

Boston Free Library Association Trustees Board Meeting Minutes 9/8/2020

Meeting convened at 6:05 PM

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

Review of minutes from the July meeting – Motion to accept minutes

* Motion to accept: Linda Coniglio * 2nd: Kami Callahan and carried

Treasurer's Report – See Attached. Motion to accept report:

• Motion made by: Matt Boyle *2nd: Kami Callahan and carried

Director's Report – See Attached

- Financial Report and discussion of 2021 budget scenarios. The director will look at recommendations for Association or Friends of the Library contributions in the event of budget cuts.
- The Library Charter amendment for the incorporation the Town of Colden into the Boston Free Library's service area received support from the Town of Colden Board and is up for review at the November meeting of the New York State Board of Regents.
- Open Hours were discussed. If guidance from state and local officials allow, the Boston Free Library will return to being open 35 hours per week in October. The director proposes changing the hours slightly to close an hour earlier on Monday and Thursday and open an hour earlier on Tuesday and Friday. The number of open hours will remain the same as the standard.
 - Motion made by: Linda Coniglio *2nd: Matt Boyle and carried
- Book Sale Plans and Flyers reviewed and approved with the addition of a statement on the importance of fundraising for the library due to cancellation of other fundraising events this year.
- Annual Report Revisions prior to mailing: will add lines to the membership form and information on the library's Facebook page.
- Director's Report accepted
 - Motion made by: Linda Coniglio *2nd: Kami Callahan and carried

President's Report

Nothing to report

New Business

Review of the Long Range Plan and Strategic Plan will begin for 2021.

Motion to adjourn:

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

Meeting Adjourned at 7:04 PM

Next Meeting: December 8th at 6:00 PM

Treasurer's Report

Boston Free Library - November 2019
 Association Account

Date	CK #	To:	Purpose:	Deposits	Withdrawals	Balance	Amount
8/27/2019	1378	Lydia Herren	Program Supplies		513.05	11,696.73	\$ (513.05)
9/11/2019		Deposit	Program Reimbursement	525.00		12,221.73	\$ 525.00
9/23/2019	1379	Wild Eye Laser Engraving	Lifetime Member Plaques		25.00	12,196.73	\$ (25.00)
10/1/2019		Deposit	Membership	25.00		12,221.73	\$ 25.00
10/3/2019	1380	Sherwin Williams	Paint		53.54	12,168.19	\$ (53.54)
10/11/2019	1381	Blue Sky Wellness	Program - Child Yoga		75.00	12,093.19	\$ (75.00)
10/14/2019	1382	Hawk Creek Wildlife	Program		50.00	12,043.19	\$ (50.00)
11/7/2019	1383	Blue Sky Wellness	Program - Yoga		75.00	11,968.19	\$ (75.00)
11/15/2019	1384	Hawk Creek Wildlife	Program		200.00	11,768.19	\$ (200.00)
11/29/2019		Deposit	Program Reimbursement	250.00		12,018.19	\$ 250.00
11/29/2019		Deposit	Donation	500.00		12,518.19	\$ 500.00
						12,518.19	
						<u>12,518.19</u>	<u>\$12,518.19</u>

Savings Account				
12/31/2018	Interest		0.66	16,584.99
1/31/2019	Interest		0.70	16,585.69
2/28/2019	Interest		0.64	16,586.33
3/2/2019	Deposit	Memorial Pearl Emerling	100.00	16,686.33
3/29/2019	Interest		0.71	16,687.04
4/30/2019	Interest		0.69	16,687.73
5/31/2019	Interest		0.71	16,688.44
6/12/2019	Deposit	Moved Money From Checking	5,000.00	21,688.44
6/28/2019	Interest		0.82	21,689.26
7/31/2019	Interest		0.92	21,690.18
8/30/2019	Interest		0.92	21,691.10
9/30/2019	Interest		0.89	21,691.99
10/31/2019	Interest		0.92	21,692.91
				21,692.91

CD 89788-031 @ 2.25% - Renewal date 5/28/20	\$13,618.27	\$13,618.27
CD 768355-031 - @ .45% - Renewal date 7/8/19	\$1,816.42	\$ 1,816.42
CD# 30041008 @ 2.25% - Renew 3/6/20	\$5,077.99	5077.99

Librarian's Report September 8, 2020

1. Contract Account Balance: \$2,814.94

Checks written since last board meeting

2334	Rucker Lumber – Paint and Concrete Sealer	\$27.78
2335	Michael Nowak – Lawn Mower Gas	\$12.00
2336	Water Authority	\$50.28
2337	Modern Disposal - Garbage	\$60.76
2338	Rucker Lumber – Sidewalk Repair Supplies	\$10.99
2339	Sherwin Williams – Paint	\$26.56
2340	Modern Disposal - Garbage	\$62.36

Budget Updates:

As of Pay Period 17, the library has a projected ending balance surplus of \$14,579 in our personnel budget. This is due to the closure and the reduction in hours over the past several months. This ending projection will change if we resume regular open hours in October, but the remaining savings from 2020 will help towards budget shortfalls in 2021.

