Boston Free Library Minutes for February 12, 2019

Meeting began at 6:10 PM

In Attendance: Suzanne Borowicz, Linda Coniglio,

Staff: Lydia Herren

Minutes from the December meeting – Motion to accept

Motion made by: Linda Seconded by: Suzanne and carried

TREASURER’S REPORT

- Association Account balance stands at $14,000.80. A detailed list of all checks written since the last meeting was provided to the board.
- $5,000 was taken on 12/6/18 from the Association Account to purchase a CD with a renewal date of 6/6/19 as approved in the September meeting.
- The Treasurer recommended transferring the lower interest CDs into higher interest earning accounts and moving additional funds from the checking account into the savings account. This is set to be discussed and acted on at the next board meeting in April.
- Motion made to add Lydia Herren to the Association Account to allow for double signatures on all checks.
  - Motion made by Linda Seconded by: Suzanne and carried

Motion to accept treasurer’s report

Motion made by: Suzanne Seconded by: Linda and carried

DIRECTOR’S REPORT

- See attached report detailing checks written, upcoming programs, meetings and statistics.
- Lease Depository Agreement with the Town of Boston was reapproved for 2019 with the Town of Boston providing $1,000 to the library.
- Financial Policies – discussion and approval of 2019 budget for the Association Account: See Attached
  - Motion made by Linda Seconded by: Suzanne and carried
- Policy Update Schedule
  - The following policies were reviewed with no suggested changes: Rules of Conduct, Procurement Policy, and Investment Policy.
  - Conflict of Interest Policy was reviewed and signed for 2019.
  - The Whistleblower Policy was presented and approved.
    - Motion made by Linda Seconded by Suzanne and carried
Claims Audit and Finances & Donated Funds Accountability Policies will be developed and presented at April’s board meeting.

- Capital Assets Log – although not required for Association Libraries it will be kept on file and items will be tagged. The value of the murals in the children’s room were estimated at $1,000 and the value of the watercolors of local churches hanging in the stairwell were estimated at $1,000.

- Gallivan Grant
  - Approximately $660 will be spent to set up a digital conversion station for VHS, records, cassettes, film and more. Items will be ordered through the Central Business Office and the Association will reimburse the office from the funds provided by Senator Gallivan’s office.
  - Lydia presented information and prices for additional technology items that will be available for patrons to borrow under the same procedures used for our yard game collection.
    - Items will be purchased through the Business Office after additional research on reviews and prices for a total of approximately $1500.
    - Motion made by Linda Seconded by Suzanne and carried
  - A fax machine will be connected for public use. We will use FaxScan24 for installation and funds from the Gallivan Grant will cover any cost associated with running a phone line to the appropriate area.

- Reimbursement Request for programming supplies to Lydia Herren - Approved
  - Motion made by: Linda Seconded by: Suzanne and carried

OTHER BUSINESS:

- Adult Programming options were discussed
  - Retired and Senior Volunteer Programs (RSVP) for adults
  - Quilting clubs
  - Announcement at Seniors’ meetings about the availability of our meeting room for clubs

Meals on Wheels homebound book delivery partnership plan is progressing with an anticipated start date of April/May 2019 for Boston, Colden and Holland residents.

Radon Mitigation was completed and paid for in January 2019.

The plumbing issue in the public restroom will be addressed, and the faucet and valves will be replaced. An estimate from McAllister Plumbing was received and an additional estimate will be obtained from Vacinek.

