

## 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 6<sup>th</sup> and June 20<sup>th</sup> meeting minutes  
Motion to Accept:  
For June 6<sup>th</sup> Made by: Cathy                      Seconded: Linda                      Carried unanimously  
For June 20<sup>th</sup> 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 (5<sup>th</sup> & 6<sup>th</sup> 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 7<sup>th</sup>      June 6<sup>th</sup>                      July/August TBD                      September 12<sup>th</sup>                      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:

- 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.

	<b>June</b>	<b>July</b>	<b>August</b>
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:

- 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.

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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 30<sup>th</sup>. 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 7<sup>th</sup> – October 20<sup>th</sup> 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
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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.