**Bristol Library Board Meeting**

**Minutes**

**February 7, 2023**

**Call to Order**:  7:12pm

**Roll Call:** Piety Exley; Rebecca Keough, Sally Healy Frank, Lisa Moore; Ann Rogers Lane, and Mary Jane Stoltz,

**Public Comment Time Allotment:**

No public comments this month.

**Secretary’s Report:**

January Minutes were circulated. Ann amended the time of adjournment. Sally moved to accept; Rebecca seconded; the Minutes were approved as amended.

**Manager’s Monthly Report:**

Memorial for Library Benefactor Jane Fisher: Cheryl Harloff, Jane Fisher’s daughter, would like a flowering bush near the front door and a plaque nearby to honor Jane Fisher and will donate some spider plants etc. to the library. We will look into planting a Hydrangea Bush in honor of Jane Fisher with a plaque nearby. The library has gratefully received memorial gifts of approximately $350 so far in her honor.

Several books have been checked out from our Black History Month Display.

A spinner has been donated for audio books, and now teen section and nonfiction audio books have more visibility.

Facebook traffic has improved with more Manager activity and Bristol Hills Historical Society (BHHS) interaction.

The expiration of library cards has resulted in a decline in Membership. We will get members’ names with expired cards. Mary Jane Stubbings and Brenda Fox can provide information on former patrons’ favorite authors, to be included with “we miss you” letters.

***Events***

* Thirty-one attended the Presentation and Gallery Opening from BHHS. Fifty-one people overall came into the library that day—a high.
* The Weavers Guild also had a great turnout of 20 and has added three new members since moving to the more convenient location of Bristol Library.
* Human Trafficking Awareness workshop had six professionals attend, and they requested another on Internet Awareness and Human Trafficking.
* Euchre is doing well.
* The Writing Workshop is going well with four repeats and some new.
* Volunteer Melissa Simmons led a successful card-making workshop.

Watercolor changes: van Buren has declared Bristol Library as his home base and will now hold all classes at the library. He has scheduled monthly water classes, and will mix in sketch classes and add an Plein Air original painting class this summer, which we can hold under the tent on the lawn. We already have signups as far out as May.

Ideas for Improvement: StoryTime had one attendee who wasn’t interested in stories and instead wanted to play “chef,” but three children come in with their nanny regularly and were eager for unscheduled StoryTime. Piety will replace the regular StoryTime with pop-up StoryTimes, and Volunteer Melissa Simmons will create new children’s programming.

***Upcoming Events***

February 20: Quality Puzzle Social Night with gentle light music and tea (puzzles donated by local artists and landscape designers Bruce Zaretsky and Sharon Coates).

March 25, Saturday, at 11: BHHS Ron Goodman Presentation on Bristol’s Historic Cattle Drive. A repeat of this presentation was requested. MJ noted that few know this history and the corral was up where Dandy Service Station is. There has been lots of interest.

***Volunteers Who Are Making a Difference***

Melissa Simmons—card-making and children’s programs—also has connections with the Naples Writing Group and they are looking for a place to hold Readings. She is connected with several Naples artists, too.

Tom Stevens—a new volunteer—brokered getting Tree Brother to donate their time and skill to pull out sick trees for landscape maintenance, and has also liaised with Tom on culvert replacement and parking lot needs, which was held up this fall due to inflated oil prices (which are now coming back down). Ron is working with the county and getting the equipment to repair the culvert. Ontario County is responsible because it’ a county road, but volunteers like Tree Brothers are filling in. We will write Thank You’s to Tom for the organization of tree removal and to Tree Brothers.

Lee Frank has volunteered to manage a regularly scheduled game night and is looking into other ways we can market his program and others.

***Facility***

Scheduled maintenance completed for generator; works great but must check from outside.

Roof for the shed that contains used books: one side of roof is looking rough and might start leaking soon. It’s a shingle roof, so fixable, and not a large roof.

Cracks in walls by fireplace need to be checked.

***Staff***

One of our clerks has resigned; she will finish out the month. We’ve hired a replacement and the new clerk is being trained.

Lisa moved that Piety be given title of Director; MJ seconded. All approved.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

Sally moved to accept December report; Rebecca seconded. All approved. MJ will work with Piety for annual alignment in budget vs. actual December needs approval financials. Rebecca moved to accept the January report; Sally seconded. All approved.

