

# Boston Free Library

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



## Board of Trustees Annual Meeting Minutes – via Zoom

Tuesday, June 8 – via Zoom

Called to order at: 6:08 PM

In attendance:

Suzanne Borowicz, Matt Boyle, Linda Coniglio, Lydia Herren and Cathy Osborn

- I. Review and approval of April meeting minutes  
Motion made to Accept:  
Made by Linda 2<sup>nd</sup> by Matt Carried Unanimously
- II. Treasurer’s Report
  - a. Update on 2021 Association Memberships  
Motion made to Accept:  
Made by Cathy 2<sup>nd</sup> by Matt Carried Unanimously
- III. Report of the Director (see attached)
  - a. Program Equipment and Facility Improvement Initiative Proposal – ACTION and RESOLUTION 2021-04  
Estimates for:
    - o Parking lot sealing & striping
    - o Shed – 6’ x 8’ – discussion for bigger 8’ x 8’
    - o Electrical Estimates - for outdoor outlet or purchasing cable protectors
    - o 30 folding chairs, 4 tables, outdoor garbage can
    - o Compost bin
    - o Linda suggested children sized chairs, yoga mats.**Proposed Total: \$ 6,709.41 (bigger shed @\$500 more) + Electrician’s Estimate**  
Motion made to Accept Certificate of Resolution to fund above projects:  
Made by Linda 2<sup>nd</sup> by Cathy Carried Unanimously
  - b. NYS Library Construction Aid Grant Proposal for Pavilion and Railing/Entrance Ramp  
Ramp doesn’t meet ADA compliance  
Submit by September then wait for funding confirmation
  - c. Covid-19 Updates – changes to materials quarantine, programming, etc.
  - d. Summer Program Plans
  - e. Program Survey Updates
  - f. RULES of CONDUCT – discussed and reviewed annually. No updates needed.
  - g. Treasurer’s Term – Linda accepts another 5 year term.  
Motion made to Appoint Linda to another 5 year term:  
Made by Matt 2<sup>nd</sup> by Cathy Carried Unanimously
- IV. President’s Report – none
- V. Old Business - none
- VI. New Business
  - a. Pavilion Research ongoing – contractors suggestions welcome
- VII. Motion made to Adjourn:  
Made by Matt 2<sup>nd</sup> by Cathy Carried Unanimously
- VIII. Meeting Adjourned @ 7:02 PM

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## 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:

**September 14**

**December 14**

## Librarian's Report – June 8, 2021

1. Contract Account Balance: \$2639.76

Checks written since the last board meeting

2364	U.S. Postmaster - Stamps	\$55.00
2365	Erie County Water Authority	\$53.46
2366	Fire Safety Systems Alarm Inspection	\$190.00
2367	Fire Safety Systems Batteries for Alarm	\$75.00
2368	Land-Pro – Lawn Mower Repair Parts	\$98.45
2369	Modern Disposal Services	\$62.36
2370	Fire Safety Systems Alarm Monitoring	\$240.00
2371	U.S. Postmaster – Stamps	\$55.00
2372	Michael Nowak – Lawn Mower Gas	\$13.01

2. Payroll Report: Current projections have the library well below our personnel budget and system paid expenses, but this projection will change throughout the year as hours and staffing levels continue to increase.
3. Program Equipment and Facility Improvement Initiative:  
The BECPL has opened funding for improvements that add to the patron experience, can be implemented in the near future and would not typically qualify for New York State Library Construction Aid. There is an estimated \$500,000 available for distribution among all Contracting Member and Buffalo Branch Libraries. A local match of 25% of the total project cost is required. The application is due on June 18<sup>th</sup> and the project award date is anticipated to be July 15<sup>th</sup>.

My proposal is titled the Boston Backyard Bundle and includes the following project summary:

The Boston Free Library has always utilized the open backyard for summer programs and fundraising activities, but a lack of equipment and storage have kept the space from its maximum potential. The proposed project will provide the library with additional equipment including tables, chairs, garbage and compost bins, power cords and cord protectors as well as a shed in which store these items safely and conveniently.

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In addition, the project will include running electrical outlets to the backyard to provide much needed power for performances and presentations and eliminate the safety hazard of running extension cords across the entrance ramp and parking lot. As the electrical line must run through the current parking lot, the project also proposes to seal and re-stripe the driveway and parking lot after the completion of the electrical work. The sealing and striping will also preserve the condition of the lot for many years to come providing an appealing, safe and clean area as the library's first impression.

The increased use of and equipment stored in the library's backyard also creates a need for increased security. The addition of two security cameras to the exterior of the building will provide better surveillance of the parking lot and programming areas.

I am still waiting on estimates for the electrical work and additional estimates for parking lot sealing and striping. However, in order to submit the proposal to BECPL, we need to demonstrate the following through board resolutions:

## **Documentation of the availability and Board authorization to commit local match funds (25%)**

## **Board commitment to adhere to NYS law governing procurement and submit a report documenting project activities, results, and expenditures**

A draft Resolution has been created based on the NYS Library Construction Aid Certificate of Resolution language.

