**Library Board Agenda**

**03/23/2023**

**Call to Order**:  7:05pm

**Roll Call:** Sally Healey Frank, Lisa Moore, Mary Jane Stoltz, Ann Rogers Lane, Nikki Lund Piety Exley. Not present: Rebecca Keough

**Public Comment Time Allotment:**None

**Secretary’s Report:**

Draft of the February Minutes sent on 2/21/2023. Minutes approved with minor change, motion to approve by Mary Jane, approved by all.

**Manager’s Monthly Report & Statistics:**

Manager’s emailed report on 3/8/2023 and is attached herewith.

Almost double the number of patrons came through the door this February as compared to February 2022.

Social media numbers increased – see attached.

Card game night had 4 attendees, and there is hope that attendance will increase as word gets out.

Piety is concerned about storage space – Weavers Guild also concerned. Ann suggested a small narrow cupboard in corner of library; and Mary Jane suggested in the kids’ area which isn’t entirely used at this time. Another suggestion was bottom shelf with a drop down front. Also, to move the Memoir Group books to less visible spot; they are currently on top of the top shelf. Even the fireplace or coffee area. Ann asked if anyone knows of a cabinet maker; Piety will check. Mary Jane suggested Bill Meding who works with the Eric who did the trees.

History and Mystery Book gallery opening and book reception saw 51 people through the door,

The Bristol Hills Historical Society held a successful event on 18 February (predator talk). Piety held a traveling library at the event and has further been asked to do travelling library on 8 and 15 April.

Live music and puzzles (jigsaw) held on 20 February was well attended and very uccessful.

No attendance for Story Time however there are kids who come in at other times and always ask for story time.

Selected books from library, together with program notes will be going into Easter baskets.

Memoir Book Club starting up again in April.

Writing Workshop is scheduled for 15 April. There is a conflict with Piety’s time for this and the Spring Fling at church. Ann suggested a clerk do the spring fling so that Piety can concentrate on the writing workshop.

Summer reading prizes discussed. It was agreed by all that we would prefer giving gift baskets rather than giving gift cards.

Discussed Valentines chocolate gifts and other ideas.

T-shirts are going to be pushed now.

New employee status. Have had a couple of people interested. Approval by board needed for the hire. We are still looking for a new clerk.

Annual Report emailed on 13 March for review. Approval is needed. Ann acknowledged Piety’s hard work on putting together the annual report. Need to get trustee terms sorted. Mary Jane had some changes re Mike Osier’s and Mimi Litsche’s terms. Mary Jane motioned approval of annual report, seconded by Sally, all approved.

**Committee Reports**

**Finance Committee:** Mary Jane Stoltz

Financial reports emailed on 8 March. Approval needed – Sally motioned, Nikki seconded, all approved.

FYI: 2021 IRS tax exempt form signed 3/23/2021 – taxes have only just been submitted. 2022 taxes not due until July/August.

Monthly bills – Sally and Mary Jane to approve these.

**5-Year Plan Committee:** Lisa Moore

Final draft submitted for review. Few edits to be made and will be approved at the next board meeting.

**Grant Committee:** Rebecca Keough

ONYA grant awarded to the library. The grant is especially for young women in Ontario county. Rebecca knows more about this grant.to bring community speakers to communicate with young women over a year.

Causewave project. Ann said there have been four meetings and have changed the focus to how can we better market the Bristol Library with underlying motive. Need to have an ad hoc meeting with all the board members with all that has been presented and with Rebecca. Ann will forward the information to the board for their perusal. Ann will also send background materials (from Aaron) that she has not yet read. Ann says we have lost the continuity for this because of change of directors and board members. Need to make sure we facilitate continuity. Ann asked to create the ad hoc committee.

**Operations Committee:** Ann Rogers Lane

New Board member Nick Cohen. He is eager to be on the Board. He is apparently very good at grant writing.

Note from last meeting: The Trustee Training schedule emailed to the Board on 22 February

Trustee Training: Ann attended Key laws and regulations for libraries. Recording can be found at: <https://docs.owwl.org/Community/Laws>

Trustee Training: Open Meeting laws. Lisa sent the Powerpoint presentation.

**Fundraising Committee:** Board

T-Shirts are mostly sold out now. If more are needed, they need to be ordered in batches of 24. Kudos to Lisa.

Valentine Hershey Bar sale: All materials and candy bars donated. South Bristol and Bristol boards received valentines. ~6 bars remain. $327.50.

Rescheduled Chicken BBQ – 25 June 2023 at Runnings. There was a reminder to have a tip jar at the BBQ. Piety will run a traveling library at the BBQ. Perhaps the Lane family grandchildren will assist with the Chicken BBQ.

High tea: the date needs to be set, tentatively 30 July. Mary Jane suggested asking the local girl scouts to be wait staff. Ann is going to ask at the church or the school honor society.

Bristol Day is on 11 June. Piety has Jon Karnisky’s contact info to get the status of the Rocketeers.

**Policy Committee:** Mary Jane Stoltz and Piety Exley

First Amendment Audit Response Policy discussion held re photographs section, and, upon review, the board feels that the patron code of conduct covers these situations. Piety asked by Ann to add the rule about photos to the website. The board is declining to approve the first amendment as discussed.

There is no need, as an association library, to have a whistleblower policy.

Ann suggested changing policy file naming so that policies are easily found.

EP-12 – Open Meetings Policy - BL will conform to the New York state public officers’ laws section 100 to 111. Ann motioned that we accept the open meeting policy as discussed, Nikki seconded and all approved.

EP-13 – Confidentiality Policy – Lisa motioned for acceptance, Mary Jane seconded, all approved.

IP-19 - Disaster Plan Policy needs to be approved. Mary Jane made motion to accept the policy, Lisa seconded, all in favor.

The Disaster Plan will be reviewed and approved at next meeting.

**Personnel**:

The Personnel Handbook developed by HR Works is still in progress.

Piety’s 6-month anniversary was on Wednesday – she was congratulated. The board will perform a review at the next meeting.

**Board Communications Committee:** Sally Healy Frank

Re-charter to annex South Bristol, Sally was informed that south Bristol is part of Naples district apart from a very small portion on the NW corner, which is unclaimed. She asked if we could pick up the small portion and was advised to follow up with Ron. Sally was advised by Ron to take no action at this time. This effort to add south Bristol has been tabled for the future.

**New Business**

Lisa wondered about the possibility of having notary services at the library. This was not well received doe to the time for training and acting as notary.

Meeting adjourned at 9:34 pm

Executive session held 9:34 to 9:36. Back into meeting at 9:36

Lisa nominated Nick Cohen to take the position on the board expiring December 2024. Ann seconded and approved by all.

Meeting finally adjourned at 9:40pm.

Next Board Meeting to be held 11 April 2023.