

**Board of Trustees Regular Meeting - PROPOSED**  
**Tuesday, June 14<sup>th</sup>**

**MINUTES**

- I. Called to Order/Roll Call 6:04 PM
- II. In attendance –Suzanne Borowicz, Linda Congilio, Cathy Osborn, Matt Boyle, Staff: Lydia Herren, Directory, Guest: Library System Director John Spears
- III. Approval of and/or changes to the agenda - Approved – no changes
- IV. Review and approval of April meeting minutes  
Motion made by – Linda 2<sup>nd</sup> by– Cathy Carried Unanimously
- V. Treasurer’s Report – Linda  
Moved bank CD – Motion to accept Report.  
Motion made by – Matt 2<sup>nd</sup> by – Suzanne Carried Unanimously
- VI. Report of the Director – Lydia (see attached)
  - a. Financial Report
    1. Expenses – Stamps, garbage, gas for mowing, and additional noted below
    2. System Paid Expenses Surplus – projected \$7,000 (could go down because of rising energy costs)
    3. Payroll Surplus of \$10,000 – will also decrease throughout the year.
      - i. Expanding Senior Page hours or converting position to library assistant (from Sr. Page). Possibility of Americorp – Mission Ignite –stipend volunteer position to provide digital literacy training for the public
    4. Annual Report Mailing was sent- \$1,305 received as Association Memberships to date.
    5. Square Dance Fundraiser plans discussed (see below for additional details)
  - b. Juneteenth Holiday Closure – ACTION – agreed to close (Part-time people will have additional hours due to extra programs).  
Motion made by – Matt 2<sup>nd</sup> by – Linda Carried Unanimously
  - c. Summer Programming Updates – see Flyers
    1. Pre-school Story Time
    2. Battle of Books
    3. Craft Days
    4. Bubble Day
    5. Penn Dixie Fossils Program
    6. Outdoor Concerts – starting next week
  - d. Summer Fundraiser Information – July 21<sup>st</sup> (7/1 – 7/21 tickets for baskets will be sold starting next week at library)
    1. Business Sponsorships and Donations - Sent to 90 local business - \$850 received (\$500 from Brunner’s) Other businesses sent back gift cards for fundraiser
    2. Basket Raffle
    3. Vendors – home processor license or temporary food permit for any food stands, (\$20 or donation to basket raffle to set up)



Librarian’s Report – June 14, 2022

1. Contract Account Balance: \$7101.30

Checks written since the last board meeting

2406	Erie County Water Authority	\$56.91
2407	Fire Safety Systems Alarm Inspection	\$222.00
2408	VOID	
2409	Postmaster - Stamps	\$232.00
2410	Michael Nowak – Lawn Mower Gas	\$24.00
2411	Modern Services Garbage	\$67.35
2412	Boston Free Library Association – Legislative Funds secured by Legislator John Mills	\$2,000

2. Additional Financial Information:

System Paid Expenses are coming in with a projected surplus of \$6,895.75 at this point, but the projection will change throughout the year and utility costs are going up. As of Pay Period 11, we are projected to have an ending balance of \$10,688.18 however this will also change over time, and our current senior page position will have expanded hours beginning this month.

Throughout the budget process, there will be an opportunity to examine the personnel budget and suggest potential changes. I am looking at the possibility of changing our Senior Page position into a Library Assistant position based on the way this particular position is actually functioning. Our senior page is working far above her job description and will be beginning her Master’s degree studies in library science this fall. We have typically had approximately \$3,000 surplus at the end of the year in our personnel budget due to staff vacations and holidays. If the board supports the change, when the 2023 personnel budget worksheet arrives, I will be speaking with our business department about this change.

3. Statistics for 2022:

**New Library Cards:** Since the beginning of April we have had 21 new library card users sign up at Boston.

**April 2022 Statistics:**

Library Visits: 1,057 visits  
 Circulation: 2,545 items  
 Wi-Fi: 159 log ins  
 PAC Usage: 71 sessions

4. Correspondences:

- a. Boston Free Library Association Annual Mailing was sent to 364 people on our mailing list. To date, we have received \$1,305 in membership donations.

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- b. The Business Sponsorship Letters were mailed by the Friends of the Boston Library to approximately 90 local businesses. We have received \$850 in business sponsorships as well as many wonderful donations to our basket raffle.
    - c. A thank you letter was sent to Legislator John Mills for securing \$2,000 in legislative aid for the Boston Free Library. We received the check a little over a week ago.
5. Juneteenth Closure

