

Bristol Library Board of Trustees Meeting, Mar. 8, 2022, 7:00 p.m.

Agenda

Call to Order: The meeting was called to order at 7:22pm.

In attendance: Ann Rogers Lane, Sally Healy Frank, Mary Jane Stoltz, Michael Osier, Rebecca Keough, Nikki Lund, Lisa Moore, Jessica Winum.

Secretary's Report: February Meeting Minutes were approved with changes. Motion by MJ Stolz, seconded by S. Frank, approved by all.

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

The Manager's Report was presented. There was some question regarding the circulation statistics for the year, and Jessica will check on this.

Jessica Winum will be attending a Zoom meeting with Assemblyman Jeff Gallahan on March 9th and will report to the Board.

She will also attend a workshop regarding book challenges being hosted by Ron Kirsop on Thursday, March 17th.

There are several Irish focused events this month in celebration of St. Patrick's Day. The Annual Report was submitted on time to PLS and will be submitted to the State later in March.

Motion was made by MJ Stoltz to accept the Manager's Report, seconded and approved by all.

Committee Reports

Finance Committee: Mary Jane Stoltz

Budget vs Actual report was emailed to the Board for review, together with the February report. MJ Stoltz reported that both PPP loans (2020 and 2021) had been forgiven.

February report sent March 3rd. Motion to approved by R. Keough, seconded by S. Frank, approved by all.

The monthly bills were reviewed and approved.

Volunteer Committee:

Bristol Day Committee: Mary Jane Stoltz

The next Bristol Day Committee meeting is scheduled at the Library on March 15th at 6:30 pm. Jessica, MJ Stoltz, and Rebecca are planning on attending. Ann has found her notes on previous Bristol Day events which will help with planning.

Next Board Meeting: Tuesday, April 13, 2021, 7 p.m. at the library.

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The Library is committed to cooking hot dogs and hamburgers at the event and Ann advised the Board that Mimi had told her that the grill was useless and that she would buy a new one for the Library if necessary. Jessica will check on it.

To staff the stand we will need two cooks, a cashier and three prep/servers for a total of six people. It was noted that Jane Fisher had volunteered in the past.

Neither Ann nor Sally will be in town on the date.

MJ Stoltz volunteered to chair the committee, assisted by Ann and Rebecca.

NEW Ballot Funding Committee – chair TBD

MJ Stoltz provided the board with a guide on ballot funding:

<https://www.nysl.nysed.gov/libdev/libs/pldtools/guide/h-inbyin.htm>

It was decided that discussion and decision regarding this will be left open until after the Causewave Grant has been finalized.

Grant Committee: Rebecca Keough

Rebecca Keough met with Causewave representative, Allyn Stelljes regarding this grant. Allyn suggested that if we did not get what we hope that we should go back and ask for extra money.

To be on the 2023 ballot we need to get moving. Currently the Library receives \$57,000 from the city (approx. \$38 per household) and it is recommended that we ask for \$83,000 this year. If we fail to get the increase requested we have to wait two years and apply again although we would still receive the previous granted amount of \$57,000. R. Keough wants to make sure that we are successful in our bid for an increase.

Rebecca also reported on grants for assistive devices. PLS got 20,000 to provide assistive technology for those needing large print/hearing assistance. Jessica and Rebecca met and applied for two pebble readers (they enlarge print) at a cost of \$600 each and some software and special keyboard which will enlarge print too.

Discussion regarding the ALA Libraries Transforming Communities Project was tabled until we have more information.

Operations Committee: Ann Rogers Lane

No report

Policy Committee: Mary Jane Stoltz/Michael Osier

The Disruption Recovery Manual is getting really close to being finished. However, there are some things that need to be filled in (location of the main water shutoff in the building, specific locations of smoke/heat and CO detectors) that Michael will look for in person shortly. Michael reached out to the Fire Department Chief for their feedback.

The committee will make a list of the policies and their review dates for easy reference. Jessica will review the Employee Handbook to be amalgamated into the Manual.

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Board Communications Committee: Sally Healy Frank:

Decision regarding Moore Printing custom Thank you notes (250 single color, 8.5 x 5.5 notes are \$105.00) was tabled this month.

Lisa Moore stated that she would donate branded tablecloths for events and two plain ones too.

Fundraising - Chair TBD

Chicken BBQ date has been set for May 22nd in Canandaigua. The contract with Gale-Wyn has been signed.

Ann advised that she had talked to the Congregational Church and they had told her that the site at Roseland Center sells out of chicken very quickly!

The board was requested to think of other fundraising opportunities for later in the year. That could be another chicken sale.

Old Business: *Business not covered in Committee Reports*

New Business:

Donated items for the Kids' Santa Sale can be stored at Ann's house.

A thank you letter was received from Kim Stresing for the gift.

Lisa Moore will get articles in the Villager (the Bristol Harbor paper) and hopes to get press releases published in The Messenger.

She advised that the Historical Society has Mark Obbie as public relations promote their events. He said that Facebook promotions worked.

There was some discussion about the ownership of the Library's FB page. In order to make changes to the account, i.e. to become a 501(c)3 account we would need to know this and as of today no-one knows who the owner is.

There will be an indoor book sale in April.

Ann advised that the Board should dress up for the next meeting as we will take photographs.

An announcement that we are looking for an Assistant Manager (20 hours), with programming and library experience, has been posted.

MJ Stoltz moved to adjourn the meeting at 8:40pm.

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