**Minutes**

**The Bristol Library**

**Board of Trustees**

**May 13, 2025**

**Call to Order: 7:00 PM**

**Roll Call:** Lisa Moore, MJ Stoltz, Rebecca Keough, Joseph Luciano, Chloe Quimby Sally Healy Frank, Paytan Mann

**Absent:** Nikki Lund

**Public Comment:** None

**Approval of the Minutes:** Motion by Sally, Seconded by MJ

**Director’s Report** – Paytan Mann

**Financial Report** – MJ Stoltz

 • **PayPal:** needs to be moved into the proper account and counted as income, not debt.

• **Venmo:** Must have a cell number to open an account; not possible with the library's landline.

**Committee Reports:**

**Grants** – Rebecca Keough

• Partial Grant for Scanner Project–Scanner on loan to us from Rochester Public Library for Historical Documents to be coordinated with the Bristol Historical Society. Rebecca to follow up with Beth Thomas as to the current status of the project.

**Operations:**

• Shed Roof Status–Brian Malotte Custom Carpentry to be contacted by Paytan Mann.

• Spring Schedule for Parking Lot Lines (MJ Stoltz)--to be scheduled sometime in June

• Library Grounds. HCS students volunteered to do cleanup of grounds to fulfil  their community

service requirements. Paytan Mann to provide the community service date. If there is no conflict, Rebecca Keough will be lead for volunteers.

**Policy:** Employee Handbook – Joseph Luciano

• In Progress.

**Fundraising:**

• Bottle Schedule for June (Thank you to Jean Bidwell and Paul Taeschner for May). Lisa Moore volunteered for June.

• Afternoon Tea Recap: Big success, raised over $2,000. The Bristol Library is grateful for the

continued support of community service by the BCSD volunteers and their coordinator Ms.

Julianne Flattery and will ensure that we have volunteers for two tea seatings for the annual tea

next year.

• Fun Day: Hots & Hamburgers; Book Sale -- June 8 (MJ)

Food quantities to remain the same as last year

Staff: MJ & Joe Stoltz (Joe to run grill), Rebecca Keough, Nikki Lund, Chloe Quimby, Lisa

Moore, and Christopher Bennem. Need at least 5 people at all times–six would allow breaks.

• Bristol Library T-shirts: no reorder at this time. Reorder mediums and larges next

      Spring before Tea as gifts for the student helpers with the addition of a saying such as “I’d

rather be reading.”

• Strong Libraries/Strong Communities Signs: Put one in Bloomfield in front of Sally’s house.

• Mid-Year Appeal: Possible 50/50 Raffle or a “Bakeless Bake Sale” (where supporters

contribute what they would have spent if they baked something) – mid-year aimed at “Fixing the Shed”

Lisa to check on rules regarding gambling…is a fundraiser for a not-for-profit allowed?

**Upcoming Events:**

• July 27 (Sunday) – **Save the Date**, Chicken BBQ with Gale Wynn.

• August Back to School Book Sale.

• September 13 Silent Auction (Chloe)-Park is reserved for 12:00-7:30 (Dusk is at 7:51) Lisa

will finalize reservation of the Pavillion and follow up with Tom Stevens on whether a 50/50

raffle would be allowed in the park by a non-profit organization such as the library.

Lisa is working on procuring donations of artwork, a set of Wedgewood china, and will contact Bristol Mountain for a donation. Sally will donate eight to ten skeins of alpaca yarn

* Dandy-Canes Fundraiser. Dandy Mart will do this library fundraiser again this year (money split between library and 4H camp); drive begins the day after Thanksgiving to the day after Christmas. Melissa is the contact.

• November/December TBD - Christmas Wreath Sale

**Personnel:**

* Reminder: Board Training: Trustees need to complete 3 OWWL training  sessions, and one more on sexual harassment, and provide certificates of attendance for  library files.  Lisa

will send out the self-certification link.

**Communications:**

• Virtual Museum with Finger Lakes Connection–wording on plaque has been approved.

  We will need to provide the stake for the plaque to be installed.

• Lisa has an appointment with Town of Canandaigua Supervisor, Jared Simpson at

   9AM, Thursday, May15, to present the Community Report.

.

 • S.B. Town Hall on June 9; introduce Paytan, present Community Report & thank

   for  support

•  Readers’ Theater: Paytan discussed with Beth Thomas who then presented this to the Readers’

Theater.The result was that the Bristol Library is not big enough to support a performance;

however, they encourage us to create a smaller subsidiary group if we want to have Readers’

Theater performances at the library.

