

Boston Free Library

September 10, 2019

Meeting was called to order at 6:00 pm

Suzanne Borowicz, Linda Coniglio, Kami Callahan, Lydia Herren, Matt Boyle

Minutes from the June and July meetings – ACTION

Motion to accept

Motioned made by: Matt 2nd by: Linda and carried unanimously

Treasurer's Report – ACTION - copies handed out

The Board was updated on activity in the Association Account, including deposits and expenses from the summer fundraiser and Association memberships.

Motion to accept the treasurer's report:

Motioned made by: Matt 2nd by: Kami and carried unanimously

Director's (Librarian's) Report – ACTION - copies handed out (see attached)

Update on Contract Account, System Paid Expenses, Payroll, Programming, Meetings Attended and Correspondences

Discussion of New York State Library Construction Grant Application: The director will continue to gather estimates on the replacement of the HVAC system and options for zoning the air conditioning.

RESOLUTION to apply for the New York State Library Construction Grant to replace the library's current HVAC system. Resolution states that the board owns the building, intends to utilize the building as a library for a minimum of ten years, and has committed available matching funds to replace the HVAC system if the NYS Grant is received.

Motion made by: Matt 2nd by: Linda and carried unanimously

Discussion of inviting the State Police to a future meeting to discuss staff safety and security.

Discussion of Emergency Action Plan and Disaster Response Plan - ACTION

Motion to accept both plans

Motion made by: Linda 2nd by: Matt

Motion to accept updated language pertaining to Rules of Conduct in regards to the NYS Smoking Law - ACTION

Motion made by: Linda 2nd by: Matt and carried unanimously

Discussion and approval of Lifetime Membership plaque updates through Wild Eye Laser Engraving.

Discussion and approval of current bid for plowing and salting from Chevalier for the 2019-2020 season.

Motion to accept Librarian's Report

Motion made by: Linda 2nd by: Kami and carried unanimously

President's Report

Term expiring – Matt Boyle as interim Vice President

Motion to appoint Matt Boyle as Vice President (term will expire in 2024)

Motion made by: Linda 2nd by: Kami and carried unanimously

Discussion of the committee being formed to revise the contract between the branch libraries and BECPL. Suzanne will be a member of the committee to ensure there is an Association library represented in these revisions.

The next ACT meeting is scheduled for October 19th at the North Collins Library. All board members are invited and encouraged to attend.

Motion to adjourn

Motion made by: Linda 2nd by: Matt and carried unanimously

Meeting adjourned at 7:15 PM

Meetings Remaining in 2019: to begin at 6:00 PM

December 10, 2019

Librarian's Report – September 10, 2019

1. Contract Account Balance: \$2077.15
Checks written since the last board meeting

2294	Rucker Lumber	\$129.26
2295	Republic Services - Garbage	\$46.16
2296	Post Master - Stamps	\$55.00
2297	Michael Nowak – Gas for Lawn Mower	\$15.55
2298	Erie County Water	\$49.26
2299	Republic Services - Garbage	\$67.90
2300	Lydia Herren – Mileage	\$147.32
2301	Republic Services - Garbage	\$68.67

We are projected to be within budget for system paid expenses. Our payroll budget is projected to be well under this year due to staff vacations and absences. There is a possibility that the Association will have to reimburse the contract account towards the end of 2019 due to overages in our maintenance budget within the contract account which covered the replacement of the faucet and furnace pump earlier in the year. Salting the driveway also added additional charges in the contract account that are not included in the standard maintenance budget.

2. Meetings, Outreach and Correspondences

a. Meetings attended:

June 12	CEN – Manager/Director Meeting
June 19	OPK – Contract Library Managers Meeting
July 10	CEN – Manager/Director Meeting
August 14	CEN – Manager//Director Meeting

b. Outreach:

August 20	Town of Boston Concert – Musical Story Time
September 8	Colden Art Festival with the Bookmobile
September 14	Boston LEAF event with the Bookmobile

I will be resuming outreach to Churchill Child Care Center this fall on a monthly basis

c. Correspondences:

A letter was sent to the Town of Colden Board requesting continued support from the Town of Colden to allow us to continue to provide free programs to the community. We received a \$1,000 check from the Town of Colden to be spent for programming. A thank you note was immediately sent to Supervisor DePasquale.

Forty-two thank you letters were sent after the summer fundraiser to our business sponsors, individual donors, volunteers, and vendors for their contributions to the fundraiser.

3. Summer Fundraiser

Our Summer Fundraiser was a huge success! We had over 300 people attending this year and raised \$2768.11 in proceeds, surpassing 2018 proceeds by more than \$300.

Association Proceeds

Craft Booths \$90
Hot Dog Sales \$300

Donations \$55
Association Memberships \$260
Basket Raffle \$1235
(\$1062 deposited -\$73 for BJs and

-\$100 to replenish petty cash fund)
Cookies \$75
Wine Raffle \$175
Donation from Legislator Mills \$700
Total: \$2890

Expenses:

Wegmans \$69.92-\$50 gift card =\$19.92
Wegmans Water =\$14.24
Facebook Ad = \$15.00
(\$49.16 reimbursed to Lydia Herren part of
voucher #141)

BJs: 4 boxes of chips and 200 rolls \$72.73
From Basket Raffle Proceeds
(Music = \$200 from Central Programming
Fund)
Total = \$121.89

Friends Proceeds

Friends Book Sale \$64.25
Business Sponsorships:
 Kirst Construction = \$200.00
 Rucker Lumber = \$50.00
 North Boston Garage = \$50.00
Bike Raffle \$123
Donation \$50
Total: \$537.25

Friends Expenses

Tent \$325
Bikes \$280.12
Total: \$605.12

Total Contribution: \$67.87

Total Proceeds = \$2768.11

4. New York State Library Construction Grant

Please review the following information regarding the current application for the New York State Library Construction Grant for the 2019-2022 grant cycle. Our HVAC system is 20 years old and quite inefficient. I have 3 estimates from local contractors for replacement. In order to submit for NYS funds to cover 50% of the cost of replacement, we need to make a resolution that certifies that the board is committing the remaining 50% of the cost and intends to use the building as a library for a minimum of ten years.