### 4. NYS Library Construction Aid Grant Proposal:

The Pavilion and ADA compliant entrance ramp construction would qualify as a NYS Library Construction Aid project and is therefore not eligible for funding through the Program Equipment and Facility Improvement Initiative. As such, I am beginning to get estimates for these projects to begin writing a grant proposal. The deadline for NYS grant proposals is typically in September with an award date of sometime in the following spring/summer. With the difficulty of scheduling construction work at this time and the volatility of pricing, I am recommending that we proceed with getting estimates to apply for a grant with the hope that next summer there will be more availability for local contractors to complete the work. The NYS Library Construction Aid Grants require a 50% match from local funding sources, so we would have a year to raise additional funds.

I have Chevalier scheduled to look at the ramp area next week but am in the process of researching other options. Are there any recommendations for specific companies to contact for the site preparation, construction of the pavilion, and the re-configuring of the entrance ramp?

### 5. Covid-19 Updates:

The quarantine for returned library items has been removed so all items returned are discharged and returned to the shelves the same day.

At this time, staff members who are fully vaccinated are allowed to remove masks in staff areas of county buildings but are required to wear masks in all public areas. As we have no designated staff areas at Boston, nothing has changed for us. The public is still required to wear masks regardless of vaccination status at this time as per BECPL and Erie County policy.

Summer flyers include the following language, but guidelines are constantly changing: *All attendees (over the age of 2) are asked to wear masks/cloth face-coverings during all summer programs. Vaccinated attendees may be permitted to remove their mask/face-covering if social distancing (6') is maintained. The Library reserves the right to ask for proof of vaccination.*

## 6. Summer Programming:

All summer programs are planned to be outdoors, but depending on the size of the group and current regulations, we are anticipating the ability to move certain programs indoors if necessary.

This summer we will be resuming Preschool Story Time, Teen Summer Book Club, Craft Programs, Kids Yoga, Bubble and Game Days and a Chalk Art Week as well as three music concerts. We are encouraging registration for all events in order to gauge interest and to allow us to reschedule if necessary.

Our teen book club will participate in the BECPL's Virtual Battle of the Books at the end of July, which involves reading one title and competing in a virtual trivia contest against teams from other libraries. We are expanding on this program and including two additional titles for the participants to read: one historical fiction and one title that has been made into a movie. Our final party in August will involve an outdoor screening of that movie at the library.

We are taking a break from scheduled virtual programs, but will still occasionally post story time and craft videos on the library's Facebook and YouTube pages.

## 7. Program Survey Update:

To date, we have had 65 responses to our Library Program Survey; 25 paper responses and 40 online responses.

### **Responses to Questions:**

On average, how often do you visit the library:

6.3%	Daily
14.1%	2-3 times a week
40.6%	Once a week
15.6%	Once a month
17.2%	Less than once a month
6.3%	Never

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If never, please share the reason why you do not use the library?

*Reponses varied – too busy, reading online, Covid-19 concerns*

Have you ever attended a library program?

Yes 60%                      No 40%

Would you attend a library program in the future?

Yes 93.8%                      No 6.3%

## Adult Programs:

11.3%	Resume/Job Skill Building Workshops
25.8%	Computer Skills Workshops
21%	Monthly Book Club Discussions
<b>32%</b>	<b>Music Performances</b>
24%	History/Local Interest Discussions
19.4%	Writing Workshops
12.9%	Small Business Workshops
<b>31%</b>	<b>Special Interests/Hobbies</b>
<b>37%</b>	<b>Arts/Crafts</b>
8.1%	Makerspace/Technology Workshops

## Teen Programs (ages 13-17):

16.1%	Teen Book Club
<b>41.9%</b>	<b>Battle of the Books</b>
<b>41.9%</b>	<b>Arts/Crafts</b>
19.4%	Tutoring
16.1%	College Search/Application Assistance
25.8%	SAT/Exam Prep
<b>29%</b>	<b>Makerspace/Technology Workshops</b>
16.1%	Film Club

## Children's Programs (age birth – 12):

20.5%	Baby Story Time (birth – 2 years old)
<b>59%</b>	<b>Preschool Story Time (3-6 years old)</b>
<b>53.8%</b>	<b>Arts/Crafts</b>
30.8%	Makerspace/Stem Programs
<b>48.7%</b>	<b>Nature/Science Programs</b>
25.6%	Tutoring
23.1%	Lego Club
7.7%	Book Club (ages 7-12)

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If you are not interested in attending programs, please share the reason why?

*Too busy, none of the topics interest me*

Please list any other programs/topics of interest:

*Health, Sports, Gardening, and Parenting*

Best times to offer programs:

Mondays 2-4: 33.9%

Tuesdays 6-8: 32.1%

Thursdays 5-7: 33.9%

Fridays 12-2: 33.9%

8. Annual Report to the Community:

The Annual Report was sent at the end of April. So far we have received \$2,190 in Association Membership Donations. We received a business membership from Stillwater Farm and 11 Lifetime Member Donations. Another 35 community members have donated as well.

9. Rules of Conduct:

The Rules of Conduct should be reviewed annually. We have mirrored BECPL's Rules of Conduct. Are there any suggestions for additions or language changes?

10. Treasurer Position and Term Renewal:

Our Treasurer position is the only term set for reappointment at this year's Annual Meeting.