**Old Business–not discussed**

• Plaque in recognition of extraordinary contribution of library volunteers Jane

  Fisher,  Lucinda Perrin, and others. Quote for 12x12 Bronze Plaque, $600

 (International Bronze  Plaque Company). If we move ahead, we will need dates, wording. They can be smaller.

   • Library on the Go

o Easter Egg Hunt @ Firehouse recap

o SB Fish and Game Club Outreach Status – (could be a co-sponsored STEM event for  Home School also?)

• Home School Outreach

o Rebranding appropriate events: STEM at Bristol Library

**New Business**

•Sharefest, June 13 at the Park

•St. Pat’s for Next Year (Saturday, 03/14/2026)— Lisa will approach fiddlers to get a quote.

•Music in the Park?

•Ideas for New Library-on-the-Go Events:

A fall Sunday School kickoff at the Church could be an idea.

Canandaigua Watershed – with a walk, presentation, or something similar.

MJ suggested an event at Burning Springs (Case Road). Owner: Alan Jones. He also  has beautiful gardens. Lisa will reach out to Bristol Hills Historical Society about Library-on-the-Go

ways to support the Burning Springs Event and Bristol Hills Historical Society generally. We

have had successful partnerships on grants and events in the past.

**Announcements and Adjournment** Meeting adjourned at 8:01 PM Moved by MJ, Seconded by Rebecca. Next meeting 7 pm, June 10, 2025

**Director's Report, Paytan Mann 05/13/2025**

**Patron/Daily Operation Statistics April 2025**

* Total Number of Patrons: 489
  + 1-5: 22
  + 6-12: 10
  + 13-17: 5
  + 18-29: 12
  + 30-54: 77
  + 55+: 363
  + Difference from 04/24: 349, 140 patron increase (caregiving panel)
* Number of Programs: 31
  + Number of Patrons Attended: 257
  + Best attended programs: Aging and Caregiver Panels (33 and 32)
* Computer Use: 3
* Reference Questions: 52
* New Patrons: 1, town of Bristol, adult

**Circulations Report April 2025**

* Total Circulations: 599. 287 were from the Town of Bristol cardholders = 47% Bristol Residents, 53% Other Residencies.

**Website Statistics 04/01-05/01**

* Site sessions: 505
* Visitors: 438
* New vs Returning Visitors:
  + New: 398
  + Returning: 40

**Mailchimp Statistics 04/01-05/01**

* Click Rate: 2.1%
* Open Rate: 49.1%
* Subscribed: 4
* Unsubscribed: 0
* Current contacts: 374

**Facebook Statistics - last 28 days**

* Views: 1,897
* Followers: 207 to 209
* Posts Engagement: 55
* Top Post: Sejal Shah thank you post

**Instagram Statistics - last 30 days**

* Views: 605
* Posts shared: 13
* Top Post: Sejal Shah
* Followers: 317 to 321

**OWWL2GO/Libby Usage April 2025**

* TOTAL: 234 checkouts (79 e-books, 131 e-audio, 24 e-magazines)

**Director's Report**

* Baker’s Exterminator came to do spring pest control around the library on 4/30.
* Re Reader's Theater: "The Ontario County Arts Council  group does not think the library is big enough. They suggested we try making our own smaller group and they will help us with scripts."
* I finally got our tax exempt status on WIX and they refunded us all the tax they had charged us thus far.
* MailChimp tax exempt status: also finally approved.
* Had to buy a monitor in addition to 3 new computers because one wasn't even compatible with new desktops. $122.49.

**Upcoming Programming**

* Chair yoga, more art classes ( card making, felting with Joan, needle felting), book club, health insurance assistance by Finger Lakes Community Health, career counseling, the four part aging and caregiver panel presented by the Ontario County Office for the Aging continues in May, the memoir group, and co-sponsoring an event with Writers and Books at the Gell Center. For summer reading we have Beth Thomas and her horse blizzard, the Canandaigua watershed, a representative from Cornell visiting twice to do a read aloud and environmentally conscious activity, Beth and Joan Hall with Halley, and a children's yoga class by Sarah, Wildlife Rockstars July 19th. A three month meditation series in June, July, and August on Monday evenings, butterfly wing jewelry class from a woman in Ithaca in June, a nature walk at Ontario County Park in June led by the watershed. A Narcan training and sound bath are in the works still. Cosponsoring Music in the Park with the town in July or August again.

**Grants**

* RRLC Collections & Access Grant: Beth came in 6th with a volunteer to scan.
* ALA Chair Yoga: Sarah wanted to know how much longer she can anticipate teaching these classes? -MJ to look at funds.