Bristol Library Board of Trustees Meeting, October 12, 2021, 7:00 p.m.

Meeting to be held at the Library

**Call to Order**: By Sally Healy Frank, Vice Chair;

**Present:** Rebecca Keough, Mike Osier, Nikki Lund, Mimi Litsche

**Absent:** Mary Jane Stoltz, Finance Chair;

**Excused:** Jessica Winum, Library Director; Ann Rogers Lane, Chair of the Board (came late from the Bristol Town Board meeting)

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**Public Comment Time Allotment: No guests present**

**President’s Comments**

**Secretary’s Report:** September Meeting Minutes had no comments; N. Lund moved to accept and R. Keough made second and the document carried unanimously.

**Manager’s Monthly Report & Statistics (Jessica Winum):**

Deferred to November meeting.

**October Book Sale CANCELLED. (We need to move the signs for the cancellation into places where they are more noticeable—rescheduling the event has not been addressed as yet)**

**Committee Reports**

**Finance Committee (Mary Jane Stoltz):**

**Budget vs Actual review.**

Received notification on 10/5/2021 that the Town Board approved the 2022 Preliminary Budget; Bristol Library budgeted for: $ 57,240. It is currently posted on the Town website. On Nov 1st at 6:30PM, a Public Hearing on the Town Budget will be held, where the public may question or comment. Personnel Note: When we submitted our budget to the town, we did not take into account the new minimum wage of $13.20. Jessica will have to work within the 2021 budgeted amount.

Additional information and comments from the Financial chair are deferred to November meeting.

September reports. Approval needed.

Review of monthly bills. September bills are not yet ready for signature.

**Volunteer Committee:**

We are currently in a volunteer drought. Jessica has had problems getting volunteers to sort books and to man the book sale.

Volunteer recruitment discussion. R. Keough stated that her husband e-mailed the library to volunteer but no one responded. He used the Web address. Reason for this failure unknown currently. Our research has shown that empty nesters and seniors comprise over 50% of population with a substantial number now in the under 55-year-old range. Social media sites might work for the latter, but the former, especially the seniors still read hard copy sources. To that thought—could we advertise in the Pennysaver? The United Church of B newsletter? The Town Hall? The Share Shed? And lets not forget the ‘We Love Bristol’ site.

**Grant Committee: Rebecca Keough**

**2019-2020 Building Grant update**: Liz submitted the documentation for our final payment of $791.00 on Sept. 30, 2021. All the final landscaping was completed on September 24, 2021 with the final invoice submitted and paid for $760.00. Jessica, our Library Director has not heard yet about the Grant Application she submitted for Diversity education in the rural settings. Upon review of the Digital Equity Grant Requirements, Bristol does not have enough low income and senior citizen population to qualify on our own to contend for this grant on our own. So we will need to partner next year, even though presented and intent to file application this year, we will wait and partner next year. We will seek partnership with the Rochester Regional Library Council who also indicated intent to file this year, but will wait until next year to actually apply. This grant will have to be used to not only buy the needed equipment, but also fund the technical expertise to put it together in the community.

**Operations Committee: Ann Rogers Lane**

Grounds: Lynn Cronise continues to work on the library grounds. She had an idea for the corner by the book drop: an L-shaped bench which will be pursued and continues to work with Alen Jones on the Peony Tree installation.

**Policy Committee: Mimi Litsche/Mary Jane Stolz/Michael Osier**

Policies and procedures to be amended or approved:

* Volunteer policy review of edits and a vote; no comments made; R. Keough moved to accept, and S. Healy Frank seconded with unanimous passage.
* Personnel Procedure vote: No comments made; S. Healy Frank moved to accept, and N. Lund seconded, with unanimous passage.
* Business Continuity Plan for discussion and vote: Discussion held around current abilities for back up of data in case of a disaster. A. Rogers-Lane stated that we now have a working Drop Box in the Library Computer system and we have always backed up material with PLS. The Financial data is backed up thru Allied in the cloud. Location of all record Backups will be documented in the Disruption Recovery Manual. Risk assessment procedure with reviewed. A Vote was taken with A. Rogers-Lane moving to accept and N. Lund seconding. The measure passed unanimously.
* Financial Procedures for discussion and vote. This Policy and Procedure was passed in last month’s Board Meeting.

The Policy committee will continue to meet to wrap up the initial efforts in the Policy/Procedure construct for the past two years; creating a calendar for review and updating the grid for progress to date. Our next meeting is 10/19/20

**Communications Committee: Sally Healy Frank:**

The President’s letter to the community has been completed.

Tax Roll lists are almost formatted for mailing.

* Any friends/relatives/professional contacts/corporations etc. that members would like added should be submitted no later than October 20, 2021.

**Items for completion in the brochure: reformatting (Mary Jane’s Ideas), Library statistics**

**Target date for mailing: LATE October.**

**Old Business:** *Business not covered in Committee Reports*

New Board member candidate, remains outstanding—put your thinking caps on.

2021 slate of officers. Financial Officer and President’s terms end in 2022.The Secretary position needs to be filled and voted on at the November meeting.

**New Business:** *New topics/initiatives. May be assigned to appropriate committee.*

New Board member none as yet;

Fund raising ideas to use in the future: Seed exchanges; Car wash in the Spring; Could we hold a Pancake Breakfast at the Fire Hall?

**Executive Session**

**Adjournment:** R. Keough moved to adjourn, S. Healy Frank seconded with unanimous acceptance.