**Agenda**

**The Bristol Library**

**Board of Trustees**

**June 10, 2025**

**Call to Order: 7:05 by Lisa**

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

**Absent**: Nicola Lund

**Public Comment:** none

**Approval of the Minutes** deferred to next meeting

**Director’s Report** – Paytan Mann

**Financial Report** – MJ Stoltz

Budget adjustment is needed for Program instructor account. MJ will have at next meeting.

**Committee Reports**

* **Grants** – RebeccaKeough

Need to advertise for volunteers for historical scanning project. Rebecca and Lisa will coordinate with Beth Thomas. Paytan will forward flyer to Lisa.

* **Operations**
* Parking Lot Lines (MJ Stoltz) on hold
* Library Grounds. HCS students have volunteered to do cleanup of grounds to fulfil community service requirement October 3 (rain date (10/9). Rebecca Keough has volunteered to take lead on cleanup with volunteers.
* Shed roof status (need estimate for roof) Paytan will have Kim contact Brian Malotte
* **Policy:** Employee Handbook (Joseph Luciano) making progress. Hope to send out to Board for review by end of month.
* **Fundraising** 
  + Afternoon Tea
  + Fun Day – MJ will email report to Paytan to save on Director’s computer
  + Mid-Year Appeal(for shed roof) Chloe suggested a Bakeless Bake Sale where instead of soliciting baked goods to sell, we ask for donation of what people would have spent on baking.
  + Bottle Schedule for June (Lisa)

Upcoming Events

* + July 27 (Sunday) – **Save the Date**, Chicken BBQ with Gale Wynn. Sally, MJ, Rebecca, Chloe, and Lisa will work.
  + August Back to School Book Sale to be held inside the library.
  + September 13 Silent Auction (Chloe) Cheshire Union will allow us to have a display for two or three weeks ahead. Games of Chance – Town Clerk would have to get license from State. Discussed food truck/grill/box lunch options.
  + DandyMart/Holiday Season collection
* **Personnel:** AnyBoard Training to Report? (Reminder Trustees need to complete 3 OWWL training sessions, and one more on sexual harassment, and provide certificates of attendance for library files.)

**Communications**

Status of “Thank You’s” (Afternoon Tea & Andrea Bailey Visit & Fun Day for volunteers) (Nikki)

**Other Communication: Visibility and Partnerships in Community**

* Strong Library/Strong Community Signs (about 34 given out, 16 left)
* Library Calendar at Town Halls/Burning Springs/Gell Center (Writers&Books)
* Virtual Museum with Finger Lakes Connection. We have a sign to post.
* Library-on-the-Go: Burning Springs Weekend. 134 people stopped at our booth.
* Gell Center (Writers & Books) Partnership: Ariana Benson Reading (note re: social media: advertised event in Library Newsletter and Facebook, and added to We Love Bristol and NextDoor)
* Town of South Bristol; Lisa and Nikki met with Supervisor, Dan Marshall, and Lisa thanked board for contribution to library with a brief presentation at the South Bristol Town Meeting (June 9). Dan asked us to submit our request for the $2500 that was approved for 2025 in writing asap. Paytan to send it out.
* Town of Canandaigua; Lisa met with Supervisor, Jared Simpson, who asked us to present to at the Town Meeting on June 16; Lisa is on the agenda.

**Old Business**

# Recognition In Memoriam Plaque. Lisa got 2 Quotes for 12x12 Bronze Plaque: $600 (International Bronze Plaque Company); $1,029.00 (American Cast Bronze). They can be smaller. If we move ahead, we will to determine place for plaques and information on those we will include, as well as final wording. MJ noted a wooden plaque from Halex Awards would be around $250 + the cost of engraved name plates.

* Lisa reached out to Steve Crowley, president of SB Fish and Game Club for possible community engagement, who will bring up at meeting. Discussed Litle Free Libraries at South Bristol Town Hall and Bristol Mountain – possibily at Brews and Brats and/or Noble Shepherd/Wizard of Clay
* Home School Outreach
  + Rebranding appropriate events: STEM at Bristol Library
  + Other Ideas: Field Day for Home Schoolers (Park with Tom Stevens, for example, and possibly Canandaigua Watershed – with a walk, presentation, or something similar – for all, but promoted particularly for Home School families). (Chloe)
  + Visibility Campaign for Home School Families – flyers

**New Business**

* **Save the Date: Sharefest, June 13 (this Friday) @ Levi Corser Park, 6:30-8:30pm (bring blankets or chairs)**
* Possible documentary film to present at the library (Sally). Cdga UU Social Responsibility committee wants to co-sponsor a ½ hour documentary on migrants at southern border showing.
* St. Pat’s for Next Year (Lisa has sent query to fiddle player and get quote but hasn’t heard back yet)
* Music in the Park in 2nd Friday in July or August. Lisa made motion that we co-sponsor cost with Town up to $150. Sally 2nd. Carried.

**Announcements and Adjournment**

Sally mad motion to adjourn at 8:11.

Next meeting 7pm, July 8, 2025

**Director's Report, Paytan Mann, 06/10/25**

**Patron/Daily Operation Statistics May 2025**

* Total Number of Patrons: 526
  + 1-5: 31
  + 6-12: 17
  + 13-17: 5
  + 18-29: 15
  + 30-54: 70
  + 55+: 388
  + Difference from 06/24: 358, 168 patron increase
* Number of Programs: 27
  + Number of Patrons Attended: 242
  + Best attended programs: Aging Panels (20+) Harmony and Euchre
* Computer Use: 2
* Reference Questions: 48
* New Patrons: 4 (2 from Bristol, 2 from Canandaigua), 3 adults, 1 child

**Circulations Report May 2025**

* Total Circulations:  639. 342 were from the Town of Bristol cardholders = 53% Bristol Residents, 47% Other Residencies. Second highest: Canandaigua.

**Website Statistics 05/01-06/01**

* Site sessions: 444
* Visitors: 371
* New vs Returning Visitors:
  + New: 345
  + Returning: 26

**Mailchimp Statistics 05/01-06/01**

* Click Rate: 2.1%
* Open Rate: 48.2%
* Subscribed:  11
* Unsubscribed: 0
* Current contacts: 385

**Facebook Statistics - last 28 days**

* Views: 1,849
* Followers: 209 to 221, up 11
* Likes: 113
* Top Post: Writers and Books Event

**Instagram Statistics - last 30 days**

* Views: 238
* Posts shared: 6
* Top Post: Meditation Mondays
* Followers: 321 to 330

**OWWL2GO/Libby Usage May 2025**

* TOTAL: 288 checkouts ( 102 e-books, 153 e-audio, 33 e-magazines)

**Director's Report May 2025**

* We made $1,344.00 for food proceeds, and $1,029.75 at the book sale! $2273.75
* Our final $ amount for the tea is: $2,129.03

**Upcoming Programming**

* Chair yoga (through 2025, ~$9,000 left via ALA grant), more art classes (card making, felting with Joan again, then needle felting with Dory), book club, health insurance assistance by Finger Lakes Community Health, career counseling. 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 already lined up, and the wildlife rockstars. A three month meditation series in June, July, and August on Monday evenings, a nature walk at Ontario County Park in June led by the watershed. Cosponsoring Music in the Park with the town in July or August, Narcan training, Poetry and Prose Sharefest in the park, more yoga in the park. Another writing workshop with Sejal Shah in the fall. Sound bath moved to August.