Motion to Adjourn made by – Cathy 2nd by – Linda Carried Unanimously
- XIII. Meeting adjourned at 7:13 PM.

Librarian’s Report – February 7, 2023

1. Contract Account Balance: \$9,313.03

Checks written since the last board meeting

2434	Modern Disposal - Garbage	\$67.35
2435	Lydia Herren – Mileage Reimbursement	\$89.50
2436	Chevalier – Salting 12/15/22	\$145.00
2437	Modern Disposal - Garbage	\$67.35
2438	Amazon – Carbon Monoxide Detectors, Door Hardware, Mower Belt	\$169.38
2439	Erie County Water Authority	\$57.61
2440	Fire Safety Systems – Fire Alarm Inspection	\$222.00
2441	Funke Electric – Timer Replacement	\$258.20
2442	Chevalier - Salting	\$145.00

2. Additional Financial Information:

- a. System Paid Expenses for 2022 were under budget by \$5,373.68. The Return to the System is currently being calculated.
- b. The 2022 Contract Extension and 2023 Budget Schedules were received from the B&ECPL detailing the automatic contract extension provision and budget amounts including contractual reserves that will cover changes in the wage scale for several positions this year.
- c. The library received the check for \$25,000 of New York State Aid secured by Assemblyman David DiPietro. A thank you letter was sent and a message was left with his office thanking him for his efforts on the behalf of the Boston Free Library.
- d. The library received a County Appropriation of \$8,300 to cover expenses to be paid from the Contract Checking account in 2023.
- e. Petty Cash Log is available detailing all receipts and disbursements for 2022. All disbursements are for incidental expenses including small amounts of programming supplies, maintenance supplies, and refreshments for programs. Receipts are from the ongoing book sale, donation box, and 3D printing payments.
- f. Year End Appeal – The library will receive \$1,000 from the B&ECPL Year End Appeal to be used to purchase items that will benefit our patrons, such as equipment, furniture, and programming.
- g. The Library received \$1,000 for the 2023 Lease and Depository Agreement with the Town of Boston.

3. Association Budget for 2023

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Please review the proposed Association Budget for 2023. Numbers from 2022 were taken as a basis for yearly expenses, however 2023's income and expenditures will look significantly different due to the funding received from New York State Aid and anticipated NYS Library Construction Aid and related Expenditures. There are also larger, long-term maintenance issues that should be addressed this year including the gutters and entryway railings. If the NYS Library Construction Aid is not granted, plans for the expenditure of the New York State Aid will be revised.

4. Statistics:

New Library Cards: Since the end of December we have had 19 new library card users sign up at Boston.

	December	January	2022
Library Visits:	859 visits	935 visits	13,640 visits
Circulation:	2,434 items	2,711 items	31,913 items
Wi-Fi:	157 log ins	150 log ins	2,012 log ins
PAC Usage:	51 sessions	48 sessions	783 sessions

5. Programming for 2022:

32 Children 5 and Under Programs with 343 attending

5 Children 6-11 Programs with 83 attending

11 Teen Programs with 67 attending

20 Intergenerational Programs with 538 attending

12 Adult Programs with 148 attending

Total of 80 Group In-Library Programs

Total of 1,179 Attendees

4 Outreach Sessions with 317 attending

977 One-on-One Programs (guided and self-directed)

6. Correspondences and Meetings:

- a. Letters were sent to Assemblyman David DiPietro thanking him for securing \$25,000 in New York State Aid for the Boston Free Library, to Supervisor Jason Keding and the Boston Town Board for signing the Lease and Depository Agreement providing the library with \$1,000, and to the Solar Eclipse Activities for Libraries requesting free solar eclipse glasses for distribution at library programs in 2024.
- b. I attended the ACT Meeting on January 21st at West Seneca Library. Information from the meeting is posted on the Library Trustees' website. Please check your email for the website, username and password.

7. State Report Statistics

- a. The non-financial section of the State Report is under way utilizing statistics provided by B&ECPL (many of which were mentioned already). The financial section will be completed by mid-March. The State Report must be approved at our next meeting.

8. Annual Report
 - a. One of the requirements of the State Report is the Annual Report to the Community that is typically mailed out in May. Are there any suggestions for specific information to include in the brochure or any changes to the membership form?

9. Policy Updates
 - a. Annual Review: The following policies should be reviewed on an annual basis, but no changes have been made
 - i. Conflict of Interest – must be signed annually by all members of the board
 - ii. Procurement Policy
 - iii. Investment Policy
 - iv. Rules of Conduct – annual review
 - b. Updates from the B&ECPL
 - i. Whistleblower Policy – revised by Central 5/19/2022
 - ii. Circulation Policy – amended by Central 4/21/2022
 - iii. EEO & Anti-Harassment Policy – amended by Central 1/19/2023
 - iv. Sexual Harassment Prevention Policy – amended by Central 1/19/2023
 - v. Trustee Education Policy – adopted by Central 9/15/2022
 - c. Resolution 2023-01 to accept policy updates

10. ACT Meeting Presentation Review – Intellectual Freedom Power Point