Board of Trustees Meeting Minutes
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 Adjoin:
     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 14th

T: (716) 941-3516 * Email: bos@buffalolib.org *
Member of the Buffalo & Erie County Public Library
Librarian’s Report – September 12, 2023

1. Contract Account Balance: $5,098.71
   Checks written since the last board meeting

<table>
<thead>
<tr>
<th>#</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2458</td>
<td>Sherwin Williams - Paint</td>
<td>$48.82</td>
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<tr>
<td>2459</td>
<td>Modern Disposal Services - Garbage</td>
<td>$67.35</td>
</tr>
<tr>
<td>2460</td>
<td>Boston Free Library Association Transfer of Funds</td>
<td>$2,000</td>
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<tr>
<td>2461</td>
<td>Stamps</td>
<td>$126.00</td>
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<td>2462</td>
<td>Modern Disposal Services - Garbage</td>
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<td>2463</td>
<td>Erie County Water Authority</td>
<td>$63.78</td>
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<td>2464</td>
<td>Nickolas Kowalski – Lawn Mower Gas</td>
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<tr>
<td>2465</td>
<td>Modern Disposal Services - Garbage</td>
<td>$67.35</td>
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<tr>
<td>2466</td>
<td>Chevalier Outdoor Living - 2023-2024 Plow Contract</td>
<td>$1275.00</td>
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2. Additional Financial Information:
   a. System Paid Expenses are within budget at this time.
   b. 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.
   c. 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.

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<thead>
<tr>
<th></th>
<th>June</th>
<th>July</th>
<th>August</th>
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<tbody>
<tr>
<td>Library Visits:</td>
<td>1,328 visits</td>
<td>1,624 visits</td>
<td>1,330 visits</td>
</tr>
<tr>
<td>Circulation:</td>
<td>2,877 items</td>
<td>3,350 items</td>
<td>3,410 items</td>
</tr>
<tr>
<td>Wi-Fi:</td>
<td>212 log ins</td>
<td>234 log ins</td>
<td>209 log ins</td>
</tr>
<tr>
<td>PAC Usage:</td>
<td>69 sessions</td>
<td>57 sessions</td>
<td>64 sessions</td>
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4. Correspondences:
   a. Thank you letters were sent to all vendors, basket raffle donors, and business sponsors after the Summer Fundraiser
   b. 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.
   c. 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
   a. We have been awarded $29,497.00 in the 2022/2023 State Aid for Library Construction Program to construct the pavilion.
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?
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.