

# Boston Free Library

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



## Board of Trustees Meeting Minutes

Tuesday, September 14, 2021

Called to order at: 6:08 PM

In attendance: Lydia Herren (director), Linda Coniglio, Suzanne Borowicz, Cathy Osborn

- I. Reviewed and approved July meeting minutes  
Motion to accept – made by Linda      Seconded by – Cathy      Carried Unanimously
- II. Treasurer's Report (attached)  
Motion to accept – made by Cathy      Seconded by – Linda      Carried Unanimously
- III. Report of the Director (attached)
  - a. Program Equipment and Facility Improvement Initiative Update
    - i. Approval of Purchase Orders for Contractors (Electrical for Shed, load of stone for new shed)  
Motion to approve – made by Linda      Seconded by – Cathy      Carried Unanimously
  - b. Building Maintenance Issues
    - i. Bat Exclusion
    - ii. Tree Limb Maintenance for Safety near Parking Lot & new shed  
Motion to accept – made by Cathy      Seconded by – Linda      Carried Unanimously

\*Motion made to approve Plowing Contract:  
Motion to approve – made by Linda      Seconded by – Cathy      Carried Unanimously
  - c. Summer Program Statistics and Fall Program Plans – Lydia plans to do as many outside as possible
  - d. Book Sale Discussion and Plans – discussed 2 weeks vs. 3 weeks
  - e. Policy Updates from Central – Chromebooks now part of circulating collection. At year-end, we can sign blanket resolution to accept policies that pertain to Boston Library.
  - f. Long Range Plan Rough Draft and Additional Stakeholder Meetings –  
Previewed – Ideas for #2 (Adult Programming) – Knitting/Quilting/Book Clubs, Learn to play an instrument (ukulele, harmonica, kazoo), genealogy  
Agreed that #4 should include Marketing and #5 could be Outreach & Community Connections
- IV. President's Report
  - a. Trustee Handbook Club Meeting – October 19<sup>th</sup>  
Could be ideal to satisfy Trustee requirements
- V. New Business
  - a. Outdoor Programming Pavilion Grant Plans for 2022
  - b. Looking for new Page as Kelsey Hartman's last day was today.
- VI. Motion to Adjourn  
Motion made by Cathy      Seconded by – Linda      Carried Unanimously  
Meeting Adjourned at 7:10 PM

### 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:                      December 14**

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Member of the Buffalo & Erie County Public Library

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## Librarian's Report – September 14, 2021

### 1. Contract Account Balance: \$4919.41

Checks written since the last board meeting

2373	Modern Disposal Services	\$62.36
2374	Parkside Fire & Security – Extinguisher Inspection	\$50.00
2375	Rucker Lumber – Cleaning Solution	\$11.98
2376	Modern Disposal Services	\$62.36
2377	Erie County Water Authority	\$53.46
2378	Rucker Lumber – Maintenance Supplies	\$20.61
2379	Modern Disposal Services	\$67.35
2380	Mike Nowak – Lawn Mower Gas	\$16.00
2381	Rucker Lumber – Maintenance Supplies	\$15.99
2382	Modern Disposal Services	\$67.35

2. Budget, Payroll and Staff Updates: Current payroll projections have the library well below our personnel budget and system paid expenses due to hours being voluntarily swapped between Library Clerks and Pages. Part-time page Kelsey Hartman's last day of work was today as she is leaving to pursue her career. The job has been posted and I will be scheduling interviews starting on Thursday with the hope of having a new hire in place by the beginning of October.

The Boston Library Contract Account received another County Appropriation for \$1,934.00 to help cover costs this year due to the reduced fine revenue.

A letter was sent on Thursday, September 9<sup>th</sup> to the Town of Colden requesting continued financial support from the town. The Town Clerk informed us that we would be receiving \$1,000 towards building maintenance and programming after approval at last week's meeting.

### 3. Program Equipment and Facility Improvement Initiative:

The BECPL has approved our request for funding and provided the initial \$6,287 toward our Program Equipment and Facility Improvement Initiative. All equipment has been ordered including chairs, tables, children's furniture, cushions, garbage can, extension cords, and compost bin. Still to be purchased are the 10 plastic Adirondack chairs as they have been out of stock.

The 8x8 shed has been ordered and we will need 2 tons of gravel for the site. I have already spoken with Millers about delivery of the gravel and it will cost \$90. The shed should be arriving later in September.

Cinema and Sound has ordered the cameras to be installed outside and work will be scheduled as soon as the equipment arrives.

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Funke Electric is in the process of scheduling the installation of the electrical outlet to the backyard, but their schedule has been very full. I am waiting to get that scheduled before contacting M&M for the parking lot resealing since the driveway will be disturbed during the electrical work. Ideally all projects will be finished this fall, but the parking lot may have to wait until the spring if necessary.

Purchase Orders need to be reviewed, approved and signed for these parts of the project.

