

## **Boston Free Library – Minutes for April 9, 2019 Trustees’ Meeting**

**Meeting began at 6:08 pm**

In Attendance:

**Suzanne Borowicz, Matt Boyle, Linda Coniglio, Lydia Herren, Cathy Osborn**

**Minutes from the February 12, 2019 meeting** – Motion to accept

Motion made by: Matt            Seconded by: Linda            and carried

### **Treasurer’s Report**

Very little activity – Linda will update next month

Motion to agree with postponing

Motion made by: Cathy            Seconded by: Matt            and carried

### **Director’s Report** – copies handed out

Furnace is 20 yrs old. Need new one

- Looking to Armour Heating for quotes
- Will look into Zoning for heating and cooling system because downstairs is much colder.
- Would also like to research Solar panels.
- Was hoping to garner some Construction Grant funding but Governor just cut 20 million.

Payroll is down because of leave and vacation but will be coming to normal levels soon.

### **State Report Approval** - Resolution to Accept the 2018 State Report – ACTION

Motion to accept the 2018 State Report

Motion made by: Linda            Seconded by: Matt            and carried

### **Annual Report** - review and approve for printing and distribution - ACTION

Motion to accept all reports

Motion made by: Linda            Seconded by: Matt            and carried

### **Annual Library Flyer** –

Suggested changes:

- serving for OVER 70 years
- Annual Summary for 2018

Motion to approve with suggested changes

Motion made by: Matt            Seconded by: Linda            and carried

Discussion - Matt volunteered to do video promotions.

### **NEW POLICIES:**

- **Claims Audit Policy** - Review and Accept –RE: verify spending  
Motion made by: Matt            Seconded by: Cathy            and carried
- **Finances and Donated Funds Policy** - Review and Accept  
\* NOTE: Ongoing Book donations (not on-going sale for tax purposes)

iii – Make note - Claims auditor will do this

Motion to accept

Motion made by: Linda      Seconded by: Sue      and carried

- **Accountability Policy** - Review and Accept – ACTION

Need 2 signers on checks for Association

Approval for Lydia to be 2<sup>nd</sup> signer

Motion to approve:

Motion made by: Sue      Seconded by: Matt      and carried

- **3D Printer Form and Policy** – ACTION

Motion made by: Cathy      Seconded by: Linda      and carried

**Trustee Term lengths** – (5 year term) discuss possible amendment of the bylaws  
Lisa, Matt (interim VP), Sue

Preparation for JUNE MEETING– please read over bi-laws

NOTE: Looking for one more member. Unsure whether Lisa wants to continue (missed 4 meetings)

Reimbursement for Lydia’s mileage/costs – need 3 separate checks

- \$152.32 – for craft program
- \$49.94 for 3D Filament
- \$51.33 Tape to re-label children’s books – Bought in bulk

Motion to approve Lydia’s reimbursement

Cathy – motioned      Lynda – 2<sup>nd</sup>

### **Summer Fundraiser Plans:**

- Trying to confirm date. No confirmation about Legislator Mills
- Sahlen’s – may or may not contribute. Have not confirmed either way.

Regulations for Trustee Education – discussed upcoming continuing education requirements for all Trustess

### **NEW BUSINESS :**

Matt – Robotics

- Lego has a robotics Club (\$300 for a team). No remote controls.
- Would it come under Gallivan Grant? Lydia will ask.
- Encourage other libraries – Interlibrary League

MEALS ON WHEELS – Table until we hear from them

- Need a card – easy to sign up
- We’d be the first in Erie County

Motion to adjourn

Matt – motioned to adjourn Cathy = 2<sup>nd</sup>  
Meeting adjourned at 7:07 PM

Meeting Schedule 2019 – Meetings begin at 6:00pm

February 12, 2019

April 9, 2019

June 11, 2019

September 10, 2019

December 10, 2019

(Please note that we are meeting five times this year instead of four and that all meeting dates are now on the second Tuesday of the month instead of the first.)

Librarian's Report  
April 9, 2019

1. Contract Account Balance: \$1,443.27

Checks written since the last board meeting:

2277	Sandra Quilan – Town of Boston Sewer	\$397.83
2278	Return to System	\$ 202.99
2279	Republic Services - Garbage	\$ 73.68
2280	Chevalier – Salting 2/6/19	\$110.00
2281	Vacinek – Faucet Replacement	\$425.00
2282	Armor Service & Supply – Furnace Pump Replacement	\$200.00
2283	Michael Nowak – Reimbursement for Light Ballast	\$22.80
2284	Republic Services - Garbage	\$74.15
2285	Life Safety – Fire Extinguisher Inspection	\$50.00

Our Payroll Report for Pay Period 4 has us running well under budget with staff, but this will change drastically as the year continues since in the first few pay periods we had staff members on vacation and as of March 30, 2019 Michael Nowak will be returning to work as our caretaker after an extended absence.

2. Upcoming Programs:

**Saturday, April 13th, 11:00 AM - 12:30 PM - Easter Egg Hunt and Spring Story Time with Craft**

Join us for an Easter egg hunt (indoor and outdoor - weather permitting). We will gather eggs for prizes and read stories about spring. We will even get to meet some live rabbits and make a bunny themed craft. All ages welcome! Bring a bag or basket to gather eggs!

**Thursday, April 18th, 5:00 PM - 6:00 PM - Easter Egg Painting**

Paint your own easter egg! All supplies provided - great for all ages.

**Saturday, April 20th, 11:00 AM - 12:00 PM - Create Your Own Book**

For ages 8-12. Do you enjoy creative writing or illustrating? Would you love to write or illustrate your own book? Come learn how to create easy, origami folded books to fill with your own creations. You will have the chance to experiment with language and art mediums to create your very own work of art. Registration is required.