The BECPL system board recently approved the closure of the Central Library and City Branches for the Juneteenth holiday on June 20<sup>th</sup>. As the announcement has gone out that county buildings will be closed that day, and as a show of solidarity given the recent shooting in Buffalo, I recommend that the library closes to observe the holiday.
6. Summer Programming Updates
  - Preschool Story Times: Thursdays at 11:00 AM from June 16<sup>th</sup> -August 18<sup>th</sup>
  - Teen Book Club/Battle of the Books: Tuesdays at 6:00 PM -Meetings run June 7<sup>th</sup> – August 2<sup>nd</sup>
  - Craft Fridays – 4 sessions: June 24<sup>th</sup>, July 8<sup>th</sup>, July 22<sup>nd</sup>, August 5<sup>th</sup>
  - Kids Yoga Saturdays – 3 sessions: June 18<sup>th</sup>, July 23<sup>rd</sup>, August 13<sup>th</sup>
  - Adult Book Club: July 7<sup>th</sup> and August 4<sup>th</sup> at 6:00 PM
  - En Plein Air Painting with the Holland Tuesday Painters July 12<sup>th</sup> 9:00 AM – 12:00 PM
  - Bubble Day: July 14<sup>th</sup> from 4:00 – 7:00
  - Penn Dixie Fossils, Fossils Everywhere: August 11<sup>th</sup> at 6:00
  - Summer Concerts: Thursdays from 6:00 – 7:30
    - Grace Lougen: June 23<sup>rd</sup>
    - Square Dance Fundraiser: July 21<sup>st</sup>
    - Porcelain Train: August 25<sup>th</sup>
7. Summer Fundraiser Plans
  - a. The Annual Summer Fundraiser is on **Thursday, July 21<sup>st</sup> from 5:00 PM – 8:00 PM**. We will be featuring local artists and vendors, the Boy Scouts will sell hot dogs, and we will have a square dance with live music, crafts for the kids, and a basket raffle.
  - b. This year's fundraiser will be held at the **Boston Town Hall's Lions Shelter**, providing more space, parking, and weather coverage. The Town Hall has been provided with the Boston Free Library's Liability Insurance Policy. The Town Board waived the \$75 facility use fee for the library.

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- c. To set up a tent or booth during this event, we are charging \$20.00 or accepting a contribution to our basket raffle. We currently have 28 confirmed vendors.
- d. As previously mentioned, we have received \$850 in business sponsors. Legislator Mills will provide 300 hot dogs for the fundraiser.
- e. Applications have been submitted to Wegmans and Tops for additional sponsorship since the Friends of the Boston Library will be responsible for purchasing rolls, condiments, chips, water bottles, and paper plates and napkins.
- f. The Friends plan to charge \$2.00 for a hot dog, water bottle, and small bag of chips (while supplies last).
- g. Our band will include the square dance caller, a bass player, drummer, and Nick and myself. We are also interested in having someone run sound so that we know the balance under the shelter is adequate for the dancers. Nick and I are volunteering our time, but I will be asking the Friends to provide payment for the other members.
- h. Vendor Inquiries:
  - i. I had a vendor ask about bringing bunnies to the event. She will be there selling crafts but also breeds and sells rabbits. I said I would as the board and friends group.
  - ii. Vendors selling baked goods or canned food items have been advised of the need for the appropriate health forms including either a single day temporary food stand health permit or a home processor license.
  - iii. Ellicottville Distillery is interested in a booth at the event to sell bottles. They could do this with or without offering tastings. All necessary liability and licensing paperwork could be provided if the board decides to invite them to participate.
- i. Signs have been ordered to advertise the event and flyers will be posted around the towns of Boston, Colden, Springville and Hamburg. We will be getting an article published in the Springville Journal and will submit a press release for the Pennysaver. What other suggestions are there for advertising? Who is willing to reach out, hang flyers, etc.?
- j. At the event, we will need volunteers to help with set up, supervise kids' activities, sell raffle tickets, assist the boy scouts with hot dog sales, pull basket raffle winners at the end of the event, and clean up.
- k. We are working on logistics to have a staff member present to process new library card applications. It would be great to have some sort of giveaway for new kids' card sign ups.
- l. We are excitedly anticipating a large check presentation from Assemblyman DiPietro at the fundraiser for NYS Assembly Bullet Aid.

## 8. Library Building Improvements and NYS Construction Grant Application Plans

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- a. Parking Lot Resurfacing – The parking lot will be resurfaced tomorrow morning. M&M Asphalt will fill in the pothole at this time as well (or potentially at a later date if they are unable to tomorrow), but it will be an additional charge.
  - b. Adirondack Chairs were purchased through the Association account and reimbursed from the Program Equipment and Facility Improvement Initiative funding. These chairs have already be utilized several times during outdoor programs.
  - c. Roger Mosgeller is expected to complete the chimney tear down in late July. The cost will be \$2,100 to remove and dispose of the chimney. Thankfully we have not had any additional bat issues so far this summer.
  - d. Given the amount we are expecting to receive from funding secured by Assemblyman DiPietro for the Boston Free Library, I am revisiting the NYS Construction Grant Application for the programming pavilion and potentially expanding the project to include a redesign of our entrance ramp. I have spoken with a landscaper who will be coming in the next week or so to advise us on how to best go about the layout. We were previously looking at an 18x24 foot structure, but I will be gathering estimates for a larger structure, closer to 20x30-40 if this will reasonably fit into our backyard space. I will once again begin collecting estimates and start the application process to NYS.
9. Policy Updates:
- a. The following policies are up for review:
    - i. Bylaws
    - ii. Ethics Policy
    - iii. Bulletin Board Policy
    - iv. Meeting Room Policy
    - v. Gift and Donor Recognition
    - vi. Claims Audit Policy
    - vii. Finances and Donated Funds Policy
  - b. I hope everyone had a chance to review these. Are there any suggested changes or updates?

## 10. Boston Free Library Association's 75<sup>th</sup> Anniversary

The Boston Free Library was established in 1947, so this year is our 75<sup>th</sup> Anniversary. Does the board have any suggestions on how to commemorate the occasion?