

Board of Trustees Regular Meeting

Tuesday, June 10th at 6:00 PM

MINUTES

- I. Call to Order: 6:13 PM
- II. Roll Call – Linda Coniglio, Lydia Herren, Kami Callahan, Cathy Osborn
- III. Review and approval of February meeting minutes
Motion to accept made by: Cathy 2nd by: Linda Carried Unanimously
- IV. Treasurer's Report
Motion to accept made by: Kami 2nd by: Cathy Carried Unanimously
- V. Report of the Director – See Attached
 - a. Financial Report and Statistics
 - b. Summer Programming Updates
 - c. Summer Fundraiser Information
 - i. Business Sponsorships and Donations
 - ii. Basket Raffle and Vendors
 - iii. Advertising
 - d. Building Maintenance and Updates
 - i. Equipment and Technology Funding Grant Received
 - e. Association Membership UpdateMotion to accept made by: Linda 2nd by: Cathy Carried Unanimously
- VI. President's Report – Not in attendance
- VII. Old Business - None
- VIII. New Business
 - a. Annual Report –ACTION and **RESOLUTION 2025-02** (Signed)
Motion to accept made by: Cathy 2nd by: Linda Carried Unanimously
- IX. Adjournment
Motion to Adjourn made by: Linda 2nd by: Kami Carried Unanimously
Meeting Adjourned: 6:53 PM

Reminders:

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

2025 Meeting Schedule (beginning at 6:00 PM):

February 11 th	June 10 th	July/August TBD	September 9 th	November 18 th
---------------------------	-----------------------	-----------------	---------------------------	---------------------------

Boston Free Library

9475 Boston State Road * Boston, New York * 14025

Librarian's Report –June 10, 2025

1. Contract Account Balance: \$5,665.11

Checks written since the last board meeting

2533	Sandra Quinlan – Sewer Bill	\$516.88
2534	Carl Borowicz – Skunk Repellent	\$35.97
2535	Modern Disposal Services	\$74.08
2536	Chevalier Outdoor Living Additional Plowing	\$270.00
2537	Modern Disposal Services	\$74.08
2538	Erie County Water Authority	\$77.13
2539	U.S. Postmaster Stamps	\$73.00
2540	Lyn Chimera – Garden Program	\$125.00
2541	Nickolas Kowalski – Reimbursement for Mulch 20 bags	\$66.00
2542	Modern Disposal Services	\$74.08
2543	VOID	
2544	Danielle Cambio – Kids Yoga 5/24/25	\$75.00
2545	Modern Disposal Services	\$74.08

2. Additional Financial Information:

- a. We received a county appropriation of \$3,000 for the second quarter of 2025 to help cover operating expenses.
- b. Payroll Update: As of Pay Period 11, we are well within the budget for personnel. The amounts on the report are in transition due to changes in positions – the removal of the Library Assistant position, the addition of a Page position, the promotion of the Senior Page position to Clerk Typist, and the addition of a new Clerk Typist position.

3. Building Maintenance

- a. Parkside Security has updated our security panel and we are now using the alarm system which utilizes a motion detector at the front door. The cost for the upgrade was \$2,732.97. This change allows the system to communicate on a regular basis with the alarm monitoring station to make sure that everything is working properly. The previous system did not complete regular maintenance checks.
- b. NYS Library Construction Aid is open now for the next grant cycle. I am in the process of exploring upgrading our interior lights to LED and potentially seeing if adding permanent lights to the pavilion could be a grant expense.

4. Annual Mailing

- a. The Annual Report was mailed to approximately 250 people at the beginning of May. To date we have received \$1,120 in Association Memberships.

5. Correspondences:

- a. A thank you letter was sent on March 20th to Supervisor Jason Keding and the Town of Boston for signing the Lease and Depository Agreement and providing the library with \$1,000.

Boston Free Library

9475 Boston State Road * Boston, New York * 14025



- b. A thank you letter was sent to Supervisor James DePasquale and the Town of Colden for their \$1,000 donation to the Boston Free Library on April 22nd.
- c. A letter was mailed to Assemblyman David DiPietro on June 5th inviting him to the Pavilion Party in recognition of his contribution in securing the matching funds for its construction.

6. Statistics:

New Library Cards: Since the beginning of February we have had 91 new library card users sign up at Boston.

	February	March	April	May
Library Visits:	1,103 visits	1,237 visits	1,228 visits	1,225 visits
Circulation:	2,712 items	2,947 items	2,931 items	2,829 items
Wi-Fi:	170 log ins	214 log ins	196 log ins	194 log ins
PAC Usage:	39 sessions	42 sessions	57 sessions	55 sessions

7. Programming:

- a. Programs from February through the end of May
 - 16 Preschool Story Times with 294 attendees
 - 6 Craft Programs with 129 attendees
 - 3 Outreach Program with 123 attendees
 - 4 Lego Clubs with 52 attendees
 - 15 Ukulele Clubs with 152 attendees
 - 15 Adult Programs with 100 attendees (Writer's Club, Macramé Classes, Watercolor Class, Technology Classes, Native Plant Workshop)
 - 5 special programs with 147 attendees (Take Your Child to the Library, Drum Workshop, Easter Games, Kids Yoga)
 - One Mini Art Festival with 72 canvases handed out!
 - 336 One-on-One Sessions including Tech One-on-One Assistance, Library Therapy Reading Dog Sessions, Take and Make Crafts and Scavenger Hunts

