

Bristol Library Board of Trustees Meeting, November 9, 2021, 7:00 p.m.  
Meeting to be held at the Library.

## **For Approval**

**Call to Order:** Made at 7:03pm. Board members present: Ann Rogers-Lane, Chair of the Board; Sally Healy Frank, Vice Chair; Mary Jane Stoltz, Financial Chair; Mike Osier, Nikki Lund, Rebecca Keough, Mimi Litsche, and Jessica Winum, Library Director.

**Public Comment Time Allotment: None to report.**

### **President's Comments**

- The 2022 nominee for Secretary of the Board: Nikki Lund. M. Litsche moved to accept the nomination and S. Healy Frank seconded with all board members voting in the affirmative. The terms of the President, Vice-president, and Financial Officer run through 2022 and do not require a vote.
- Mimi Litsche's term ends in December. We need to recruit a new Board member as soon as possible.
- Attended PLS training, How to Evaluate Your Director. Interesting points related to Board members and budget:
  - In 2022, Board members are required to attend at least 2 hours of training per year. Discussion held around need to reorganize files for the Board Members
  - The Board should perform a yearly evaluation of itself. This has not been done in some time, but currently there is no timeline around when this needs to occur—should there be one?
  - The budgeted goal for continuing education should represent 1% of the total budget. Discussion held regarding who will need the training and how to fund this function going forward. BL has a line item in the budget for the training but it is insufficient to meet the need.
- Identify and set Library objectives for 2022. Basically this is “ What does the Board want to accomplish next year?’ We should be thinking about tactical goals: For example—we are going to raise x dollars. Or we will have x volunteers on the rolls.

**Secretary's Report:** October Meeting Minutes. No late discussion, and the comments made by the Board for changes were made. Approval needed: M.J. Stoltz moved to accept and N. Lund seconded; the motion passed by all.

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

Patron numbers were up considerably for October, but the Director noted that the numbers for the Memoir Group have not been routinely counted and should be. That will boost the numbers by 20 individuals per week. There was also discussion around the Inclusion Grant that has been approved and The Director will now need the training necessary to address the community need. We will be hooking up with the Northeast Hub and increase the ability to link our efforts together. B. Keough will help with this process. The President of the Board suggested that in the next Newsletter we acknowledge the massive efforts of work to the grounds by Lyn Cronise; Liz Smith and her husband Ron.

### **Committee Reports**

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

##### **Budget vs Actual review.**

September and October combined report. Mary Jane Stoltz drew the Board's attention to an apparent budget of \$11,000.00 overrun regarding building repairs. The library received the grant money for these items in year 2020, but the expenses for the repairs were not done until 2021. She assures the Board that over time, it will sort itself out. M. Litsche moved to accept the financial report, R. Keough seconded, and the motion passed unanimously.

Review of monthly bills. Three Board member signatures needed, and the Board was reviewing the bills as we met.

#### **Volunteer Committee:**

Volunteer recruitment remains an issue. We find that we need two kinds of volunteers: people to work in the library in various capacities on a weekly basis, and those who can work on special projects. We need to make the a targeted objective for 2022.

#### **Grant Committee: Rebecca Keough**

Penguin Random House and the Association for Rural and Small Libraries Launch New Grant Program. The library will be applying for this grant, hopefully by the first rolling review set for Mid December. This grant could provide up to \$2500.00 to the library for anything that the library might need. R. Keough and J. Winum, Library Director will be working together on this project.

#### **Operations Committee: Ann Rogers Lane**

Grounds: Lynn Cronise and Liz Smith continue to work on the library grounds. The peony trees, donated by Alan Jones, have been planted.

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Building:

- The water heater needs to be replaced. Apparently, it has not been working for quite some time. The water heater is estimated to cost around \$200. Jim Buell has offered to install it free of charge.
- Also, there is an outlet in the furnace room that is not working. Paul Schweigert will look at the electrical issues.
- The furnace should be scheduled for its yearly inspection with Potter Heating.
- There are wild things in the ceiling. Aaron Baker was contacted and we received an estimate of approximately \$1000 for removal and sealing the areas where they get in. Mr. Baker was very informative regarding the habits of the Red Squirrels he believes are living in our library. It would also appear that aggressive weed whacking to trim around the corners of the building damage the building in a way that fosters their entrance. We will need to discuss this issue with the Town's lawn maintenance crew.

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

Policies and procedures to be amended or approved:

- ADA Policy was passed 6/15/21
- Computer and Internet Usage was passed 5/11/21
- Patron Complaints was passed 5/11/21

Policy IP# 1 was amended to show correct terminology in all policies concerning either a Library Manager or a Library Director, as well as outlining the management of changes and future amendments to any library policy. The policy was put out on line before the Board meeting and there were no comments. MJ Soltz moved to accept the amended IP#1 and M. Osier seconded the notion and the motion carried by all .

Discussion concerning the use of alcohol on the premises was entertained by the Board. Is the use of Alcohol covered in an existing policy? Is there a need for a separate policy dealing with serving alcoholic beverages at certain adult events? Bloomfield Library's policy is attached for review. The policy committee will review our Code of Conduct policy for details around use of alcohol or drugs on premises and report at a future board meeting.

Discussion was also held regarding EP# 17 Emergency Closure. There appears to be no good reason why we did not number this policy with the number 11 When that number was the next consecutive number in the External Policy availability. And it is unclear why this policy would require an annual review. A motion was made by A. Rogers-Lane and seconded by MJ Stoltz to change the numbering for the external policy for Emergency Closures from #17 to #11, and the motion passed unanimously. The policy

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committee will address EP#11 for overlap with the recently approved Business Continuity policy and the guideline provided by the Disruption Recovery Manual.

**Communications Committee: Sally Healy Frank:**

The annual letter was mailed on November 2, 2021 and arrived in mail boxes on November 4, 2021. Fund raising goal: \$2000+! It was noted that although A. Rogers-Lane did extensive work with the Ontario County Mailing List, there were a lot of mistakes from that list. There was discussion about using the PayPal account to make these donations as well as those for the Roc the Day event that will be coming up shortly to support local charities.

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

New Board member candidate remains outstanding.

**New Business:**

The library Director wondered if anyone had a Santa suit that could be used for the Library Christmas party being held here on December 11, 2021. R. Keough stated she might be able to assist with this request.

**Executive Session** Opened at 8:16 pm and closed at 8:23pm.

Personnel Discussion.

**Adjournment**

Motion was made to adjourn at 8:25pm by MJ Stoltz and seconded by M. Litsche. All board members voted in the affirmative.

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