

Bristol Library Board of Trustees Meeting, February 9, 2021, 7:00 p.m.

<https://global.gotomeeting.com/join/687834301>

You can also dial in using your phone : [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 687-834-301

## **Board of Trustees Minutes**

**Call to Order:** Made at 7:03 pm with the following in attendance: Ann Rogers Lane; Mimi Litsche; Jessica Masci, Manager; Kimberlee Petrino, Manager; Mary Jane Stoltz; Sally Healy Frank; Rebecca Keough; Anne Ruffin; Lynn Cronise.

.....

### **Public Comment Time Allotment:**

There were no public requests for comment, and we have no guests.

.....

**Secretary's Report:** January 2021 Meeting Minutes There was mention made regarding wording necessary to show that Ann Rogers Lane was re-elected to the board for a second term and then appointed as President of the board. Motion was made to accept the minutes with the stated change by Mary Jane Stoltz; seconded by Lynn Cronise and carried unanimously.

### **President's Comments**

Committee reporting process: Committee reports should be in place and out for review by the Board members about a week before the meeting date.

### **Manager's Monthly Report & Statistics (Jessica Masci and Kimberlee Petrino):**

Trails and Tails, the program heading for this years Summer Reading Program was hailed by all as a way to make reading fun for attendees. It was also noted that our patron numbers are up as well, now greater than 100.

### **Committee Reports**

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

January reports. M.J Stoltz noted that an apparent alteration in Budget vs Actual regarding the building insurance is due to the fact that we paid the insurance premium all at once, since it saves us money, instead of paying quarterly.

Review of bills. Three Board member signatures needed. Three volunteers were garnered for the task.

PPP Is being pursued for the second grant.

Motion made by Lynn Cronise to accept the finance report and seconded by Mimi Litsche; carried unanimously.

**Next Board Meeting: Tuesday, March 9, 2021, 7 p.m. via GoToMeeting**

### **Volunteer Committee: Lynn Cronise**

Lynn has a lot of good ideas about getting the volunteer service going, but in checking the volunteers' folder in the Library it is clear that it needs updating. Suggestion made to reach out to previous board member D. Fudalik and get the original list. If we set up a digital list, then we put a link in the newsletter; on the I love Bristol web site. Anne Ruffin shared many ideas about how important it is to connect the volunteers to the library and why they need to value the library before they will agree to volunteer for one or many events. We could think about volunteering in a much different direction and we need to appreciate that this is a building year. We need to help individuals tell us what they could be doing for us, instead of maybe the other way around.

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

Committee report was reviewed by all and installation of the parking lot lighting will be done by the June deadline to receive the final 10% of Grant money due the Library. The alarm system will be installed this week. A list of Primary contacts in case of an emergency is on file in the Library. We have a 5-year contract with the SG Securities Company and monitoring will be a recurring annual expense for this service.

There are two grant opportunities that we should explore in the future. The Libraries Transforming Communities for Small and Rural libraries is broad and offers a chance to foster community engagement working collaboratively with the town. The Peggy Barber Tribute Grant is an annual offering that we will review in the late summer of 2021 when the grant is open for submission.

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

Ann met with managers on day-to-day operations recently and signed the 5-year contract for SG Securities which will cost \$360.00 per year for the monitoring. She noted the emergency contacts in place now are for the managers to be alerted first, then Ann, Board President, and then Mary Jane Stoltz especially as she is connected with the Fire and Rescue in Bristol.

### **Policy Committee (Mimi Litsche):**

The attached report and documentation belongs to Ann Rogers Lane, and Liz Smith, the volunteer and immediate past Board president who has agreed to stick with us to see this project through. After significant discussion, the committee members agreed we need to have a meeting soon to re-set priorities with target dates of completion for the required policies necessary to meet NYSLA regulations. Only a few of the extant policies

**Next Board Meeting: Tuesday, March 9, 2021, 7 p.m. via GoToMeeting**

currently in the Library Policy book can be 're-made' to meet some of the needs. Additional research will be needed to create many of the newer policies.

**Fundraising Committee:**

Committee Head: (Acting) Sally Healy Frank, Ann Rogers Lane

We learned yesterday the Town Board voted to cancel Bristol Days again for this year. While this was a good fundraiser for us in the past, and will be in the future, we can take this opportunity this year to try some new ideas. We might have an outdoor Booksale, and we did not pursue the silent auction from last year. Anne Rufflin shared the auctions are now done on-line and are not hard to set up. While target dates for this has been late Spring in past years, for some of our ideas, we might think about holding up until just before Christmas as many might be looking for gifts at that time.

**Municipal Committee:**

Discussion is deferred until March meeting.

Decide Committee Head

**Communications Committee: Sally Healy Frank:**

Committee chair wants to meet with the managers and review the Newsletter process with them. Additionally, there needs to be an audit of the website together with the webmistress to ensure that there is current information in both communication tools. Rebecca and Anne both agreed that the Facebook sites and the website could be a place where all of the donations are remarked, and a place where volunteers are connected to the library and recognized for their skills and contributions.

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

New Board members applications? Mary Jane shared that neither of the recent new board prospects had put in their applications to be considered, but she felt she may need to reach out to them again.

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

There was no new business to discuss.

**Executive Session**

Not scheduled.

**Adjournment**

Mary Jane Stoltz made a motion to adjourn; seconded by Lynn Cronise and carried unanimously.

**Next Board Meeting: Tuesday, March 9, 2021, 7 p.m. via GoToMeeting**