## 4. Building Maintenance

### a. Bat Exclusion

- i. During the month of August we began having issues with bats in the main area of the library beginning with one near the windows on August 5<sup>th</sup>. Two more made their way into the building on August 30<sup>th</sup> and these were removed by a wildlife rehabilitator. At this time I contacted two bat exclusion companies and once it was determined that the bats were living in the building, I obtained estimates to seal the building and evict the bats. Witzend Wildlife Services' estimate came at \$1,150 to seal all possible entrances and cap the chimney. Wildlife Damage Control's estimate was \$1,250 to do the same. After emailed board approval, Witzend completed the work on September 8<sup>th</sup> and removed the exit vent today. Payment was made from the Association Account, but the business office indicated that if there was left over funding in our contract account at the end of the year we could seek full or partial reimbursement.

### b. Tree Limb Maintenance

- i. Several tree limbs along the left hand side of the parking lot and along the back of the lawn need to be trimmed. One dead limb is suspended in the tree above the parking lot so I have two spaces currently blocked off for safety. As the limbs hang over the library property, it is our responsibility to remove these limbs for the safety of our patrons and our shed. I've spoken with the neighbor whose property the trees are on and he has approved any necessary maintenance. So far I have two estimates:
  1. Deadwood Tree Services: \$1,200
  2. Jesse Hrycik/EverGreen of WNY: \$800

I have contacted Above and Beyond for a third estimate and am waiting on their response.

### c. Plow Contract Renewal

- i. I received the renewal for our plow contract with Chevalier. The cost for services has gone up \$105 this year for a total of \$1,155 plus \$130 for each visit that requires salting. Does the board vote to renew the contract or obtain additional estimates?

### d. Prevailing Wage

- i. It is the opinion of the BECPL and the New York State Department of Labor that regardless of the source of funding, if a Free Association Library is performing construction on a building that it owns, the prevailing wage law would not be applicable, unless a municipality or other public agency were to contract for or perform work on behalf of the

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library. This is important when it comes to obtaining estimates from contractors and documentation of this information is kept on file at the library.

## 5. NYS Library Construction Aid Grant Proposal:

After making dozens of phone calls to get estimates for our programming pavilion project, I was only able to obtain two. Chevalier came back with a plan for a 16 x 24 ft pavilion with a closed 8 ft storage shed on the end for \$35,562.82 including site preparation. American Landscape Structures came back with an estimate of \$23,573.00 for a 16 x 24 ft pre-fabricated pavilion including installation but not site preparation.

I believe we should continue to try to get additional estimates and plans and apply for the NYS Library Construction Aid Grant next year. I did not have detailed enough estimates to create a solid application this fall and the deadline has passed. I am hoping there will be more available contractors next summer.

Our 2019 NYS Library Construction Aid Grant final report has been accepted and we should be receiving a check for the final payment from New York State shortly.

## 6. Summer Programming:

Although our summer programming looked a little different this year, we still had a successful season with several popular outdoor programs. Our outdoor summer concerts had a total attendance of 135 people and 42 people attended our Erie Canal on Tour show on September 2<sup>nd</sup>.

Other summer programs:

- 10 Story Times with 62 attending

- 6 Programs for Children including yoga and Artsapalooza with 90 attending

- 11 Teen Battle of the Books sessions with 95 attending

- 5 Intergenerational Programs including craft programs with 60 attending

I submitted a reimbursement request to Central for our summer programs totaling \$731.47 to be reimbursed to the Association from the library's Year End Appeal 2020. We now have an additional \$250 from the same fund to spend on programming or equipment for patrons.

## 7. Fall Program Plans and Book Sale Discussion

Programs this fall will be limited to small groups and we will continue to conduct as much outdoors as possible. Story Time is scheduled to be held outdoors weekly through the end of September. At that time, I will be evaluating attendance to decide whether we continue the same schedule inside or look at different days and times or the potential of online options.

We will be hosting monthly craft programs including a Fall Leaf Craft at the end of September, Painted Pumpkins in October, Graham Cracker Houses (non-edible version) in November, and Christmas Ornaments in December.

We also have the Roycroft coming on October 7<sup>th</sup> to present a book making class for children as part of Young Audiences of Western New York.

At this time I don't feel that we can plan to host a Gala with current pandemic restrictions and conditions. The Book Sale and Basket Raffle can still definitely take place. Do people have opinions about how long these events should run? Since we are doing some programming this fall I don't necessarily want to block off our community room for the entire month of October.

Options would be to run it for 3 weeks like last year, but since we aren't requiring appointments I don't think we need to run it as long.

Starting it Saturday October 9<sup>th</sup> would offer families a chance to get in right at the beginning of the sale. The decision ultimately falls to the Friends of the Boston Library, but it is important to have the board's input as well.

## 8. BECPL Policy Updates

The Internet Safety and Acceptable Use Policy has recently been updated by Central to include language changes that cover the Chromebooks that are now part of the circulating collection. At the end of the year, we can sign a blanket resolution to accept all updated policies from the BECPL that also apply to Boston.

## 9. Long Range Plan Rough Draft Discussion

We currently have an unfinished draft of the 2022-2027 Long Range Plan. I would like to discuss what priorities the board would like to focus on and what strategies and actions steps should be included in the plan. Ideally we would have a draft completed and reviewed for approval at our December meeting.