

Bristol Library Board Agenda **11/14/2023**

Call to Order: 7:09pm

Roll Call: Ann Rogers Lane, Mary Jane Stoltz, Sally Healy Frank, Lisa Moore, Nick Cohen, Piety Exley and Nikki Lund. Not in attendance: Rebecca Keough

Public Comment Time Allotment: None

Secretary's Report: MJ motioned, and Sally seconded, to approve the October Minutes. Approved by all.

Director's Monthly Report & Statistics: See attached.

- October numbers increased mainly because of Trunk or Treat. Clerks did a good job of counting – 65 kids, 165 adults. Other numbers are up
- Kat back with Memoir Writing Group and it is not going badly considering it is being held in the library during opening hours.
- The first ONYA event went very well. Next one (3rd one in January)
- Card Making started in October – three attendees total. They might like to do this monthly, excepting December. Ann suggested it is held quarterly and Piety will suggest that to the group.
- Howard held a watercolor class.
- The Great Give Back box is in the library and collected personal hygiene items in October. Paula Sowersby Hicks is very excited.
- AARP Safe Driving Course is cancelled for this month because of Covid. To be held in the spring.
- December will see the book sale with a kids' craft section especially when kids are off school. Ann suggested sending a notice re the crafts to all the art teachers at the schools locally.
- Bees have been taken care of – exterminator (American Pestex) was on vacation but Davidson came down and did an emergency service. Piety will get quotes from various pest control companies for future service.
- Frontier having trouble with service locally. Piety to check terms of the contract and check into Spectrum.
- Bottles are under control.
- Floodlights have been replaced.
- Staff and Trustees are required to complete the Sexual Harassment training shortly and Piety will send out a link to all with a request to let her know when the course is completed.

Committee Reports:

Finance Committee: Mary Jane Stoltz

- Town approved \$65,000 (we had asked for \$88,000). MJ adjusted the budget to accommodate this change and unfortunately this means that we cannot offer Piety full time. We have a pretty sizeable reserve which we can use to cover important things. \$20,000 received by ALA grant and this will be spent in 2024. Ann proposed and Lisa seconded revised budget for 2024, all agreed.
- IRS issue status – as before with no changes. The penalty hasn't been changed and the IRS has not processed our forgiveness.
- Ann motioned, Sally seconded, all approved the Finance Reports as presented.
- Lisa and Nick reviewed all October bills.

Grant Committee: Ann for Rebecca Keough

- ONYA Grant Status — third talk in January.

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- Waiting to get estimates for the ALA Grant. Two separate estimates: bathroom and doors. Contingent on the cost, other items will have to wait.

Operations Committee: Ann Rogers Lane

- Little Library at South Bristol status – Lisa gave a boosting reminder re this.
- Piety wrote a write-up for South Bristol Things To Do (part of the South Bristol Official Town Website). Nothing is showing yet and Piety will follow up.

Fundraising Committee:

- Wreath sales. Ann contacted with supplier. Ann passed out some paperwork. We will take orders and the wreaths will be received the week after Thanksgiving. The selling price is \$40 and Ann will send out further information as soon as it is received.
- The Fundraising Letter should go out before Thanksgiving. Ann has done a draft and will send it to the board via email tomorrow.

Policy Committee: Mary Jane and Piety

- MJ wrote a small change to section 5 as below which was approved by all.

IP-17 Library Financial Procedures

Section 5, Item h currently reads:

The month's expenditures will be reviewed and approved by three Trustees, not including the Financial Officer, at the next Board Meeting.

Proposed change:

The month's expenditures will be reviewed and approved by the Financial Officer and at least two other Trustees at (or as soon as possible after) the next Board Meeting.

Rationale:

The Financial Officer is expected to have first-hand knowledge and responsibility for all of the Library's financial transactions, therefore should be one of the Trustees charged with reviewing/approving the expenditures.

Personnel:

- The Project Manager position has been filled. Ryan will work approximately 10 hours a week as a contract worker.
- We need a slate of officers ready for the next Board meeting to be ready for voting on in December. Ann has agreed to stay on as president for a year. It was suggested that we have a different president so Ann could work as advisor to that person, although it was agreed that Rebecca is overworked in her own job at the moment. MJ cannot be president and do financial stuff too. Important to have this extra year with Ann because there will need to be a lot of PR with 2024 being a new voting year.

Board Communication Committee: Sally Healy Frank

- Ann suggested sending thank you notes to the Fire Department, the United Church of Bristol (Linda Ensman), Kim Stressing, Ellen Lorenza and Carol Hacknauer. Sally will write notes.
- Piety to post flyers re ROC the Day coming up on 28th November.
- Improved reflectors for the driveway.

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New Business: None

Adjourned: Sally made a motion to adjourn, Ann seconded – all approved. Meeting adjourned at 8:22.

Next meeting December 12th.