**Saturday, April 27th, 11:00 AM - Princess Story Time**

All Ages. Come meet a beautiful princess, read stories and make a craft fit for royalty!

**Thursday, May 9th, 5:00 PM - 6:00 PM - Mother's Day Mugs**

Design your own custom mug for mom just in time for Mother's Day. All supplies provided (to pre-registered attendees) to make a one-of-a-kind gift. All ages welcome! Registration is required.

**Monday, May 13th, 5:30 PM - 6:00 PM - Battle of the Books Informational Meeting**

Stop in to learn about Battle of the Books! We will discuss this year's selections and talk about the program and the competition. This year's Final Battle is scheduled for August 3. Find out what it takes to win! For students entering 6th - 9th grade in the Fall of 2019. Call 716-941-3516 for more information.

**Saturday, May 18th, 11:00 AM - Birding 101**

Ages 8 and up. Learn how to use binoculars and which feathered friends we can expect to find in our own backyards. Presented by Buffalo Audubon

Ongoing Programs: Preschool Story Time on Tuesdays at 6:00 PM, Baby Story Time (Lapsit) on Thursdays at 10:30 AM, Therapy Dog on Staff Saturdays from 10:00 AM – 2:00 PM.

### 3. State Report

The State Report has been completed and submitted. We need to pass a resolution to accept the information contained in the State Report.

### 4. Annual Report

I have created a draft of our Annual Report to the Community. Once approved, the annual mailing can be printed and sent. In the past, we have sent it to everyone on the mailing list, approximately 450 recipients. I can send the report to our business list as well. We need to confirm the date and music for the Summer Fundraiser before they can be printed.

### 5. New Policies:

- a. Claims Audit Policy: This policy is highly recommended by the Orchard Park Library after they completed their recent audit by New York State. Provisions are made that emergencies, contracts, utilities, and postage can be paid prior to audit. We need to choose a Claims Auditor that will be able to approve checks written on the library's behalf. This individual can be appointed at our Annual meeting in June. Does anyone have any suggestions on an individual who can fill this role?

- b. Finances and Donated Funds Accountability Policy: Another highly recommended policy to have in place, this policy outlines how the Association deals with donated funds, outlining the different types of donated funds and the procedures in place for handling each type.
- c. Are there suggestions for changes to the policies or can the Board make a motion to accept both policies?

#### 6. 3D Printer Forms and Procedures

Following the models used by other libraries with 3D printers, I have developed the following 3D printing request and form to be filled out by anyone wishing to use the printer. With this form in place, I will begin advertising the 3D printer for public use online and in the local newspapers.

#### 7. Educational Native Plant Garden

Master Gardener Marcia Herren will be presenting plans for the Educational Native Plant Garden at the Friends meeting immediately following this meeting. It will include native plants that are beneficial for pollinators. A small fence will be constructed along the back of the shed to create a backdrop. The garden will be a mixture of annuals and perennials. Diane Sypniewski has agreed to donate her time to add decorative paint to the shed with the agreement that the Friends will pay for the necessary paint. Plants will mainly be obtained at wholesale tax exempt prices from Turnbull Nursery.

#### 8. Meals on Wheels

With Mary Jean Jakubowski's guidance, I have drafted an agreement between the Boston Free Library and Meals on Wheels. I am currently working to get feedback from Meals on Wheels on this agreement before we can proceed. Please look over the agreement. If Meals on Wheels comes back with no changes can we approve this agreement? Also in your packet is the client letter and survey that will be sent out to those interested in participating in the Meals on Wheels home delivery program.

#### 9. Reimbursements

I am requesting mileage reimbursement for the meetings and training attended between January and April for a total of \$259.84. This is budgeted in the contract account.

January 9	Central – Manager/Director Meeting
January 16	Kenilworth Library – Contracting Manager Meeting
February 8	West Seneca Library – Advocacy Meeting
February 13	Central – Manager/Director Meeting
February 26	Hamburg Library – Grant Writing Training
March 2	Central – ACT Annual Meeting
March 5	Hamburg – Grant Writing Training
March 13	Central – Manager/Director Meeting
March 27	Central – Customer Service Training for Managers
April 3	Clearfield – Contracting Manager Meeting
April 10	Central – Manager/Director Meeting and Customer Service Training for Managers

I am requesting the following reimbursements:

\$152.32 for programming supplies for our St. Patrick's Day craft, Easter Egg Hunt and Painted Easter Egg craft programs (Central Programming Funds will reimburse the Association)

\$49.94 for 3D printer filament purchased in March. (Gallivan Grant)

\$51.33 for labels for the label maker, which will be used to relabel all of the children's fiction.

#### 10. Building Maintenance

Vacinek replaced the leaking faucet in the public restroom for \$425.00. This was well under the estimated \$500+ estimated by McCormick's.

Armor Service and Supply Co was called in on March 1, 2019 to repair the leaking furnace pump. The cost of the service call and replacement part was \$200.00.

#### 11. Fundraiser Plans

We are still unsure whether Legislator Mills will be able to get Sahlen's to provide the equipment and supplies for the Hot Dog Roast this summer. I have tentatively marked July 11<sup>th</sup> as the date for our Summer Fundraiser/Craft Market. I would like to start contacting vendors as soon as possible, but I am waiting to hear back from Mills's office because our first choice date may not be available. Music has not been decided yet either. I have several people that I can contact depending on what direction the board wishes to go for entertainment.

#### 12. Trustee Terms and Re-election

The following Trustees have terms ending in June of 2019: Suzanne Borowicz, Matthew Boyle, and Lisa Witmer.

Respectfully submitted,

Lydia Herren