

**BOSTON FREE LIBRARY
BOX 200
BOSTON, NEW YORK 14025**

Minutes of the Board of Trustees

December 6, 2016

The meeting was called to order at 6:23 p.m.

ATTENDANCE: Present: Suzanne Borowicz, Bob Klier, Linda Coniglio
Staff: Lydia Herren

A motion was made to accept the minutes from the September meeting. It was seconded and carried.

TREASURER'S REPORT

1. The treasurer gave a detailed report of the income and expenditures. See attached report.
2. A motion was made to accept the Treasurer's Report. It was seconded and carried.

LIBRARIAN'S REPORT

1. See attached Librarian's report.
2. Motion was made to transfer \$500 from the Association's account to the Contract account to cover costs to the end of the year.
3. Veteran's Day: A motion was made to close the library for Veteran's Day on Friday, November 10th (observed) and Saturday, November 11th (actual). It was seconded and carried.
4. The Board made a motion to accept the Petty Cash Policy. It was seconded and carried.
5. The Board made a motion to accept the Freedom of Information Law Policy. It was seconded and carried. Lydia Herren was appointed Records Access Officer for the Boston Free Library.
6. The age at which children can be left unattended at the library was discussed. It was determined that the library would continue to follow the current Rules of Conduct which states children six years of age and under must have a guardian at all times.
7. A motion was made to use grant money from Senator Gallivan to purchase new computer desks and seating for the library. It was seconded and carried.
8. A motion was made to purchase lock boxes to store the library's cash from fines and donations. It was seconded and carried.
9. The board approved holiday bonuses for maintenance staff at the same level as previous years.

PRESIDENT'S REPORT

1. ACT Meeting at the Clearfield Branch of the Amherst Public Library on Saturday, December 10th at 9:30 AM about the "Roles and Responsibilities of the Board of Trustees" was announced and attendance was encouraged.

Dates for Board Meetings in 2017:

March 7, 2017
June 6, 2017
September 5, 2017
December 5, 2017

ADJOURNMENT:

The meeting was adjourned at 6:54 pm.

Respectfully submitted,
Lydia Herren

Treasurer's Report

Checking Account:		\$13,417.96
CD # 768375-031	Maturity Date 1/8/17:	\$1,781.60
CD # 87988-031	Maturity Date 2/28/17:	\$13,184.28
Savings Account:		\$9,911.33
Total:		\$24,877.21
Revenue:	Donations:	\$2,307.00
	Fundraising:	\$2,063.09
	Grant:	\$3,054.04
Total		\$7,424.13
Expenses:	Computers	\$2,065.96
	Dues & Subscriptions	\$20.00
	Fees (Hurwitz & Fine):	\$432.18
	Maintenance:	\$233.00
	MISC (Eagle Scout Project, Library Overage):	\$789.50
	Postage & Delivery:	\$246.85
	Programs:	\$1,075.00
	Supplies:	\$189.81
Total:		\$5,052.30
2016 Overall Total:		\$2,371.83

Librarian's Report – December 6, 2016

1. Contract Account Balance: \$2,239.14
2. Payroll Report: As of Pay Period 21 Boston is projected to be within the Central provided budget for staffing with a small annual ending balance of \$1,780.20. This is the typical projected ending balance at this point when compared to previous years.
3. System Paid Expenses Report: As of September 30, 2016 Boston is projected to be well within the System Paid expenses for 2016. This report includes wages, benefits, retirement, natural gas, electricity, and phone lines.
4. Contract Account is estimated to be -\$1400 for the year due to a combination of factors. This account uses Central's estimate of our fine revenue (which is down across the system due to online payment options) to cover the costs of maintenance, garbage, sewer, water, insurance, postage, and mileage. Our fine revenue is down by nearly \$1,000 this year (which does not yet include December). In addition, this year's garbage costs exceeded our budgeted amount by \$400. We had the following repairs and updates beyond our typical expenses:
 - Fire Extinguishers \$190
 - Sink Faucet \$45
 - Light Bulb Covers (for safety) \$153
 - Exit Signs \$425

What this means is that we will have to supplement the contract account out of the association account to make up this difference.

I am also in the process of determining whether we have any better options for garbage disposal and insurance. I have been in contact with the Town of Boston and Traveler's insurance.

5. The Town of Colden has agreed to provide the library with \$500 which is intended to be provided on an annual basis to be used to provide community service. Thank you letters have been sent.
6. Veteran's Day Schedule- Veteran's Day falls on Saturday November 11th. The union observed holiday is Friday November 10th. Most libraries will be closed on Friday to observe the holiday but open on the actual holiday. Some are concerned about how veterans might view being open on the actual holiday.
7. Fall Programming Totals:

This fall we had 13 special programs and 10 story hours with a total attendance of 524 people plus outreach with the Boston Seniors and Colden Art Festival totaling another 231 people. We have 2 more story times and one Maker Friday scheduled in December.
8. Upcoming Programs for the Spring: We are currently planning for a busy spring continuing story time on Tuesday evenings, Maker Fridays for ages 7 and up one Friday a month, and special programs from Earth Spirit on animal tracks, Wende Essrow, Botanical Gardens, and more to be determined.

9. Meetings attended:
 - 9/1 - Grant Workshop Springville Arts Center
 - 9/14 – Managers/Directors Meeting – Central
 - 9/21 – Managers Meeting – Julia Boyer Reinstein Library
 - 9/28 – Friends of the Library Meeting – Orchard Park Library
 - 9/30 – WNYLRC Annual Conference – Ellicottville
 - 10/12 – Manager/Directors Meeting – Central
 - 11/17 – Ready to Read Training – Hamburg Library
 - 11/30 – Managers Meeting – Julia Boyer Reinstein Library

10. Estimates from Electricians and Masons – I am still collecting estimates from electricians and masons. I have been in contact with Lime Energy, a company with a program that would cover up to 75% of our lighting updates if they are found to increase our efficiency. They should be out to do an estimate within the next week or so. I am waiting to hear back from two masons with estimates on the repairs for the basement walls and would like to be able to go ahead with that in February or March if scheduling permits. We may consider closing the library one day to allow for work to be done. Tuesday would work because Wednesday is already a closed day giving the contractor 2 days to get work done before we would reopen the library.

11. Library Planning Survey – the Next Five Years – we had 34 responses, which is on par with other libraries the same size. Most important services were listed as borrowing items, using public computers and wifi, and patrons would like to see the library expand both physical and digital collections and open hours.