8. Summer Programming

- a. Summer Kickoff/Ribbon Cutting Event in the Pavilion
 - i. As an official recognition of our completed pavilion, we are hosting a Pavilion Party on Thursday, June 26th from 5:00 PM to 8:00 PM. Big Daddy Food Truck will be here and we will put out the library's yard games. The ukulele club will be performing followed by music by Bill Coccoa's Brass Quintet and a couple of songs from Gary Burdick. A performance by Kody and Herren will round out the evening. Please spread the word and plan on attending this fun event!
 - ii. The basket raffle will be up and running and we may host a small pop up book sale as well if time allows.
 - iii. We also hope to have café lights in place by the date of the party, but full landscaping will be in progress throughout the summer and fall, sponsored by the Friends of the Boston Library.
- b. Other Program Plans

Boston Free Library

9475 Boston State Road * Boston, New York * 14025



This summer we have a busy schedule with weekly Preschool Story Times, 4 all ages craft programs, Lego Club once a month, and a teen book club running in July and August. We have Soul2Sole teaching a kids' dance class in June, bubble day in July, and karate classes for kids in August. We also have the NYS Parks Department presenting a program on Pond Life for ages 5 and up in July. For adult programs, we have our weekly ukulele club led by Suzanne and Chi Flow classes starting July 14th.

9. Summer Fundraiser

a. Business Sponsorships and Donations

- i. Brunner's Eatery has donated \$500 to cover the cost of the Boston Town Band performance.
- ii. 7 \$100 business sponsors received so far including Jennifer Warren State Farm, Chevalier Outdoor Living, North Boston Garage, Hannon Excavating, Hamburg Overhead Door, Cappellino Chevrolet, Three Girls Café
- iii. \$50 from Rucker Lumber, pizza gift certificates from Bella Pizza, 4 family day passes from the Buffalo Ski Club, basket and \$50 gift certificate for service from Cappellino Chevrolet, \$20 gift certificate from Concord Crest Golf Course, 2 Full Day Passes from Kissing Bridge, \$40 gift certificate from Three Girls Cafe.
- iv. Wegmans Online Request was submitted in May. We received an email last week that they will be providing us with a \$100 gift certificate to purchase fundraiser supplies.
- v. Email and mail requests were sent to Tops' corporate office requesting a gift certificate to cover supplies. As no response has been received, I plan to stop at the local tops and request a smaller donation.
- vi. Legislator Mills will donate 40 pounds of hot dogs again this year.
- vii. We are on par with last year for business sponsorships (\$1250 in 2025 vs \$1050 in 2024) but have received slightly fewer donations to our basket raffle.

b. Basket Raffle

- i. Donations are currently being accepted and the raffle will run from 6/16-7/25. Please consider donating a basket or a gift card for the raffle and spread the word!

c. Vendors

- i. We currently have 18 confirmed vendors, with 5 additional probable vendors.
- ii. If you know of anyone you think would be interested, please take a letter and flyer to them. I would like to have approximately 25 confirmed vendors.

Boston Free Library

9475 Boston State Road * Boston, New York * 14025



- iii. Nick Charlaps Ice Cream Truck will be at the fundraiser this year. We are very excited to have them participating!
- iv. Unfortunately we do not have the grant funding we had last year to cover Mini Golf. To reserve 9 holes for the event, it would have cost \$525, 6 holes would have been \$425. Given the uncertainty of business sponsorships this year, we determined that it would be best to hold off on scheduling because this would be a significant portion of our proceeds.

d. Advertising

- i. Community Calendars, Facebook, Flyers, Roadside Signs, Banner at Town Hall.
- ii. Additional ideas: Spectrum news, radio ads, article in Springville Journal

10. Equipment and Technology Funding

- a. Earlier this year, the BECPL offered funding opportunities for libraries to add equipment or technology for public use. Boston applied for and received funding to cover the purchase of convertible bench/table furniture for the pavilion. The library also applied for and received funding to purchase an Epson photo printer, portable power charging stations, a laminator, fax machine and a paper shredder for public use. These items should be arriving shortly.

11. Annual Report

- a. The Annual Report has been submitted and accepted by New York State. A resolution must be passed by the board asserting that the library operated under its plan of service in accordance with the provisions of the Education law and that the financial information provided to the Buffalo & Erie County Public Library and New York State is true and complete.
- b. Resolution 2025-02 to accept the Annual Report

12. Meeting Schedule

- a. 2025 Schedule
 - i. June 10 – Annual Meeting for Consistent Trustee Terms
 - ii. Floating Meeting in June, July or August for Contract Approval
 - iii. September 9 – Fundraiser, Book Sale, Maintenance Updates
 - iv. November 18 – Final Meeting of the Year, Financial Wrap Up

13. Trustee Education Requirements

- a. General Reminder that Trustees must complete 2 hours of education this year. Webinars count as would any ACT meetings.
- b. ACT Meetings are posted on the Trustee Website.
- c. Trustee Education Self Assurances need to be turned in by the end of the year.