

Boston Free Library Association Trustees Board Meeting Minutes 12/10/19

Meeting convened at 6:02 PM

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

Minutes from the September meeting – Motion to accept minutes

* Motion to accept: Linda Coniglio * 2nd: Cathy Osborn and carried

Treasurer's Report – Motion to accept report:

• Motion made by: Kami Callahan * 2nd: Cathy Osborn and carried

Director's Report

Association Budget for 2020

Motion to transfer of Money to Contract Account to Cover Overage for 2019 –

* Motion made by: Kami Callahan * 2nd: Cathy Osborn and carried

Motion to request Debit/Credit Card under the Association for Lydia after checking with Central for specifics

* Motion made by: Linda * 2nd: Matt Boyle and carried

Kami Callahan volunteered to be Claims Audit Officer.

Library of Things Update – may help increase circulation

Motion to accept Social Media policy

* Motion made by: Linda Coniglio * 2nd by: Kami Callahan and carried

Motion to accept Volunteer Policy (Central)/Application – Boston

* Motion made by: Matt Boyle * 2nd by: Linda Coniglio and carried

Meeting Room Use Application – no action needed

Disposal of Obsolete or Surplus Policy - Motion to accept:

* Motion made by: Cathy Osborn * 2nd by: Matt Boyle and carried

Book Sale/Donation Procedures - Motion to accept:

* Motion made by: Matt Boyle * 2nd by: Linda Coniglio and carried

Heating – Central funded NYS needs to approve the Construction Grant (April or June)

President's Report:

ACT Meeting

Safety in Your Library Power Point available online – Suzanne thought was excellent

<http://future3.buffalolib.org/useful-links>

User Name: trustee PW: trustEEacceSS

ACT committee for clarifying contract – Fine tuning, reorganizing and condensing. Large committee and some lawyers are on committee. Sue Jacobs.

March ACT meeting at Central Library – Suzanne cannot make this meeting and asked if some one in addition to Lydia will attend.

Motion to adjourn:

* Motion made by: Linda Coniglio * 2nd by: Matt Boyle and carried

Meeting Adjourned at 6:59 PM

Meetings in 2020 – Meetings will convene at 6:00PM

February 11

April 14

June 9

Sept 8

Dec 8

Librarian's Report – December 10, 2019

1. Contract Account Balance: \$1452.14

Checks written since the last board meeting

2302	Chevalier Plowing Contract	\$1050.00
2303	Republic Services Garbage	\$68.47
2304	Rucker Lumber –Paint for the Railing	\$33.73
2305	Postmaster –Mailing 990 Form	\$12.95
2306	Erie County Water Authority	\$49.26
2307	Republic Services Garbage	\$68.82
2308	Fire Safety Services Alarm Inspection	\$150.00
2309	Republic Services Garbage	\$68.79
2310	Post Office Box for 2020	\$150.00
2311	Traveler's Insurance 12/12/19	\$2,032.00
2312	Lydia Herren – Mileage Sept-December *anticipated	\$148.48
2313	Republic Services Garbage *anticipated	\$68.79

2. Payroll Report: As of Pay Period 24 we are projected to be under budget for staffing by \$4,313.41. This amount is largely the result of two long term employees wishing to reduce their hours (which have been taken over by newer employees at a lower cost).

3. System Paid Expense Report:

As of 9/30/19 Boston is projected to be within our System Paid expenses for 2019. This report includes wages, benefits, retirement, natural gas, electricity, and phone lines.

4. Overage from Contract Account

- a. As previously reported, several expenses were paid out of the contract account early in 2019 including:
 - i. \$425.00 for replacement faucet
 - ii. \$200 for furnace pump replacement
 - iii. \$440 for salting

- iv. \$150 for plowing over contract date
 - b. This led to expenses higher than our budgeted amount.
 - c. Current balance in the contract account is \$1452.14. Our liability insurance bill for the year is \$2032, mileage from September through December is anticipated at \$148.48 and we should receive an additional garbage bill just before the end of the year. The total is approximately \$2,250.00. To cover the overage, the Association needs to write a check for at least \$800 to the contract account. Tracy recommended depositing \$1,000 with any remaining balance at the end of the year being returned to the Association after the Return to System is calculated.
 - d. We had to replace the faucet in the utility room, which Mike did for \$63.96. This will be billed to the library from Rucker's and needs to be paid from the Association Account.

- 5. Association 2020 Budget
 - a. Based on Income/Expenses in 2019 I am proposing the attached budget for 2020. 2019 actual numbers will be adjusted as final expenses come in.

