

## Board of Trustees Regular Meeting – held via Zoom – PROPOSED MINUTES

Tuesday, April 13

Called to order at: 6:03 PM

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

- I. Review and approval of February meeting minutes  
Motion made to accept February Minutes  
Made by: Linda                      Seconded by: Kami                      Passed unanimously
- II. Treasurer's Report  
Detailed report of all transactions since the previous meeting  
Linda will renew the CDs that are due in May – will speak to the bank about the most favorable terms  
Motion to accept the Treasurer's Report  
Made by: Matt                      Seconded by: Kami                      Passed unanimously
- III. Report of the Director (see attached)
  - a. Building Maintenance Updates  
Motion to proceed with Basement Furnace Room Repairs  
Made by: Linda                      Seconded by: Matt                      Passed unanimously  
Discussion of Gazebo structure for backyard: Matt will research options. The Friends of the Library will be asked to fundraise for this purchase.  
Security Cameras can be added to the system to provide greater coverage of the backyard. Lydia will contact the company to get prices for the additional equipment.
  - b. NYS Library Construction Aid Grant Update  
Final report has been submitted to the state – awaiting acceptance to submit the final form for payment
  - c. Covid-19 Updates – changes to materials quarantine, programming, etc.  
Programming and fundraising was discussed. Fundraising ideas for this summer included a basket raffle or big ticket item raffle. Matt suggested a survey to the library patrons to determine which bigger raffle items would be of interest in the community. Concerts could be held outside the library if chairs were spaced and attendance limited. A 50/50 raffle could serve as a fundraiser during any concerts or larger events rather than charging ticket prices.  
Motion to accept the Director's Report  
Made by: Linda                      Seconded by: Matt                      Passed unanimously
- IV. New Business
  - a. State Report – ACTION and RESOLUTION 2021-03  
Motion to accept the State Report  
Made by: Linda                      Seconded by: Matt                      Passed unanimously
  - b. Annual Report to the Community – Review and ACTION

# Boston Free Library

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



Matt suggested enclosing a survey with the Annual Report Mailing to get input from patrons about adult programming. Built in incentive to respond – enter for a chance to win a \$10 gift card.

Motion to accept the Annual Report and Mailing Plans

Made by: Kami                      Seconded by: Matt                      Passed unanimously

c. Long Range Plan of Service 2022-2027

i. SWOT Analysis

The board conducted a group SWOT analysis to brainstorm ideas for the long-range plan of service.

ii. Meetings with Local Stakeholder

Suggestions were added to the current list of stakeholders Lydia is planning to meet with

d. ACT Meeting – May 1<sup>st</sup> via Zoom

e. Treasurer's Term

Motion made to extend Linda's term to June 2021 for consistency with other board terms.

Made by: Kami                      Seconded by: Matt                      Passed unanimously

V. Adjournment

Motion to adjourn the meeting made at 6:59

Made by: Linda                      Seconded by: Kami                      Passed unanimously

## **Reminders:**

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

## **2021 Meeting Schedule:**

**April 13**

**June 8**

**September 14**

**December 14**

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## Librarian's Report – April 13, 2021

### 1. Contract Account Balance: \$3358.94

Checks written since the last board meeting

2360	Sandra Quinlan – Town of Boston Sewer	\$415.61
2361	Modern Disposal -Garbage	\$62.36
2362	Modern Disposal -Garbage	\$62.36
2363	Modern Disposal -Garbage	\$62.36

### 2. Other Expenditures from Association Account:

Debit	Donation Box	\$15.17
1406	Wild Laser Engraving – Lifetime Plaques	\$35.00
1407	Armor Heating and Cooling – HVAC (NYS Construction Aid)	\$9485.00
Debit	Archival Page Protectors for Historic Documents	\$17.39
Debit	S-cord for VHS Conversion Device	\$10.32
1408	Samantha Wulff – Local Author – Picture Books	\$29.98
Debit	Child-Sized Masks	\$13.47

### 3. Payroll Report: Current projections have the library well below our personnel budget, but this projection will change throughout the year as hours and staffing levels continue to increase.

