

## Minutes

**Call to Order** at 7:03pm with A. Rogers-Lane, Chairperson; S. Healy Frank, Vice Chairperson; MJ Stoltz, Financial Chair; R. Keough, Member; M. Osier, Member; N. Lund, Secretary; and Visitors Janene Loughran and Lisa Moore.

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

Visitors Janene Loughran and Lisa Moore were welcomed to the meeting. Both were attending the Board Meeting with a view to becoming a Trustee.

### **President's Comments**

Welcome to Board prospects. The President explained what being on the Board entailed and advised there is space for one Trustee at the moment. However, at the end of 2022 there will be another opening. She asked the two prospective Trustees to introduce themselves.

Janene moved to Bristol last year and has six children (four at home and three of those are being home-schooled). She has an MA in Elementary Education and a Bachelor's Degree in English.

Lisa moved here from New York City in 2015 (originally from a small town in Texas. She has worked in publishing and she and her husband have their own company, Glenhoe Ink Academy.

**Secretary's Report:** December Meeting Minutes had been previously forwarded to the Trustees. Motion to accept by R. Keough, seconded by M. Osier, with all voting in favor.

### **Manager's Monthly Report & Statistics (Jessica Winum):**

The number of visitors has been steady although the last couple of weeks were slow. Prose & Poetry was well attended.

Santa wasn't well attended due to bad weather and perhaps an over-saturation of Santa visits locally in December.

Trivia Night was great fun, but unattended.

Crafter Day went well.

Ann mentioned the idea of the Santa Shop (perhaps with Mrs. Santa too) and other ideas put forward last month.

Books and Brews is meeting in February and will be coming to the next Board Meeting.

Euchre is still going strong.

Bristol Bookend meeting monthly via Zoom. Jessica to contact Cat and Ingrid for attendance numbers.

Bristol Library Board of Trustees Meeting, January 11, 2022, 7:00 p.m.  
Zoom Meeting

**Committee Reports**

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

**Budget vs Actual review.**

The December report was reviewed and Ann asked MJ if anything needs attention and it did not. The Library did a good job on keeping down expenses on the year.

MJ said it would be good to set a liability for money actually being used the following year, or to have a separate bank account to avoid the appearance that we are way under budget on the year before the money is actually used.

Motion to approve report by S. Healy Frank, seconded by N. Lund and approved by all. The monthly bills were reviewed and approved by the Board.

**Volunteer Committee:**

Volunteer recruitment continues and Janene and Lisa were thanked for volunteering. It was also agreed that the Volunteer Committee needs more attention.

**Grant Committee: Rebecca Keough**

Rebecca is submitting for \$2,500 Penguin Random House grant soon. If successful, the grant would be used for 'hot spots'. There was discussion about whether 'hot spots' can be used in places with poor reception. Jessica also suggested using the money for e-readers. We would also need to consider the storing and charging of any equipment since storage space at the Library is scarce.

**Operations Committee: Ann Rogers Lane**

No report given.

**Policy Committee: Mary Jane Stolz/Michael Osier**

Michael submitted a draft of the Disruption Recovery Manual for review via email. He is looking for further information to be added to the Manual. MJ wondered if it was a good idea to have the Library Manager as the main contact person.

Michael requested feedback on the Policy by January 25<sup>th</sup>.

**Board Communications Committee: Sally Healy Frank:**

Sally reported that thank you notes to those who donated via the Annual Letter are in progress. Jessica will meet with Sally regarding doing a mail merge for the letter.

Ann stated she prefers a hand-written note for the thank-you letters for the future and suggested the Trustees share the job for the community letter.

**Fundraising**

**Annual Community Letter**

The annual community letter has brought in \$3,055.00 to date. Subtracting production and postage costs that brings our net total to \$2,594.54

**Old Business:**

**Next Board Meeting: Tuesday, February 8, 2021, 7 p.m. Location TBD** -2-

Bristol Library Board of Trustees Meeting, January 11, 2022, 7:00 p.m.  
Zoom Meeting

Nikki submitted the Community Survey results via email for discussion at next month's meeting.

Discussion to establish Library Board objectives for 2022. The proposed objectives are as below, and Ann asked if there were any other proposals to consider:

1. Increase our fundraising efforts to meet our budget.
2. Explore and decide if becoming a municipal library is the best strategy for the library in the future.

Rebecca asked if we should consider the survey results for forming objectives. Ann felt it was more the Directs' purview and that the objectives are about keeping the library going financially.

A motion was made to keep to two objectives by N. Lund, seconded by MJ Stoltz and passed by all.

**New Business:**

Library Advocacy Day on March 2<sup>nd</sup>, 2022 will be via Zoom per Jessica, however it is still up in the air. Ann and Jessica will attend. It is a chance to talk to legislators. Rebecca asked if it was an all-day affair? Ann said we need talking points to present to a local level (PLS takes care at the state level).

Jessica advised she has updated our contact information to Ron and we should all keep an eye open for emails from him in the future.

Ann informed the Board that Trustees will need CE credit hours annually in the future.

**Executive Session** was initiated at 8:03 and terminated at 8:17.

**Adjournment**

After a brief Executive Session, MJ proposed that the meeting be adjourned at 8:20.