- 6. Reimbursement Requests
 - a. I am requesting a reimbursement of \$198.01 for library supplies purchased, including storage containers, a battery for the security system, solar lamp for the ramp and additional letters to replace the broken set for the roadside sign.
 - b. I am requesting a reimbursement of \$458.33 for library programming supplies from September through December. This includes supplies for our monthly craft programs, Graham Cracker Houses and story time. Attendance at these events so far adds up to over 400 people, and we anticipate approximately 35 more at our craft program on Thursday.
 - c. We received a \$100 cash donation for programming from a family of attendees at our Painted Pumpkin program in October.

- 7. Credit Card for Library Purchases
 - a. To limit personal reimbursements in the future, I am requesting that the board consider issuing the director a credit card under the Association for library purchases.
 - b. Evans Bank has a Company Charge Card option with no annual fee, but it must be paid in full on a monthly basis.
 - c. Credit Card Policy – please review the attached Credit Card Policy.

- 8. Meetings
 - a. September 18th – Grand Island Contracting Library Directors Meeting
 - b. October 9th – Central Manager's Meeting

- c. October 19th – North Collins ACT Meeting
 - d. November 13th – Central Manager’s Meeting
 - e. November 20th – Lakeshore Contracting Library Director’s Meeting
 - f. December 4th – Central Youth Services Fall Meeting
 - g. December 11th – Central Manager’s Meeting
 - h. December 18th – Central Director’s Training Workshop
9. Correspondences:
- a. Thank you letters were sent to
 - i. Town of Colden Supervisor for the \$1,000 donation
 - ii. All Gala and book sale volunteers as well as patrons and businesses who donated baskets or items to the basket raffle.
10. Fall Gala and Book Sale
- a. The Gala and Book Sale were a success this year! The Friends of the Boston Library raised a total of \$3273.47 (2019= \$3504.70 –musician was paid for through remaining Central programming funds)
 - b. Ticket Sales accounted for \$1250 (2018=\$1598)
 - c. Basket Raffle/Wine and Beer raised \$1430 (2018=\$1290)
 - d. Book Sale profits accounted for \$879 (2018=\$840.75)
 - e. Additional Donations of \$300 were given to the Friends at this time.
11. Gallivan Grant – Bullet Aid
- a. Items for the Library of Things have arrived and will be available for circulation beginning in early 2020. As approved at prior meetings, approximately \$1,100 was spent on the equipment. The Association will receive a bill from Amazon (the order was placed by the Central Library’s Business Office). This leaves approximately \$3,700 remaining in the Gallivan Grant.
 - b. We will have a video camera, green screen, outdoor projector and screen, telescope, trail camera, ukulele, therapy light for seasonal affective disorder, digital radon detector, karaoke machine, metal detector and bubble machine available for 7-day loan.
12. Fall Programming Statistics
- a. We have had a very business fall schedule. There were 25 scheduled preschool story times, 4 family seasonal craft evenings, outreach to Churchill Child Care, Boston LEAF and Colden Arts Festival, therapy dog reading days, 3 Kids Yoga classes, Hawk Creek, Graham Cracker Houses and Christmas Card Making Class. Program Attendance from September through December is approximately 900.

13. Upcoming Spring Programming

- a. Story Time will continue in January on Mondays at 10:30 AM and Tuesdays at 6:00 PM through the winter and spring.
- b. Take Your Child to the Library Day – February 1st will include special events, giveaways, a family story time and craft program.
- c. Craft Programs – Our seasonal craft programs have been extremely popular with an average attendance of at least 40 people at each session. We will be continuing these programs with Valentine's, St. Patrick's Day, and Easter Crafts in February, March and April.
- d. I am working to schedule Her Heart Barn for a program in February and the Buffalo Botanical Gardens for a kids craft program in March.
- e. I am working with Susan Rudnicky on developing some adult programs for the spring, including a watercolor/art course that would meet on a monthly basis.

14. Claims Audit Officer

- a. Claims Audit Officer – we need to appoint a claims audit officer to look over checks in the Association on a regular basis. This person cannot have signing authority on the account.

15. Policies

- a. As part of our effort to update library policies please review the following suggested policies. These will be added to the new library website in 2020.
- b. Social Media Policy
- c. Volunteer Application
 - i. Central has a system-wide Volunteer Policy and Application that has recently been revised. Can we accept the revision?
- d. Meeting Room Use Application
- e. Disposal of Obsolete or Surplus Property Policy
- f. Book Donation Policy: amendment to Gift and Donor Recognition