

Bristol Library Board of Trustees Meeting, December 14, 2021, 7:00 p.m.  
Meeting to be held at the library.

## **DRAFT**

**Call to Order:** 7:04pm with A. Rogers-Lane, Chairperson; S. Healy Frank, Vice Chairperson, MJ Stoltz, Financial Chair; R. Keough, Member; M. Osier, Member; N. Lund, Member. M. Litsche, Secretary.

**Public Comment Time Allotment:** There were no visitors and no comment.

### President's Comments

**Secretary's Report:** November Meeting Minutes. Approval needed. Motion to accept, MJ Stoltz and seconded by N. Lund with all voting in favor.

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

Discussions centered around Marketing which is slowly growing, but patron counts down a bit as population does not like going out after dark. Programming continues to grow as well with new times for presentation envisioned for better attendance. The Director outlined her availability to our Library after consolidating her time with other libraries in the area, and the need for a trip to Florida for family affairs upcoming.

### **Committee Reports**

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

**Budget vs Actual review.** For the Director's need, we must have the whole year projected, but for the Board's review we need the 'Executive Review' Version which is shorter and easier to understand. All present agreed that a Quarterly review in person with the Chair, Financial and the Director would help to maintain acceptable practice. November report. Approval needed. M. Litsche moved to accept, N. Lund seconded and the motion carried without exception.

Review of monthly bills. Three Board member signatures needed and finished during today's board meeting.

#### **Volunteer Committee:**

Volunteer recruitment continues.

The volunteers who spruced up our landscaping over the spring and summer were acknowledged in the December newsletter.

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**Grant Committee: Rebecca Keough**

Work continues on the Penguin Random House and the Association for Rural and Small Libraries. First round applications are due this week.

**Operations Committee: Ann Rogers Lane**

Building:

- The water heater has been replaced. Jim Buell donated his time for the water heater installation.
- Paul Schweigert fixed the outlet in the furnace room.
- The furnace inspection is complete. We signed a yearly maintenance agreement with Potter Heating. The benefits to the library are: the yearly maintenance is scheduled and they will notify us so we do not need to remember to schedule it each year. Also, if the furnace does need repair, the costs are reduced, but the suggestion was raised by the board that next year we should shop this contract around as we might do just as well but more cheaply with another provider.
- Aaron Baker sealed the all areas where the squirrels were getting in. We should not have this issue anymore. Jessica and staff report they have not heard anything in the rafters!
- Special thanks to Jessica for organizing all these repairs.

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

Meeting of the Bristol Library Policy Committee was held on 12/9/21 at the Library. Mike Osier, Mary Jane Stolz and Mimi Litsche were present.

We reviewed EP#11 (was #17) Emergency Closing and EP#7, Library Hours and Closings to see if there was overlap and need for amendment. Minor changes were needed to both and were presented to Board for vote. MJ Stoltz moved to accept the amended procedure, seconded by N. Lund and the motion passed without further comment.

Patron Code of conduct was reviewed for needed amendment concerning use of alcohol on Library grounds and amended procedure was sent out to Board for review. There were no comments on the revision. A. Rogers-Lane moved to accept the amended procedure; S. Healy Frank seconded, and the motion passed.

Policies were reviewed for appropriate grouping to facilitate review on a timely basis and a schedule for review of said policies drafted for Board consideration. The Schedule was also sent out for prior review, but does not need a vote as it is only a tool to guarantee timely reviews of Policy and Procedures going forward.

M. Litsche will get with the Library Director at her convenience to complete electronic tracking of policy changes as well as finalizing all policies prior to website publication in the new year.

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M. Osier reported that he has a draft of the Disruption Manual, but wants to have it reviewed by the Chairperson and the Director.

**Communications Committee: Sally Healy Frank:**

Jessica has improved and added content to both the web site and our Facebook page. She also reached out to UCC and our events will be printed on their Sunday bulletin.

**Fundraising**

**Annual Community Letter**

The annual community letter has brought in \$2904.71 to-date. (Jessica recently signed us up for Paypal and we received \$294.71 from that source which is included in the total amount.) The production and postage invoice was \$460.46. After subtracting postage and production costs, we've netted \$2444.25 exceeding our fundraising goal of \$2000.

**ROC the Day**

We received \$565.45 on the Roc the Day fundraising event.

**Jessica's Facebook Birthday Fundraiser**

\$225. Thank you Jessica!

**During the November we've raised \$3234.70**

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

Community Survey has ended. Over 60 responses – the best ever! The excellent survey results are a direct result of Jessica's community outreach and social media savvy. The winner of the survey raffle prize is Mary Pestle.

M. Osier and N. Lund were tasked with analyzing results to be reported at the Jan. Meeting.

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

Discussion to establish Library Board objectives for 2022. The Chair requested consideration for 2 to 3 Main objectives to be approved at the Jan 2022 meeting. Examples included Fund raising goal, Establishing a Volunteer Chair; Outlining specific Grant needs to be met during the short and long range periods.

Discuss the library's 5-year plan for 2022-2027. Typically, this process flows forth from a group that would include people recruited from the community but led by a Board Member. A. Rogers-Lane asked R. Keough to consider the leadership of this group. R. Keough indicated that she would like to review the previous 5 year plan before she considers the leadership. The Director indicated she has a paper copy of the previous 5 year plan that she will scan to the Board.

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**Executive Session:** Was initiated at 8:14pm and Terminated at 8:31pm

**Adjournment**

Motion made to adjourn was made by MJ Stoltz; seconded by S. Healy Frank and carried unanimously.

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