5. Native Plant Garden and Eagle Scout Update

Plants have been purchased for the Native New York Educational Garden. I am currently working with Eagle Scout Joshua Buckley and our Master Gardener volunteer Marcia Herren to design the fence and potential seating area, and we are hoping to have construction underway later this fall. I will be speaking with the Friends board about sponsoring the seating area and a permanent education plaque that would detail the benefits of using native plants in local gardens. We are also looking at the possibility of moving the platform that was left after the removal of the old shed.

6. Disaster Response Plan

It is recommended that the Boston Free Library have an Emergency Action and Disaster Response Plan in place as part of our policies. Please review the prepared policy and let me know of any changes.

Central is asking that we begin posting all of our board policies on the library's individual webpage. We have been updating our policies at the last several meetings and I will be posting all updated policies later this week.

7. Policy Updates

After an incident in July involving a homeless man causing a disruption at the library, it was recommended that the board be made aware of the suspension of library privileges appeals process. I have a letter that details the appeals process, based off of Central's current policy. Please review it and let me know if you have any suggestions for revision.

It is also necessary to update the Rules of Conduct to reflect New York State's new no smoking law which sets the limit for smoking near schools and libraries at 100 feet. This does not include private residences that fall within that distance.

8. Summer Programming Final Report

We had a very busy summer with:

- a. 47 Summer Programs for a variety of ages
- b. 938 People attending programs at the Boston Library
- c. Battle of the Books – Boston had 2 teams representing our library at the Battle of the Books. Both teams did very well competing in an extremely difficult trivia competition based on the 5 books we read and studied throughout the summer. All team members who will still be eligible to participate next year said they plan to be a part of our team again in 2020.

Since the beginning of the year, over 250 people have read to our Therapy Dog

9. Lifetime Member Plaques

We have had five new lifetime members join the Association in 2018 - 2019 by making \$100.00 donations to the Boston Free Library. Wild Eye Laser Engraving has done the plaques in the past. The plaques should be updated prior to the gala. We have received \$1365 in Association membership donations this year.

10. Fall Gala Plans

- a. The date is set for October 18th, from 6:00 PM – 8:00 PM. The book sale will run October 19th – October 25th.
- b. We will again have food, wine, a basket raffle, Halloween costume competition for the kids, live music, and of course the preview of the book sale.
- c. Other suggestions?

11. Reimbursements for Programming

- a. I have submitted received a reimbursement from Central for \$525 to help cover summer programming costs. We have an additional \$225 remaining in our programming budget for the fall that needs to be used this year. Remaining programming costs will be covered by the Town of Colden's donation. Additional programming funds from Central can be carried over to 2020.

12. Upcoming Fall Programming

- a. Story Time for 3-5 year olds will be held every Monday at 10:30 AM until December 23rd with no meetings October 21st – November 11th due to the book sale, vacation and Veteran's Day holiday.
- b. We will be trying out a Family Story Time on Tuesdays at 6:00 PM until December 17th for children ages 2-7. The first half will be geared towards all ages including toddlers and the second half will have more advance crafts and activities for the older children.
- c. Craft Thursdays are scheduled at 5:00 PM for September 26th, October 10th, November 21st, and December 12th with seasonal crafts planned for all ages.

- d. October Programs:
 - i. October 12th at 11:00 AM– Kids Yoga with Blue Sky Wellness
 - ii. October 18th at 6:00 PM– Gala Fundraiser
 - iii. October 19th – October 25th –Book Sale
 - iv. October 29th at 6:00 PM – Don't Give the Pigeon a Library Program for ages 3-6
- e. November Programs:
 - i. November 9th at 11:00 AM – 12:00 PM – Kids Yoga with Blue Sky Wellness
 - ii. November 16th at 11:00 AM – Talk on the Wild Side with Hawk Creek
 - iii. November 30th at 10:00 AM and 11:00 AM – Graham Cracker Houses
- f. December Programs:
 - i. December 7th at 10:30 AM- 12:00PM – Christmas Card Making Program – All Ages
 - ii. December 14th at 11:00 AM – Kids Yoga with Blue Sky Wellness

13. Plowing Contract

I received the updated plowing contract from Chevalier listing \$1050 for the full season plus \$110.00 per salting for the driveway. I can get additional estimates, but the other estimates I received last year were higher than Chevalier's current estimate. I believe we need to keep the salting option on the contract for safety reasons, but it may need to come out of the Association Account in 2020 as our maintenance budget is not large enough to cover all necessary salting. In 2019 we spent \$550.00 on salting the driveway, which came out of the contract budget but has put us over in that account.

14. We received a comment from one of the many library passport visitors complimenting the Boston library staff for their friendliness and for our efficient use of space. We had 125 people visit the Boston Library as a part of the Library Passport Program this summer.