### 4. Building Maintenance Updates:

Basement Furnace Room Floor and Door – Our caretaker would like to repair the floor of the furnace room which is currently crumbling. In the process the furnace room door could/should be replaced. Mike suggested rehanging a new door that would swing out to create easier entry, since the current door hits the duct work and gets hung up on the floor. The current door has been covered in metal and can't easily be reused. Town of Boston Code Enforcer Bill Ferguson looked into requirements for the library and said we need to have a door that is fire rated for 1 hour. Unfortunately to purchase a fire rated door for this space would cost \$500 plus approximately \$250 for installation. Floor Repairs would cost approximately \$300. We could try to proceed with just the floor repairs, but the area around the door becomes problematic because the repairs would raise the level of the floor slightly.

Outdoor Space – Is there any interest in looking into possible gazebo-like structures for the library? If configured correctly, it could work as both a covered programming space and a stage for performances. We currently have two small pop-up tents that will be utilized throughout the summer for programs. A larger, more permanent structure on skids with a floor would cost between \$1000-2000 depending on size and materials used.

Does the board have other thoughts on utilizing the outdoor space? Picnic tables, patio furniture, etc.

5. NYS Library Construction Aid Grant Update:

The HVAC system has been replaced and paid in full. A final report has been submitted to NYS. We are waiting for approval and will need to submit signed final budget forms before we receive the final payment from the state.

6. Covid-19 Updates:

Quarantine times for returned items have been reduced to 48 hours.

All request fees have been removed so no charges are incurred when ordering materials in from other libraries. Late fees are assessed but only after items are significantly overdue. This has resulted in a significant decrease in our fine revenue, but BECPL did provide additional funds through the County Appropriation to account for this decrease.

Other changes to our current procedures involve changes to staff quarantine requirements if a staff member is fully vaccinated. Once fully vaccinated staff must still fill out the daily health check forms and must quarantine or test if they develop symptoms, but if they are exposed to a confirmed case of Covid-19, they do not need to quarantine for 10 days (unless they develop symptoms).

7. Spring and Summer Programming:

Virtual Story Times and Craft Videos are continually posted to the library's Facebook page and YouTube channel and well received. These will continue until regular in-person programs are taking place.

At this time, tentative plans are coming together to resume in-person programming at the library late this spring and into the summer. All programs being planned at this point are going to take place outside and will be weather dependent. If circumstances allow, story time will be held once a week outside on Tuesday evenings. Children's yoga, craft programs, and a teen book club are also in the works.

Larger programs and fundraisers can be planned, but with current regulations on events being relatively restrictive, I'm not sure how far ahead we should be planning.

I am interested in input from the board on how our summer programming should proceed. Should the library be planning a summer fundraiser? What about concerts or larger children's programs?

8. New York State Annual Report:

The State Report has been completed and submitted. We need to sign a resolution that the board has approved the report. A complete copy of the report is available at the

library if anyone would like to review it. It is also reviewed by Angela Pierpaoli and Tracy Palicki from the Business Department for accuracy.

9. Annual Report to the Community:

Please take a look at the Annual Report to the Community. The basic format is similar to previous years, but the membership levels and terminology have been updated.

Are there any suggestions for changes?

Do we want to mail it to the 390 people on our current mailing list?

Is there a specific date by which the mailing should be sent?

10. Long-Range Plan of Service for 2022-2027

Our current long-range plan of service is set to expire at the end of 2021. This document outlines the priorities for the library for the next five years. As a working document, it is important to have feedback from many sources within the library, including staff, board members, and patrons as well as beyond our walls from the community.

The first step outlined in many of the planning processes I've reviewed is to complete a SWOT (Strengths, Weaknesses, Opportunities, and Threats) Assessment with multiple stakeholders. Since the board is the entity responsible for long-range planning, it is the most logical place to start. Staff is also in the process of completing this assessment.

Please take a few minutes to brainstorm ideas for this part of the planning process.

I will be meeting with the Town Supervisors from both Colden and Boston to discuss current issues, their vision for the towns, and the role the library can play in supporting our community. I am also interested in meeting with other town officials and organizations. Are there suggestions for specific people to set up meetings with?

Once the SWOT Analysis have been reviewed and interviews conducted, common themes and priorities will emerge that will form the basis of our plan of service. At that point, I will continue drafting the plan for review at the next meeting.

11. Trustee Terms: Linda Coniglio's term is set to renew in May but all other trustee terms have been changed to June dates. Can we extend the term to June 2021?