Motion to adjourn the meeting:
  - Motion made by: Linda Seconded by: Suzanne and carried
7:10 - Meeting adjourned

MEETINGS in 2019:

April 9, 2019
June 11, 2019
September 10, 2019
December 10, 2019

Librarian’s Report
February 12, 2019

1. Contract Account Balance: $2,236.87
   Checks written since the last board meeting:

<table>
<thead>
<tr>
<th>Check #</th>
<th>Vendor</th>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>2267</td>
<td>Cheryl Dunmire</td>
<td>Vacuum Cleaner Repair</td>
<td>$54.07</td>
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<tr>
<td>2268</td>
<td>Chevalier</td>
<td>Salting 11/29/19</td>
<td>$110.00</td>
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<tr>
<td>2269</td>
<td>Lydia Herren</td>
<td>Mileage Reimbursement 5/2018-12/2018</td>
<td>$333.54</td>
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<td>2270</td>
<td>Republic Services</td>
<td>Garbage</td>
<td>$64.19</td>
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<tr>
<td>2271</td>
<td>Rucker Lumber</td>
<td>Winter Supplies</td>
<td>$37.48</td>
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<td>2272</td>
<td>Fire Safety Systems</td>
<td>Monitoring</td>
<td>$240.00</td>
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<tr>
<td>2273</td>
<td>Chevalier</td>
<td>Salting 12/8 and 12/22</td>
<td>$220.00</td>
</tr>
<tr>
<td>2274</td>
<td>Erie County Water Authority</td>
<td></td>
<td>$48.74</td>
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<tr>
<td>2275</td>
<td>Republic Services</td>
<td>Garbage</td>
<td>$64.32</td>
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<tr>
<td>2276</td>
<td>Chevalier</td>
<td>Salting 1/7 and 1/23</td>
<td>$220.00</td>
</tr>
</tbody>
</table>

   This year BECPL has provided the Boston Library with a system appropriation of $1,394.00 to help cover our operating costs and offset the recent decrease in fine revenue across the smaller contracting libraries. Our estimated return to the system (which comes out of the Contract Account) is $202.99

2. Upcoming Programs:

   **Monday, February 11th, 5:30 PM - 7:30 PM - Ancestry Library Edition**
   Curious about your family history? Join us for this introduction to tracing your family’s roots with Ancestry Library Edition (ALE), a database available at any Buffalo & Erie County Public Library location.

   **Saturday, March 9th, 11:00 AM - 12:00 PM - Pom Pom Pals**
   For ages 6-10 years old. Do you want a fuzzy friend to call your own? Come learn how to make your own pompom creations with items you can find around your house!

   **Thursday, March 14th, 5:00 PM - 6:00 PM - St. Patrick’s Day Craft**
   It’s the luck of the Irish! Join us for an all ages St. Patrick’s Day Craft.

   **Saturday, March 23rd, 11:00 AM - 12:30 PM - Rock Painting 101**
   Our resident rock painting expert will lead us in preparing our own painted rock creations. **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.
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. Meetings with Legislators:
I attended a WNYLRC council meeting with Senator Patrick Gallivan and Assemblyman DiPietro on February 8th at the West Seneca Library to discuss the importance of libraries to our communities and restoring the cuts proposed by Governor Cuomo.

4. State Report
The non-financial section of the State Report has been completed. Work will begin on the financial section as soon as I receive numbers from Central with the completed report due at the end of the month of March. Once finished, we will need to make a resolution to accept the State Report.

2018 Statistics include:
Circulation: 42,183 items (down 8% from 2017)
Patron Visits: 22,906 (up 2% from 2017)
Computer Usage: 1,244 sessions (down 12% from 2017)
WiFi Usage: 1,610 (unchanged from 2017)
Sponsored Programs: 130
Program Attendance: 2,619 (approximately the same as 2017)

5. Annual Report
As I finish the State Report, I am also beginning to work on our Annual Report. It is typically mailed out in May or very early June. Is there anything in particular that should be included on this year’s report? There will be a section on the Gallivan Grant and what we are using the money for as well as an advertisement for the upcoming Hot Dog Fundraiser and summer events.

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. Are there any other suggestions for distribution?

6. Lease and Depository Agreement with the Town of Boston
I have been in contact with Supervisor Jason Keding about our lease and depository agreement for 2019. It was presented at last Wednesday’s Town Board meeting and approved for $1,000. The check will be arriving shortly.

7. Financial Policies
According to the New York State Minimum Standards for Public, Association and Indian Territory Libraries, all libraries must “present annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service.”

