

Bristol Library Board of Trustees Meeting, January 12, 2021, 7:00 p.m.  
Minutes

**Call to Order:** At 7:05pm, the meeting was called to order by President of the Board, Ann Rogers Lane with the following trustees in attendance: Nicholas Cohen; Sally Healy-Frank; Mary Jane Stoltz, Financial Officer; Lynn Cronise, Rebecca Keough, Mimi Litsche. Library managers Jessica Masci and Kimberlee Petrino were also in attendance.

**Public Comment Time Allotment:**

Two guests were also present: : Anne Ruffin, and Micheal Osier

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**Secretary's Report:**

There was no discussion regarding the December minutes. Motion to accept made by Nick Cohen and seconded by Mary Jane Stoltz. Motion carried.

**President comments**

President Lane believes we need to take the Board to the next step. The tenure for Board Members as defined by the by-laws is 3 years, but it takes a year to get acclimated in any board position as a new member. We need to establish a mentor system to help these members become productive as soon as possible. We need to have a more well-defined calendar of events which helps the board drive the library's mission forward. At this point that calendar is in our heads, but it needs better definition. And the board must partner with the Library Managers to chart this path together. To that end, here are the Objectives for 2021:

**Committee model** : Each board member will lead at least one or two committees necessary to get our Library work done. Each Committee lead will report on progress at each board meeting. The Committee outline was attached to the agenda for this meeting for review. Fundraising is a special committee and because of its importance and is all hands-on deck to see positive results, especially this year when Bristol Days and other events will likely be online. It is my belief we have never used our networking skills to our best advantage, but all of us will need to report to the Volunteer Committee and we need to solicit community members to work with us on these committees. Mr. Cohen commented on the fact that members from the Town Board may need to sit on some committees, for sure the fundraising, to provide continuity of effort. Finally, it is the hope that the Committee Model will be a foot print for more effective process to goal for the Library, as well as a pathway to effective mentoring for new board members.

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

Use of Google docs: This on-line tool uses a unique link that allows anyone to access, edit and save work on the link. It provides a way to communicate with one another about such things as thank -you notes needed, and our yearly calendar will soon be here for review and edit if necessary. Use of tools like this can make our efforts more effective and hopefully more efficient.

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

Jessica reported to the board that the 1<sup>st</sup> Book Order is already on the shelves. We will need to coordinate the monthly newsletter with Sally Healy Frank. As other material becomes available, we will need to work toward common formatting and gathering input from patrons for the newsletter. Ann reminded us that Susan Schuekler is the webmaster for posting on the website. The question was raised about feasibility for online children's programs and any information should be emailed to our managers. Mr. Cohen wondered if our Library Managers are on the List serve for the NY Library system. Ann indicated that Suzanne at the Pioneer Library System will know.

### **Committee Reports**

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

Ms. Stoltz reported that we had a good year with PPP#1 and the loan was forgiven on 12/29/20, and we have applied for the PPP #2. There was a brief Training for Kim and Jess and they now know how to do payroll. Mary Jane indicated the month's bills need to be reviewed and signed by three board members. These bills are in a red folder in the managers office. Lynn Cronise, Rebecca Keough, and Sally Healy-Frank indicated that they could do so. The motion was made to accept the report by Nick Cohen and seconded by Lynn Cronise. Motion carried.

#### **Volunteer Committee:**

Lynn Cronise volunteered to chair this committee for the year. Motion was made to accept Lynn, by Mary Jane Stoltz; seconded by Sally Healy-Frank. Motion carried. Congratulations Lynn!

#### **Grant Committee:**

Grant Report: Nick Cohen gave his final update and indicated the Library managers will coordinate the installation of the new security system. Cost to monitor the new system is \$30 per month which is more than offset by the building safety insurance premium savings now that we have a security system in place. They will be able to schedule for the electrical system and the new lamp post. Paving may need to wait on the Town Board progress in this matter. There will be no Construction Grant application this year.

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Rebecca Keough agreed to chair this committee and one of our guests, Anne Ruflin volunteered to help, and Nick, although his tenure is ending, volunteered his services as past grant writer and administrator if he was needed in the future. Motion was made to accept the new chair, by Mimi Litsche and seconded by Mary Jane Stoltz. Motion carried.

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

This committee will operate closely with the Library Managers to ensure smooth operation of Library function going forward. There is no report this month yet.

**Policy Committee (Mimi Litsche):**

Report on progress of Policy updates: We remain a committee of three, with Ann Rogers Lane and Liz Smith our former President finalizing the policies to date. Although we were tasked to have all the mandatory policies in place by PLS by January 1, 2021, the need for additional Covid Policies to target operations during the pandemic set us back. We will continue to work through the mandated policies and will plan for a meeting soon to set our objectives and make new assignments soon.

**Fundraising Committee:**

After some discussion targeting the weight of work and importance of this committee, it was decided that this committee should have co-chairs and Ann Rogers Lane and Sally Healy Frank agreed to take the leadership on. Motion made to accept by Mimi Litsche and seconded by Mary Jane Stoltz. Motion carried.

**Municipal Committee:**

This is a new committee that will be formed to explore the feasibility of guaranteeing a more permanent income stream for the Library than is currently available to an Association Library. Clearly more research and investigation about taking this path is needed before we see this as a viable choice. The decision regarding the chair for this committee will be tabled until the next meeting.

**Communications Committee (Sally Healy Frank):**

Thank-you communications are up to date at this time.

Correspondence log (Google Doc)

Each member will receive the link for this document via email.

**Old Business:** None reported.

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### **New Business:**

By-law review (attached to agenda for review) and discussion of BOT terms.

Article IV-5 Board Service Dates (*Attached to agenda for review.*)

Discussion was held around the term limits for some of our current board members and the apparent discrepancy in certain board terms, and who replaced who. This will need to be tabled until next meeting.

Conversation with Anne Ruffin, about her desire to be considered for a board member position currently open. We held discussion with Mike Osier regarding his desire to also be on the board. Mr. Osier has not yet filled out the application for same. Both guests then left the meeting.

### **Executive Session**

Was called into session at 8:25pm to address board member issues and was adjourned from the session at 8:35pm

Return to the Board meeting allowed a vote on the membership of Anne Ruffin. Motion to accept Ms. Ruffin as a new board member was made by Sally Healy Frank, and seconded by Lynn Cronise. Motion carried. Anne's term will be January 1, 2021 to December 31, 2023.

Ann Rogers Lane was re-elected to a second term as board member, and then appointed as President of the Board. Motion carried with one abstention. Her term will be January 1, 2021 to December 31, 2023.

### **Adjournment**

Motion to adjourn was made by Mimi Litsche and seconded by Lynn Cronise. Motion carried.