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

In progress, aligning Values, Goals, and Action Plan and will include applying for a construction grant for library roof. Ann notes the “valley” in the roof near front door, which separates the addition from the oldest part of the building; that the oldest roof. Work might be done in tandem with repair to shed roof. Working with Piety and Ann to finalize.

**Grant Committee: Rebecca Keough**

Rebecca, Piety, Sally, and Ann have been attending the Causewave meetings. Another meeting is scheduled in two weeks. We are fine tuning what we wanted to get out of the grant as we research funding options, and Causewave is currently providing training and strategies for community building and engagement – with a special focusing on expanding knowledge of how we’re funded to generate more support and support in advance. This supports the American Library Association’s (ALA) goals for Libraries Transforming Communities.

Rebecca will apply for ONYA grants ($1000) from the Ontario/Yates Fund for Women and Girls to support advertising and refreshments and workshop supplies for Bristol women with purpose and strength programs, which includes home schoolers, professionals, business owners, and others.

Rebecca will apply for ALA’s Library Transforming Communities grant on wellness through access and exercise. Target audience: aging with mobility issues.

* Exercise: we will look into increasing insurance to have chair yoga and geri-fitness classes. Grant supports training a team on geri-fitness—including a certification program and licensure, $2000, and bringing in a speaker on holistic management of pain, and related content. Goal: Yoga 1Xweek/Geri Fit 2Xweek.
* Access: Look into adding push plates for external/bathroom doors. Grab bar for bathroom.

MJ made a motion to accept the annual grant report to OWWL; Sally seconded. All approved.

**Fundraising Committee: Board**

***Annual Fundraising Letter***. Letter is moving along for February mailing, with IMS printer to come, and is worded in alignment with initiatives of Causewave community engagement and ALA’s Libraries Transforming Communities.

***Valentine Hershey Bars***. Fundraiser going well. Almost all have sold. Sally and Ann will do 36 more tonight and put more out. We have craft supplies left over for next year’s Valentine fundraiser and will do another sale for April (Easter) and for the Chicken Bar B Q in May . Need to send thank you to Ann’s sister.

***Bristol Library Tee-Shirts.*** Order approved for 50 tee-shirts, to be sold at $20/each. Vendor is Naples’ Chris Abraham who did Bristol Valley Theater and BHHS tee-shits. Lisa donating tee-shirts.

***May 21 (Sunday) Chicken Barbecue***. Barbecue has been moved to Runnings. Piety can’t attend but will create Library flyers for bags. We will also decorate Hershey Bars for upsell, and Mark Munson recommended we include a gallon “tip” jug for additional donations.

***June 11 (Sunday) Bristol Fun Day.*** Book Sale and Hamburger and Hots Tent. Bristol Fun Day will feature Rocketeers, a Rocket Program for Older Kids. Jon Karnisky will provide information about the Rocketeers who pay to be part of the program and buy rockets.

***July 30 (Sunday), “Get Your Downton On” Library Tea*** at Glen Hollow. China, teapots, linens, décor, refreshments and more to be supplied by Board Members. $25 tickets will be presold. Two seatings of 20 at noon-2:00; 3:00-5:00.

***October, Ladies Night Out Returns:***.Wine, Music, Basket Raffle, and Sale of Gently Used Gems (such as purses, scarves, jewelry). We will need a one day permit to approve wine at Bristol Library, may approach Heron Hill for tasting and sale of wine. Thank you to Patron Lisa Ivers for suggesting revival of this popular event. Date and Tickets/Raffle Tickets TBD.

**Policy Committee: Mary Jane Stoltz**

In progress. Format currently separates procedures from policies to allow us to more easily implement procedure changes without changing policies, so board agreed to continue with two separate categories.

Ann has edited the Personnel Handbook; Piety to verify processes.

**Communications Committee: Sally Healy Frank**

***Annexing South Bristol***. Original charter and amendments located and Sally will review in order to proceed with amendment application to annex South Bristol as an area served by the Bristol Library.

***GoogleDrive***. Piety will meet with Nikki to set up GoogleDrive for Library Thank You’s.

**New Business: none, covered in committees.**

**Adjourn**

Sally moved to adjourn; MJ seconded. All approved. Meeting adjourned at 8:36 PM.