

Board of Trustees Regular Meeting MINUTES Tuesday, June 6th at 6:00 PM

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

- I. Call to Order 6:04 PM
- II. Review and approval of February meeting minutes
Motion to accept made by Linda. Seconded by Kami. Carried unanimously.
- III. Treasurer's Report – all 12 month CD's
 - a. Association Membership Update
 - b. Discussed renewal for CD to gain higher rateMotion to renew CD's for higher rate made by made by Kami. Seconded by Matt. Carried unanimously.
Motion to accept Treasurer's Report by Cathy. Seconded by Kami. Carried unanimously.
- IV. Report of the Director
 - a. Financial Report and Statistics - attached
 - b. Library Building Maintenance
 - i. Gutters – assessed Gutter options
Motion to give Director OK to spend up to \$7,000
Made by Matt Seconded by Linda Carried unanimously.
 - ii. Lawn Tools –
Motion to spend up to \$200 with 2 batteries
Made by Linda Seconded by Kami Carried unanimously.
 - c. Summer Programming Updates – see attached
 - d. Summer Fundraiser Information
 - i. Business Sponsorships and Donations
 - ii. Basket Raffle
 - iii. Vendors
 - iv. Advertising – will do a Facebook “boosted ad” – algorithms keep changing
If anyone has any ideas please let us know - possibility of radio or TV advertising.
 - e. Policy Reviews
 - i. Book Donation Policy - Motion to accept
Made by Matt Seconded by Linda Carried unanimously
 - f. Meeting Room Guidelines -
 - i. Revise re: religious meetings. We cannot exclude. Need to revisit – meetings other than worship services **are** allowable.
 - g. Reminder – Trustee Educational requirements – Small and Rural libraries subset – Lydia will forward to us.
 - V. President's Report – added to Trustee Educational – *Correction* only 2 hours. Wasn't able to attend ACT meeting.
 - VI. Old Business - None
 - VII. New Business - None
 - VIII. Adjournment
Motion made by Cathy Seconded by Linda Carried unanimously
Meeting adjourned at 6:53 PM

2023 Meeting Schedule (beginning at 6:00 PM):

February 7th June 6th July/August TBD September 12th November 7th

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Librarian's Report –June 6, 2023

1. Contract Account Balance: \$6,552.27

Checks written since the last board meeting

2443	Modern Disposal Services - Garbage	\$67.35
2444	Sandra Quinlan – Sewer	\$457.84
2445	Return to System	\$868.82
2446	Chevalier – Salting 1/30, 2/11, 2/14, 2/23	\$580.00
2447	USPS Stamps	\$63.00
2448	Modern Disposal Services – Garbage	\$67.35
2449	Fire Safety Systems – Alarm Monitoring	\$240.00
2450	Modern Disposal Services - Garbage	\$67.35
2451	Nickolas Kowalski – Maintenance Supplies (Lawn Mower Gas, Toilet Repair Supplies – replacement pump and plumber flex tape)	\$51.56
2452	Nickolas Kowalski – Maintenance Supplies (Hooks, Cords, Tool Set, Hammer, 10 bags of mulch)	\$86.26
2453	Erie County Water Authority	\$63.78
2454	USPS Stamps	\$63.00
2455	Modern Disposal Services - Garbage	\$67.35
2456	Parkside Fire and Safety – Fire Extinguisher Inspection	\$75.00
2457	Nickolas Kowalski – 20 bags of mulch	\$66.60

2. Additional Financial Information:

- a. Return to System for 2022 was \$868.86. This amount was returned to the Central Library's business office in late February and is based on the difference between the 2022 System Appropriation and Direct Local Income vs. 2022 Direct Expenditures.
- b. 2022 System Paid Expense Report left us with a surplus of \$5,373.68.
- c. Payroll Report through Pay Period 9 shows a projected surplus of \$5,700 for wages for the year, but this projection will decrease throughout the year. For reference, the previous payroll report had a projected surplus of \$18,000.

3. Statistics:

New Library Cards: Since the end of February we have had 27 new library card users sign up at Boston.