We have a written budget for the contract account that is developed with the guidance of the Central Library administration and business office. However, we also need a budget for our
private funds. I have outlined the following budget suggestions for the Association Account (See Attached).

Another part of the NYS Minimum standards involves reviewing and updating certain policies either annually or every five years depending on the policy. The following schedule shows the policies that should be reviewed at each meeting throughout the year:

<table>
<thead>
<tr>
<th>Policy</th>
<th>Date Approved/Last Review</th>
<th>Policy Target Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rules of Conduct (annual review)</td>
<td>N/A</td>
<td>February 2019</td>
</tr>
<tr>
<td>Procurement Policy</td>
<td>Approved February 2016</td>
<td>February 2019</td>
</tr>
<tr>
<td>Conflict of Interest – Signed Annually</td>
<td>Approved September 2014</td>
<td>February 2019</td>
</tr>
<tr>
<td>Investment Policy</td>
<td>Approved February 2016</td>
<td>February 2019</td>
</tr>
<tr>
<td>Whistleblower Policy</td>
<td>New</td>
<td>February 2019</td>
</tr>
<tr>
<td>Ethics Policy</td>
<td>Approved September 2017</td>
<td>September 2022</td>
</tr>
<tr>
<td>FOIL</td>
<td>Approved December 2016</td>
<td>December 2021</td>
</tr>
<tr>
<td>Claims Audit</td>
<td>New</td>
<td>April 2019</td>
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<tr>
<td>Finances &amp; Donated Funds Accountability</td>
<td>New</td>
<td>April 2019</td>
</tr>
<tr>
<td>Gift and Donor Recognition Policy</td>
<td>Approved June 2017</td>
<td>June 2022</td>
</tr>
<tr>
<td>Exhibits and Displays</td>
<td>Approved September 2017</td>
<td>September 2022</td>
</tr>
<tr>
<td>Facility Use Policy/Meeting Space</td>
<td>Updated June 2017</td>
<td>June 2022</td>
</tr>
<tr>
<td>Long Range Plan of Service</td>
<td>June 2017</td>
<td>June 2021</td>
</tr>
</tbody>
</table>

8. Conflict of Interest
According to this schedule, each trustee must read and sign the Conflict of Interest Policy on an annual basis (to be kept on file at the library).

9. Other Policies
Please review the Rules of Conduct, Procurement Policy, and Investment Policy. Are there any suggested updates?

The Whistleblower Policy is a new recommended policy taken from the Orchard Park Library’s template. Please review and vote on whether to accept the policy.

We will look at Claims Audit Policy and Finances and Donated Funds Accountability at the next board meeting in April.

10. Capital Assets Log
A Capital Assets Log is not required for Association libraries, but it is recommended for insurance purposes. It will include any items purchased with private funds over $1,000. I have
listed the 3D printer, Security System, Lawn Mower, Shed, Laptops, Desks and Chairs, Murals, Artwork. Are there any other items that should be included?

11. Gallivan Grant – Library of Things
We currently have a balance of $5,500 in the grant fund for technology and security provided by Senator Gallivan.

An order is ready to be placed for the following digital conversion devices totaling $660.00 with the potential addition of a few cords and SD cards. This would include VHS to digital, Vinyl, CD and Cassette to MP3, Photo, Slide and Negative Scanner for 35mm, 110, 126 Film, and 8mm and Super 8 to digital conversion devices. The extra laptop we currently own would be used to connect these devices although most will operate without a PC.

While researching for the Library of Things presentation I will be giving at the March ACT meeting, I found a number of libraries that lend out technology devices. I priced out the following items:

- Metal Detector Kit $190
- GoPro Camera $100-300
- Green Screen $50-90
- Projector $80 Outdoor Screen $160
- Bubble Machine $40
- Karaoke Machine $200
- Digital Microscope $100
- Telescope $80-300
- Digital Radon Detector $180
- Therapy Lamp $80
- Trail Camera $60-80

Total for all these items would be approximately $1200 - $1800.

