

Bristol Library Board of Trustees Meeting, June 15, 2021, 7:00 p.m.
Meeting to be held at the Library

DRAFT

Agenda

Call to Order: Board Meeting called to order at 7:07 pm with all Board members present: Michael Osier, Sally Frank, Rebecca Keough, Mary Jane Stoltz, Nicola Lund, Mimi Litsche, Ann Rogers Lane in attendance. Library Manager, Kim Petrino, was also in attendance.

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Public Comment Time Allotment: There are no guests present and therefore no needed public meeting time.

Secretary's Report: May Meeting Minutes were read for approval. There were no comments. Mary Jane Stoltz moved to accept, Sally Healy Frank seconded and the measure passed.

Manager's Monthly Report & Statistics (Kimberlee Petrino):

Sent 6/14/2021 for review. Kim reported that attendance numbers were up by 25 count this month and we are 7 more Facebook likes ahead this month as well. We have almost 100 more Facebook contacts this year. She attributes the increases to the fact that we are bringing back live programming in the library now as community restrictions are lifted. Kim is interviewing for the Assistant Manager position and is about ready to make an offer to a prospective candidate. She also reported that the Car Seat review that happened at the Town Hall was poorly attended. Hence, we had no traffic for any of our materials. Some of the board members reported they had not received their newsletters in the e-mail this month. Kim will look into this for next month.

Committee Reports

Finance Committee (Mary Jane Stoltz):

Budget vs Actual review. MJ Stoltz presented a 6-month report on budgeted vs actual costs for the board. The fact that our expenditures have been less this year due to the Covid issue has helped the bottom line and, overall, we are ahead of where we were last year at this time.

June reports. (*Sent 6/14*): There were no comments. MJ Stoltz moved to approve the report and M. Litsche seconded. The measure passed with no abstentions.

Review of monthly bills. Three Board member signatures needed, and the bills were signed at the meeting.

Next Board Meeting: Tuesday, July 13, 2021, 7 p.m. at the library.

Grant Committee: Rebecca Keough

Report sent 6/8.

Topic for discussion: 2021 application NY State Infrastructure Grant is open for submissions. Deadline June 25, 2021. Board heard President's discussion regarding the manpower necessary to carry out an Infrastructure Grant as we have done three already with very good results; our building and grounds are now in the best shape they have been in years due to these grants. However, at this time, we do not need to make any construction improvements. To go for a grant that will take up at least 2 Board Members' time to administer and shepherd the grant along, limits the manpower needed to put the library services back on good footing after the pandemic. The consensus of the Board was to forgo the Infrastructure Grant for this year, but keep it in mind for years in the future.

Operations Committee: Ann Rogers Lane

Community Welcome Packets - ideas gathered and new Jan-April resident lists were sent to us. Resident Lists will be sent from the Town regularly. We should be ready to distribute the packets in July.

Chicken BBQ – August 22, 2021. Discussion was held regarding pre-sale and it was decided that Board Members will do some pre-selling and there will be tickets available in the library as well. We will not begin selling until July at which time we will also firm up the Bar-B-Q procedures.

Liz and Lynn have been working on the compost garden and some landscaping. Lynn is getting pricing for signage for the compost garden. But we have need of landscaping beyond what the town does for us in mowing, and if we cannot get volunteer help for this we need to put it in as a budget line item and get a contractor in to do the needed work.

Policy Committee: Mimi Litsche

Policies and procedures to approve (*Sent 6/10/2021*):

Non-Harrasment/Non-Discrimination - approved 5/11/21 but needed amendment regarding intern verbiage. Discussion was held with the board about the completed changes in verbiage. A vote was taken on the amendment, and the measure passed.

Personnel Policy/Procedure was tabled until the July meeting to allow more Bord members to review. It is understood that the Procedures for this Policy will provide a guideline for training new employees once accepted.

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Volunteer Policy/Procedure was discussed and because there is an issue of potential liability that must be investigated with our insurance carrier, this policy/procedure was tabled until the July meeting.

Whistleblower Policy/Procedure: Discussion held regarding questions brought by the policy committee to the board and resolved at the meeting. Rebecca Keough moved to approve the Policy/Procedure and MJ Stoltz seconded. The measure passed with no abstentions.

ADA Policy/Procedure: Discussed more fully at this meeting with verbiage altered to suggest that 'concerns' should replace 'complaints' in the document so that it conveys the best spirit of the procedure. MJ Stoltz moved to accept the policy with the edits made, and Nikki Lund seconded the motion. The measure passed with one abstention.

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

Chicken BBQ – Signed with GaleWyn for August 22, 2021

Site: Toomey's Corners 10:00 -until gone. Committed to 350 halves

Work volunteers will be needed.

We will print up tickets on card stock and Board Members will pre-sell a number of tickets. When the Bristol Church held their fundraiser, they pre-sold about half of their available dinners before the event.

Ann will follow up with specific details no later than June 25th.

Communications Committee: Sally Healy Frank:

Sally has been re-designing the Bristol Library website and presented the work for our review. There is a form for suggestions on the website, but the employment links took a lot of time to research.

Old Business: *Business not covered in Committee Reports*

The Community Needs Assessment Survey is finished and the link to the survey were sent to the Board members for final review. It can be completed on line, or there will be hard copy surveys in Dandy's, the Town Hall, the library; United Church of Bristol, and at the Nobel Shepherd Brewery. We will need 20 hard copies to go into each of the community sites after the next Board Meeting for the launch.

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

Upcoming Vacations were noted, and we should have a quorum for the next meeting even with the absent board members.

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2020 Bristol Library Annual Report (local) will be addressed for 2021 and formatted as it should have been two years ago. This will be sent to all of the Bristol Residents, and we may need to purchase a new community list from the county so we can establish a good mailing. We also may need to improve our communication for donations received so Sally can write the appropriate thank you notes.

Executive Session (if necessary)

Adjournment:

Mary Jane Stoltz made a motion to adjourn at 9:15pm; Mike Osier seconded the motion and the measure carried.

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