The Bristol Library

Board of Trustees

Minutes - August 12, 2025

Call to Order: 7:06

Roll Call: Lisa Moore, Chloe Quimby, Mary Jane Stoltz, Nikki Lund, Paytan Mann

Absent: Rebecca Keough, Sally Healy Frank, Joseph Luciano

Public Comment: None today

Approval of the Minutes – Motion by MJ, Lisa seconded, approved by all.

Director’s Report – attached, motioned by Lisa, seconded by Nikki – all passed

Financial Report - MJ

* Budget -- Report Needed for Application to Town of Canandaigua, South Bristol, Bristol for 2026. MJ, Lisa, and Rebecca met yesterday re budget and having a working document which needs further refinement.

Committee Reports

* Grants - tabled
* Digitization for Women of Bristol Hills – has commenced. Mid-year report is done to Rochester Regional Library.
* Budget
* Status
* From Paper to Pixels: Planning a Successful Digitization Project Webinar by NY Documentary Heritage and Preservation
* Other Grants – ONYA Request for Proposals. Paytan suggested self-defense class.
* Operations
* Alarm system battery. Back up batteries have been ordered and will be installed tomorrow.
* Estimate for Shed Roof - Tabled
* Parking Lot Lines. Thank you sent to Ed Thomas.
* Library Grounds. Jeff Liebentritt has agreed to weed grounds and provide advice on

ground maintenance. (HCS students 10/3/25 for community service requirement

with Rebecca Keough to take lead). Jean Bidwell wrote a letter stepping back from Library landscaping duties. The Board thanked her for her many years of service.

* Policy: Employee Handbook status. - Tabled
* Fundraising
* July 27 Chicken BBQ: Total $3,237 (206 dinners, 2 halves, plus tips); Net profit $822
* Bottle Refunds – Jean and Kim had taken bottles in. Joseph has signed up for it and needs a reminder that it is needed often.
* Mid-Year Appeal (for shed roof): Bakeless Bake Sale to be in October.
* August Back to School Book Sale.
* September Silent Auction Status
* 9/27 instead of 9/13 – Lisa has tentatively reserved9/27 with Karen M (Town Clerk)
* Status of Items (Online Catalog Prep TBD)
* Food (Fried Chicken Dinner/Julie Woloson)
* Fish and Game Club/cross-advertising with their Chicken BBQ (same day)
* Personnel: Reminder: Trustees need to complete 3 OWWL training sessions, and one more on sexual harassment, and provide certificates of attendance for library files. Communications
* Writers & Books Partnership/Gell Center: coordinate with other local libraries to recruit kids for summer writing camp at Gell Center; Rochester Reads (OWWL). We will have flyers.
* “Thank You’s” for Silent Auction Contributions – list to be provided

Old Business

* Documentary film (“Running to Stand Still”) at the library (Sally) was tabled.
* Recognition In Memorial Plaque recommended by MJ. Need to work out details. Need

criteria for who gets a plaque.

* Home School Outreach.
* Meet up for STEM at Bristol Library tomorrow night and Visibility Campaign for Home School Families.
* St. Pat’s for Next Year.

New Business

 None

Announcements and Adjournment: 8:25pm

Next meeting 7pm, September 9, 2025

**Director's Report, Paytan Mann**

**Patron/Daily Operation Statistics July 2025**

* Total Number of Patrons: 463
	+ 1-5: 27
	+ 6-12: 47
	+ 13-17: 6
	+ 18-29: 14
	+ 30-54: 103
	+ 55+: 294
	+ Difference from 07/24: 351, 112 patron increase
* Number of Programs: 24
	+ Number of Patrons Attended: 217
	+ Best attended programs: Music in the Park, 65
* Computer Use: 3
* Reference Questions: 62
* New Patrons: 1 (from South Bristol), adult

**Circulations Report July 2025**

* Total Circulations:  756, 397 were from the Town of Bristol cardholders = 52% Bristol Residents, 48% Other Residencies.

**Website Statistics 07/01-08/01**

* Site sessions: 219
* Visitors: 169
* New vs Returning Visitors:
	+ New: 132
	+ Returning: 37

**Mailchimp Statistics 07/01-08/01**

* Click Rate: 0.59%
* Open Rate: 47.4%
* Subscribed: 4
* Unsubscribed: 2
* Current contacts: 390

**Facebook Statistics - last 28 days**

* Views: 6,086
* Followers: 236, up 6
* Likes: 120, up 3
* Posts Engagement: 269
* Top Post: Gale Wyn BBQ Reminder

**Instagram Statistics - last 30 days**

* Views: 380
* Posts shared: 13
* Top Post: Book Fairy Post 1
* Followers: 336, up 5

**OWWL2GO/Libby Usage July 2025**

* TOTAL: 282 checkouts (96 e-books,  163 e-audio,  23 e-magazines)

**Director's Report**

* I called Brian Mullot for a quote on repair of the book shed roof and he is coming out to the library when I get back next week to do so. He already has measured the roof and Fred will volunteer his time to assist Brian. He doesn't have a number or timeframe for me yet.
* Our generator works great, power went out during meditation and it kicked on immediately.
* Fall Pest Control spraying was done on August 1st around the property.
* Sarah got a position elsewhere so she will not be able to do Tuesday yoga anymore. I contacted Pauline to see if she would like to replace her. Can this be done with the grant money? Should we offer her the same rate or see what her rate is?

**Upcoming Programming**

* Chair yoga , art classes (needle felting with Dory, junk journal box decorating, card making, wet felting, paint-along), homeschooling parent meetup, book club, career counseling. Health insurance assistance will discontinue after August with the possibility of return in the future. For summer reading we extended the deadline for bingo boards until August 26th, we had 37 people signed up. The meditation series started in June and will end in August. Cosponsored Music in the Park with the town in August, another yoga in the park. Suicide prevention class. Another writing workshop with Sejal Shah in October, Long Term Care Planning in September, story time with a firefighter in October via Lauren Bolonda, CCE storytime in September, memoir group comes back in September, trunk or treat scheduled for October 27th, Gell Center Event with an author reading 09/26.
* Have we ever offered self defense courses? Does anyone have a contact? We could get a grant through the Ontario Yates Fund for Women and Girls (ONYA) to do a small one at the library at least in 2026.