We could use the model for the Yard Games to catalog and lend out these additional items.

We can also add a fax machine for public use. Using a company called FaxScan24, there is no cost to the library beyond running the fax line to the machine, which depending on size, could be located near the copy machine. The cost of the phone line work could be covered by the Gallivan Grant as well.

12. Educational Native Plant Garden
I am currently working to coordinate with the Master Gardeners’ Society to start a native plant garden in the back yard as well as an eventual seed library. Our Master Gardener, Marcia Herren will be contacting Windy Acres, Turnbulls, and Lockwoods to see about discounts or donations of native plants. The aim of the native plant garden is to educate the community on the importance of native plants to butterflies and beneficial native bees. The plan itself will be designed and presented at the next board meeting in April.
13. Meals on Wheels
I have been discussing the partnership between Meals on Wheels and the Boston Free Library with our administrative team. Meals on Wheels is happy to participate. We will be drafting an agreement between the Library and Meals on Wheels covering the confidentiality of library records and indemnifying the Boston Library and B&ECPL. Once this is completed and reviewed by a lawyer, we will begin sending information to Meals on Wheels recipients about the program. I hope to send out information by the end of March with the hopes of delivering items by April.

14. Reimbursement for Supplies
I am requesting reimbursement for $229.00 for supplies for three in-house programs and 5 outreach programs (4 at Churchill Preschool and 1 at Colden Elementary).

15. Building Maintenance
Since Mike has been out after having surgery we have been doing all of the shoveling. It was requested that we purchase an electric Snow Thrower and the Friends agreed to pay for one. The total cost was $174.78.

Radon Mitigation was completed between January 16th and 18th at a total cost of $1430.00. The follow up radon test showed a level of 2.8 pCi/I, well within the safe range. This is compared to the 6.5 pCi/I we received from the professional test and the 4.3 pCi/I we received from the store-bought test.

We need to address the leaking sink in the public restroom. I did have McAllister Plumbing give me an estimate. They listed the ADA compliant faucet replacement with labor at $500.00 and the utility sink faucet at $380.00. The utility sink can be replaced by our caretaker or a volunteer. The faucet replacement for the public restroom does run at $230.00 online. We could try replacing it with a cheaper version in house.

16. 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
Association Budget 2019

2018:
Income:

- Donations/Memorials $2,075
- Association Memberships $945
- Local Government
  - Town of Boston $1,000
  - Town of Colden $1,000
  - Legislator Mills $500
- Grants
  - Senator Gallivan Technology Grant $2,500
  - NYS Construction Grant Final Payment $311
- Programming Reimbursements $1,263
- Summer Fundraiser
  - Craft Booths $30 (prior to event)
- Total: $1,912
- Friends Donation from the Book Sale $301 + 1,655

Total: $13,492

Expenses:

- Programming –
  - Performers, Presenters and Supplies $2,184
- Dues – ACT $20
- Equipment/Furniture $469
- Building Maintenance and Repair $800
- Postage $220
- Miscellaneous Supplies $54
- Additions to Savings Account $5,000
- Technology Grant Expenditures $2,979
- Library of Things/Yard Games $714

Total: $12,440
2019 Anticipated:

Income:

- Donations/Memorials $1000
- Association Memberships $1000
- Local Government
  - Town of Boston $1000
  - Town of Colden $1000
  - Legislator Mills $500?
- Grants
  - Senator Gallivan Technology Grant $2,500
  - Programming Reimbursements $1000
  - Summer Fundraiser $1500
  - Friends Donation from Book Sale $1500

Total: $11,000

Expenses:

- Programming –
  - Performers, Presenters and Supplies $2,000
- Dues –ACT $20
- Equipment/Furniture $1000
- Building Maintenance and Repair $3000
  (Radon Mitigation was $1,430)
- Postage $300
- Miscellaneous Supplies $200
- Technology Grant Expenditures $3,000
- Library of Things/Garden (not technology) $500

Total: $10,020