

Bristol Library Board of Trustees Meeting Minutes
March, 2021, 7:00 p.m.
<https://global.gotomeeting.com/join/845644357>

Board of Trustees Minutes

Call to Order: President called to order at 7:07 pm with the following members present: Ann Rogers Lane, President; Sally Healy Frank, Vice President; Mary Jane Stoltz, Financial officer; Mimi Litsche, Secretary, and members-at large: Rebecca Keough; Lynn Cronise

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Public Comment Time Allotment:

Guest: Nikki Lund, prospective BOT applicant.

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Secretary's Report: February Meeting Minutes.

Were reviewed by all with no corrections, Motion made by MJ Stoltz and seconded by Rebecca Keough; carried unanimously

President's Comments

We have now spent 2 months learning our committee assignments and will be able to set some goals for the coming year. To that end, we should have a working board meeting before our next meeting date to set some goals for Library function and moving forward into programs for the coming year. Let's all be thinking where we want to be by this time next year.

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

Board members reviewed the report and commented that it was a job well done. Our numbers are down slightly from a month ago but still respectable. The hours of operation are very close to those that were in place pre-Covid for the Library. Although we have received requests in the past to be open on Friday evenings, we never had the traffic that would justify keeping the Library open then. We will keep the hours as they are currently.

Committee Reports

Finance Committee (Mary Jane Stoltz):

Board reviewed the Financial report for February and had no comments. Financial officer stated that we have yet to receive the budgeted money from the Town Board and will contact the Town to review. Comment was made by the President that we may need to submit the contract that outlines our commitment to the town etc. before they can release the money. We have copies of former contracts to use. Mimi Litsche

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moved to have financial reports accepted and seconded by Sally Healy Frank. The motion carried unanimously.

PPP status? The Financial Officer indicated that we have submitted the application for payment protection plan (second grant) to the bank and they have accepted same. We await their approval.

Volunteer Committee: Lynn Cronise

The Board reviewed the letters Lynn has sent out to volunteers on our current list. There has been little feedback to date on this letter except from our old standby volunteers indicating that they would be available for some work. Lynn would also like to send another letter directed to a more general audience on our website. She has done research with what is done at other libraries and applied these practices to our thinking about what and who volunteers in general. Many Libraries are not doing much until after the Covid crisis abates. However, there is no reason why we should not gather names of interested individuals in the meantime, to be ready for new programs and needs. We might offer a welcome letter to those new residents in the Bristol catchment area so that they would know about the little jewel in their community—either to utilize access or to volunteer for an event.

Grant Committee: Rebecca Keough

The committee chair indicates that it has been a month of discovery for the Grant committee. Although there is no time this year to apply for the American Library Association grant, we now understand what kinds of information we will need to gather and have on hand in order to apply for these, and other, grants. We also need to have people on call that can do a letter of support for use in Grant applications. Some of these letters will have to be customized to the grant, but others can be generalized. We are learning what will and won't necessarily work in the Town of Bristol for Grant programs. Updates on the former grant outcomes: sidewalk and Lighting projects are in the works appropriately.

Operations Committee: Ann Rogers Lane

Ann has been meeting with the managers on a weekly basis, but reports that Kim Petrino and family has just suffered a great loss of their little daughter, and will be on at least 8 weeks extended leave, and Ann was also informed that Jessica has been struggling with some personal and family issues that requires more of her time at home. She will be resigning at the end of the month. Ann plans on doing an exit interview with Jessica to see if current job description and duties indeed match what she was doing and to glean whatever thoughts Jess might have on garnering another Manager. Ann

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informs the board that both Brenda and Mary Jane, former clerks, are planning on stepping in to help us out in the interim.

Policy Committee: Mimi Litsche

The Board reviewed the current drafted policies on ADA policy; Patron use of Technology in the Library and the Board Guidelines for practice including addenda for Conflict of Interest and Ethics Principles. Mimi Litsche Moved to accept the ADA policy as is and seconded by Mary Jane Stoltz; the motion carried unanimously. However, board members had some reservations about the clarity of who is responsible for monitoring the technology use by patrons and stated that that needed more definition. Likewise, the Board practices policy while complete in its scope, did not address the repository for the signed documents required for the procedures it addresses. Thus, these two policies will be returned to the committee for revision and approval deferred until the April meeting.

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

It is clear that this year will require a social distancing venue as well as what we noted in the previous year. There will be no Bristol Day gathering, and we may try the online raffle basket, or a silent auction, but research has shown that these venues operate better with a PayPal payment option. It is understood that 2.54% of each sale must go to PayPal, but the rest will stay with the Library. Ann will research if they will do 3rd party protection from fraudulent payments and pursue appropriate application.

Municipal Committee:

Before Ann Ruffin resigned from the board, she provided some research into the feasibility of pursuing this method of funding stabilization for the library going forward. While it could offer a stable income stream from taxpayer dollars, it would require a major overhaul of how the Library is structured. Board members would have to be voted in by the community at large, for example. We would likely enjoy less autonomy, but we would not be a burden to the Town in a financial way either. Ann Rogers Lane reminded all of us how truly gracious the Town supervisors and the Board have been to give us the majority of our funding every year.

Communications Committee: Sally Healy Frank:

Sally has been working to understand how the communication processes of the Library interact with one another. She concludes that we need to have a consistent method of updating our web messaging from several sites, and it would be helpful to be able to do this with one tool or software. Ann Rogers Lane indicated that she thought such a tool

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existed, but it may take an IT expert to structure a working model. Right now, we do not have that person, but we will continue to explore.

Old Business:

We will have an Executive session today to discuss an application for a potential new board member.

New Business:

Anne Ruffin's resignation. Although on our board for a very short time, her presence and knowledge will soon be missed. The Board collectively wish her well in her future endeavors.

A working Board session was scheduled for Wednesday, March 31st via Zoom prior to April meeting. Objective: set a plan for 2021.

Executive Session

Guest Nikki Lund left our board meeting, thanking us for the opportunity to participate. Called into session at 8:00pm and adjourned 8:15 pm to return to the meeting where Sally Healy Frank moved to accept Mike Osier for new Board Member position. Mary Jane Stoltz seconded and the board voted unanimously to accept him.

Adjournment

Lynn Cronise moved to adjourn the meeting. All were in favor.