	March	April	May
Library Visits:	1,135 visits	1,087 visits	1,091 visits
Circulation:	3,309 items	2,868 items	2,752 items
Wi-Fi:	171 log ins		
PAC Usage:	67 sessions		

4. Programming:

- a. Programs from February through May
16 Preschool Story Times with 165 attendees

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28 One-on-One Programs with 237 attendees (includes technology assistance, take and make crafts, therapy dog sessions, and scavenger hunts)

13 Craft Programs with 218 attendees

3 Outreach Programs with 97 attendees (Churchill Child Care)

12 Misc. Programs with 190 attendees (Book Club, Lego Club, etc.)

b. Upcoming Program Plans

This summer we have a busy schedule with our Summer Kickoff event on June 29th featuring a special story time with guest Beth Makin at 11:00 AM, scavenger hunts and prizes throughout the day and Bubble Day at 4:30 PM. We have weekly Preschool Story Times, 4 all ages craft programs, Kids Yoga and Lego Club once a month, Battle of the Books for teens running through June and July, and Penn Dixie Dino Program on Thursday, July 13th. We are also scheduling programs with Earth Spirit and local author Eric Williams. For adult programs, we are working on additional Cricut classes, art classes, Heidi's monthly book club, and we're planning for a beginner ukulele class in August.

5. Correspondences:

- a. Letters were sent from the Friends of the Boston Library to 52 local businesses requesting sponsorship for our Summer Fundraiser.
- b. Association Mailing was sent to 286 people on our mailing list.

6. Building Maintenance:

- a. Gutters
 - i. Gutter Solutions of Lake Erie:
 - 1. \$3,023 -\$3,423 for gutters 5-6 inches
 - 2. \$2,000 for shurflo covers
 - 3. \$735 for partial fascia wrap
 - 4. Total: \$5,023 - \$6,158
 - ii. LeafGuard
 - 1. \$16,945.08 (today only discount from last fall)
 - iii. Mike's Seamless Gutters
 - 1. \$3,108 for gutters
 - 2. \$1980 for leaf covers cheaper version
 - 3. Total: \$5088
- b. String Trimmer for Library
 - i. Ranging from \$100 - \$180 for a battery powered cordless string trimmer, would replace the gas trimmer that does not reliable work.
- c. Railing Replacement was completed in May and paid for by the Friends of the Boston Library. There will be one additional piece added on the right hand side next to the building as soon as it is powdered coated to match.

7. Summer Fundraiser

- a. Business Sponsorships and Donations

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- i. Brunner's provided a \$500 sponsorship check.
 - ii. 3 \$100 business sponsors (Hannon Excavating, Three Girls Café, Jennifer Warren State Farm) \$50 from Rucker Lumber, gift certificates from Bella Pizza, 3 \$20 gift certificates from The Dog Bar.
 - iii. Wegmans Online Request was submitted and we will be receiving a \$75.00 gift card from them.
 - iv. A letter was hand delivered to Tops in Boston requesting sponsorship or donations to help cover the food and supplies costs on 6/2/23.
 - v. Legislator Mills will donate 40 pounds of hot dogs this year.
 - b. Basket Raffle
 - i. Donations are currently being accepted and the raffle will run from 7/1-7/27. Please consider donating a basket or a gift card for the raffle and spread the word!
 - c. Vendors
 - i. We currently have 19 confirmed vendors. I passed out letters at Windy Acres Nursery's Garden Fest as well as the Springville Art Crawl. Sue Rudnicky has taken letters to the art groups she is a part of.
 - 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 30 confirmed vendors.
 - iii. We are working on the possibility of an Ice Cream Truck but they currently have health permits for Cattaraugus and Chautauqua only.
 - d. Advertising
 - i. Community Calendars, Facebook, Flyers, Roadside Signs, Banner at Town Hall.
 - ii. Additional ideas: Spectrum news, radio ads, article in Springville Journal
8. Policy Updates
 - a. Book Donation Policy – This is a new policy for us to have a written record of what will be accepted, added to the catalog, and what we accept for the book sale. Please review and let me know if any changes are necessary.
 - b. Meeting Room Policy –I would like to discuss the terminology used in the meeting room policy and add it for review/revision at our September meeting.
9. 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.