The library was asked to submit budget scenarios for 2021 detailing staff cuts of 5%, 10%, and 25%. At the 25% reduction in staff hours, the library would have to receive a waiver from NYS to operate at levels below our minimum state standard for open hours as there is no way to keep the library open 35 hours per week with a cut that substantial. All staff members including the director would most likely have hours reduced at the 10% and 25% reductions.

The 2021 budget will be dependent on federal funding provided to state and local government. If large short-term cuts are made, the Association can consider privately funding staff hours to help reduce the impact on the library's open hours.

2. Meetings and Correspondences

Central Meetings have continued on a monthly basis via Zoom. I have attended all managers/directors meetings over the last several months as well as the YSG meeting held a couple of weeks ago.

I attended the Colden Town Board Meeting on July 9th and spoke with them about incorporating the Town of Colden in to the Boston Free Library's Charter. They approved of the incorporation. With the town's support, The Charter Amendment was submitted to the New York State Board of Regents along with a \$60 check on August 13th. The amendment is on the agenda for the November meeting of the NYS Board of Regents.

The Contracting Member Library Activity Report for the Boston Free Library was due at the beginning of September. This report is included in the board report for the BECPL board meeting this month. Our section of the report details programs and unique offerings including our online content and our library of things, which has been very popular this summer.

3. Library Open Hours

Through September we are still operating at reduced hours to save for 2021. I would like to resume our state minimum standard of 35 hours per week in October if possible (assuming numbers of cases remain stable with the reopening of the schools), but I am proposing some minimal changes to our regular open hours.

Monday 10-7

Tuesday 12-8

Thursday 10-7

Friday 12-5

Saturday 10-2

This schedule takes two evening hours from Monday and Thursday and opens the library an hour earlier on Tuesday and Friday. The 7:00 pm – 8:00 pm hour is quiet year round, particularly in the fall and winter. With school being at least partially online and more

parents deciding to homeschool this year, I think the earlier hours will be useful. I am requesting that these would be the hours continuing into 2021, so they would be updated on the Annual Mailing when it goes out later this month.

4. Fall Fundraising

Book Sale October 5th – October 24th: Call to book an appointment to browse the book sale room. Patrons will be allowed on a drop in basis if there are no booked appointments. The basket raffle would run during the entire time as well with tickets pulled on October 24th.

The Flyer would be included with the Annual Mailing. There is also a draft of a letter for local businesses seeking their support for our basket raffle. This can be mailed out later this week if approved. The flyer for the book sale will go out the following week.

Trades of Hope Holiday Fundraiser

Zenia Munger approached the library with a fundraiser idea involving Trades of Hope, a fair trade jewelry and décor company. We would advertise the sale and she would sell items with all her proceeds going towards the library. November would be a wonderful time to try to catch the holiday shopping crowd. I spoke with our communications department about the fundraiser and was told that as long as we had an MOU stating each party's involvement and responsibilities, the fundraiser would be a great idea.

5. Annual Report/Advertisement

Are there any updates to the Annual Report or book sale flyer before the mailing is sent out?

6. Plow Contract Update

I received the updated contract for snow removal from Chevalier. It is listed as the same price as last year. Salting will continue on an as needed basis, but the contract does not list the charge for that. In the past it was \$110.00 per time. The 2021 budget does incorporate additional funds for salting based on previous year's usage. Assuming the charge is the same in 2021, do I have approval to sign the contract for the 2020-2021 season?

7. Programming: Online and On-Site

- a. Online programs including our craft videos and story times will continue. To date the library has posted 24 story time videos with 4,609 views and 20 craft videos with 3,840 views.
- b. The library hosted a Kids/Teen Book Trivia Club with 14 kids attending meetings on a weekly basis via zoom for a Battle of the Books virtual event. Our final contest consisted of two teams answering questions on 4 books they read over the summer. Our winning team got 59 out of 60 questions correct while our other team made a valiant effort getting 51 out of 60 questions correct. All participants were excited about possibly participating in Battle of the Books next year face-to-face.
- c. Tentative plans for on-site programs dependent on guidance from Central

- i. Pumpkins – Outdoor painting, supplies divided prior to attendance with time slots throughout the day
- ii. Graham Cracker Houses – supplies divided prior to event, as a take and make
- iii. Sock Snowmen – supplies divided prior to event, 1 group/family per time slot
- d. Take and Make Kits – story time and holiday craft kits for families – one per month starting in October
- e. Outreach – I was contacted by Churchill Child Care to resume the library’s story time outreach. I am looking at options that don’t involve face-to-face programs at least through October.

8. Long Range Plan Ideas

Please review the library’s Long Range Plan from 2017-2021. We should begin revising the plan in our future meetings and diversify it to create a long range plan and a strategic plan as separate documents. The strategic plan is a requirement for New York State Minimum Standards beginning in 2021. Any guidance on the difference between a long range plan and a strategic plan would be much appreciated.