

Board of Trustees Meeting Minutes - PROPOSED
Tuesday, September 12, 2023

Called to order at: 6:02 PM

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

- I. Review and approval of June 6th and June 20th meeting minutes
Motion to Accept:
For June 6th Made by: Cathy Seconded: Linda Carried unanimously
For June 20th Made by Linda Seconded: Kami Carried unanimously
- II. Treasurer's Report (attached) - Motion to Accept:
Made by: Kami Seconded: Cathy Carried unanimously
- III. Report of the Director (attached)
 - a. NYS Construction Grant Update - Awarded – YAY!!
 - b. Building Maintenance Updates - Gutters done!
 - c. Summer Program Statistics & Friends of the Boston Library Fundraiser Report - profit - \$4,110.18
 - d. Fall Program Plans - Might have to add a second pumpkin session
 - e. Book Sale Discussion and Plans - scheduled for 10/7 – 10/20 (5th & 6th set up)
No basket raffle – maybe later
Possible Christmas Ornament Raffle – local artists
 - f. Policy Discussion for Review and Approval in November
 - i. Community Meeting Room Policy – very dated – needs some major updates
 - ii. Social Media Policy (Our) – why we use FB etc. Other Social Media - not our demographic.
 - iii. Telecommuting Policy – direct from Central
 - iv. Debit Card Policy (for Director's use) – limit? Lydia will look up
 - g. Meeting Schedule
 - i. Reschedule November Meeting to November 14
 - ii. 2024 Schedule
 1. February 13 – Policy Updates
 2. June 11 – Annual Meeting for Consistent Trustee Terms
 3. Floating Meeting in June, July or August for Contract Approval
 4. September 10 – Fundraiser, Book Sale, Maintenance Updates
 5. November 12 – Final Meeting of the Year, Financial Wrap Up
- IV. President's Report – attended Webinar - Intellectual Freedom – very good. **Reminder 2 Hrs/Yr.**
- V. Old Business - None
- VI. New Business – None`
- VII. Adjournment - Motion to Adjourn:
Made by: Kami Seconded: Linda Carried unanimously

Adjourned at: 6.:56 PM

Reminders:

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

2023 Meeting Schedule:

February 7th June 6th July/August TBD September 12th November 14

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Librarian's Report –September 12, 2023

1. Contract Account Balance: \$5,098.71

Checks written since the last board meeting

2458	Sherwin Williams - Paint	\$48.82
2459	Modern Disposal Services - Garbage	\$67.35
2460	Boston Free Library Association Transfer of Funds	\$2,000
2461	Stamps	\$126.00
2462	Modern Disposal Services - Garbage	\$67.35
2463	Erie County Water Authority	\$63.78
2464	Nickolas Kowalski – Lawn Mower Gas	\$22.81
2465	Modern Disposal Services - Garbage	\$67.35
2466	Chevalier Outdoor Living -2023-2024 Plow Contract	\$1275.00

2. Additional Financial Information:

- System Paid Expenses are within budget at this time.
- Payroll Report through Pay Period 15 shows a projected surplus of \$6,013.76 for wages for the year, but this projection will decrease throughout the year.
- Effective Pay Period 20, we will finally have a Library Assistant position in the payroll budget.

3. Statistics:

New Library Cards: Since the beginning of June we have had 45 new library card users sign up at Boston.

	June	July	August
Library Visits:	1,328 visits	1,624 visits	1,330 visits
Circulation:	2,877 items	3,350 items	3,410 items
Wi-Fi:	212 log ins	234 log ins	209 log ins
PAC Usage:	69 sessions	57 sessions	64 sessions

4. Correspondences:

- Thank you letters were sent to all vendors, basket raffle donors, and business sponsors after the Summer Fundraiser
- We received a \$1,000 donation from the Town of Colden in July and a thank you letter was sent to the Town Supervisor James DePasquale.
- We received two private donations to the Association at the fundraiser totaling \$1099.18 as well as a lifetime membership for an additional \$100. Thank you letters were sent.

5. NYS Construction Grant

- We have been awarded \$29,497.00 in the 2022/2023 State Aid for Library Construction Program to construct the pavilion.

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- b. Based on the projections for completion and the weather, it is likely that we will start construction in the spring of 2024, but I have begun contacting builders for updated estimates and timelines.

6. Building Maintenance:
 - a. Gutters
 - i. Mike's Seamless Gutters completed the work on August 23, 2023
 1. \$3,108 for gutters
 2. \$1980 for leaf covers cheaper version
 3. \$800 for fascia wrap on front of the building
 4. Total: \$5888 check #1457

7. Summer Programming:
 - a. Programs from June through August
 - 14 Preschool Story Times with 242 attendees
 - 6 Craft Programs with 98 attendees
 - 9 Battle of the Books meetings with 46 attendees
 - 1 Outreach Programs with 30 attendees (Churchill Child Care)
 - 3 Lego Clubs with 31 attendees
 - 2 Adult Book Clubs with 8 attendees
 - 6 Special Programs with 124 attendees (Kids Yoga, Penn Dixie, Earth Spirit)

8. Summer Fundraiser
 - a. The Summer Fundraiser was a great success with an estimated 300 people attending. We had 28 vendors and received \$950 in business sponsorships for the event. Total proceeds for the event was \$4,110.18. The Friends of the Library will be voting later this evening to donate 50% of the proceeds to the Association.

9. Fall Programming
 - a. The children's fall programming schedule is underway. We have weekly Preschool Story Times every Thursday at 11:00 AM, once per month Lego Clubs, a special craft program planned each month, and Kids Yoga on Saturday, September 30th. We will be adding a Creative Writing Workshop in October and a few holiday events toward the end of November and into December.
 - b. The adult program schedule is being planned and will include Beginner's Ukulele Classes, an adult art class, and hopefully a local author event and a Cricut Maker workshop.

10. Book Sale Plans
 - a. The Friends of the Boston Library Book Sale is planned for October 7th – October 20th during library hours. We have lots of donations that will need to be moved, sorted, and set up, so volunteers would be greatly appreciated.
 - b. Any advertising ideas?

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- c. We do not currently have a raffle planned to run during the event. I think that baskets should remain a once a year fundraiser. If we need to run an additional raffle, what should the focus be?

11. Policy Updates

- a. Community Meeting Room Policy –I would like to discuss the terminology used in the meeting room policy
- b. Social Media Policy
- c. Telecommuting Policy
- d. Debit Card Policy
- e. Piggyback Policy to the Purchasing Policy? We will seek out guidance from our business office

12. Meeting Schedule

- a. Reschedule November Meeting to November 14
- b. 2024 Schedule
 - i. February 13 – Policy Updates
 - ii. June 11 – Annual Meeting for Consistent Trustee Terms
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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.