**Minutes**

**The Bristol Library**

**Board of Trustees**

**July 8, 2025**

**Call to Order: 7:03**

**Roll Call:**  Joseph Luciano, Rebecca Keogh, Mary Jane Stoltz, Nikki Lund

**Absent:** Paytan Mann, Lisa Moore, Sally Healy Frank, Chloe Quimby

**Public Comment:** none

**Approval of the Minutes**: MJ proposed accepting the May Minutes, Rebecca seconded, all approved. Rebecca moved that we accept June minutes, Joseph seconded – all approved.

**Director’s Report –** see attached

**Financial Report** – MJ Stoltz. Financials were presented. MJ talked last month about the programing providers/instructors. The budget should be increased by the remainder of the $8400 from last year. MJ made a motion to increase the budget by $8400 for the grant rollover, Rebecca seconded; all approved.

**Committee Reports**

* **Grants** – Digitization for Women of Bristol Hills Grant Status Report due end of July, about a quarter done so far. Expanded from Tuesdays, 10-12 to include also Wednesdays 3-7. New notice requesting volunteers up on Facebook/Instagram/BHVA newsletter. Need to onboard contract workers (paid) and volunteers; and also order archival supplies. Volunteer Matt Ploetz will be working Wednesday evenings at the library scanning materials. Met with Town Historian and Beth Thomas has moved materials to the library so it doesn’t rely on Beth being here. Printer, scanner coming from library in Rochester for us to use.
* **Operations**
* Parking Lot Lines. MJ Stoltz advised it is scheduled for this Friday, weather permitting.
* Library Grounds. Jeff Liebentritt has agreed to weed grounds and provide advice on ground maintenance. (HCS students 10/3/25 for community service requirement with Rebecca Keough to take lead).
* Shed roof: Paytan is getting estimate on repair
* **Policy:** Employee Handbook. Joseph Luciano is working on it.
* **Fundraising** 
  + Mid-Year Appeal(for shed roof) – Paytan is getting estimate for work from Brian. This matter tabled until August board meeting.
  + Bottle Schedule: need volunteer for July – Joseph has volunteered

Upcoming Events

* + July 27 (Sunday) –Chicken BBQ with Gale Wynn. Rebecca, Sally, Chloe, Lisa, MJ and Nikki
  + August Back to School Book Sale.
  + September Silent Auction (Chloe)
* Date change to discuss (9/27 instead of 9/13 – Lisa has tentatively reserved 9/27 with Karen M (Town Clerk)
* See Fish and Game Club partnership re: cross-advertising with their Chicken BBQ (same day)
  + DandyCanes@DandyMart/Holiday Season
  + Christmas Wreaths
* **Personnel**
  + Reminder: Trustees need to complete 3 OWWL training sessions, and one more on sexual harassment, and provide certificates of attendance for library files.

**Communications**

* South Bristol Fish & Game Club outreach, possible cross-advertising with library for Silent Auction.
* Virtual Museum with Finger Lakes Connection. Fred Stresing (Bristol Town Supervisor) has put pole put in and the temporary sign will be put up soon. Permanent sign in the works.
* Gell Center (Writers & Books) Partnership: Ariana Benson Reading live on YouTube and Paytan says can post. Paytan will coordinate with other local libraries to recruit kids for summer writing camp at Gell Center.
* Lisa presented to Town of Canandaigua Town Board 6/16/25 meeting and let them know a little about the library and that the town is the second largest constituency of patrons at the library, so we will be requesting $$ for the 2026 budget. 2026 budgets for towns are in progress this summer. Lisa needs to work with MJ on request/budget to present to South Bristol, Bristol, and Town of Canandaigua. It is Lisa’s understanding that changes to the Bloomfield contribution would require a vote.
* Status of “Thank You’s” – all thank you cards are up to date, including Andrea Bailey and for Fun Days.

**Old Business**

* Documentary film (“Running to Stand Still”) at the library (Sally) was tabled.

# Recognition In Memoriam Plaque recommended by MJ. Need to work out details. Need criteria for who gets a plaque.

* Home School Outreach - tabled
  + Rebranding appropriate events: STEM at Bristol Library and Visibility Campaign for Home School Families. (Chloe)

# St. Pat’s for Next Year (Lisa has sent query to fiddle player but hasn’t heard back yet)

**New Business** - none

**Announcements and Adjournment**

7:57pm

Next meeting 7pm, August 12, 2025

**Director's Report, Paytan Mann**

**Patron/Daily Operation Statistics June 2025**

* Total Number of Patrons: 353
  + 1-5: 13
  + 6-12: 12
  + 13-17: 5
  + 18-29: 9
  + 30-54: 60
  + 55+: 254
  + Difference from 06/24: 272, 81 patron increase
* Number of Programs: 21
  + Number of Patrons Attended: 143
  + Best attended programs: Gell Center Reading, Euchre, Weavers
* Computer Use: 1
* Reference Questions: 32
* New Patrons: 1 ( from Bristol ), adult

**Circulations Report June 2025**

* Total Circulations 507: 237 were from the Town of Bristol cardholders = 46% Bristol Residents, 54% Other Residencies.

**Website Statistics 06/01-07/01**

* Site sessions: 418
* Visitors: 342
* New vs Returning Visitors:
  + New: 304
  + Returning: 38

**Mailchimp Statistics 06/01-07/01**

* Open Rate: 46.1%
* Subscribed: 4
* Unsubscribed: 1
* Current contacts: 388

**Facebook Statistics - last 28 days**

* Views: 4,135
* Followers: 226, up 5
* Likes:  117, up 4
* Posts Engagement: 209
* Top Post: Gell Center Reading

**Instagram Statistics - last 30 days**

* Views: 457
* Posts shared: 17
* Top Post: Volunteer Request Post
* Followers: 330, no change

**OWWL2GO/Libby Usage June 2025**

* TOTAL: 227 checkouts (72 e-books,  132 e-audio,  23 e-magazines)

**Director's Report**

* We donated paperbacks via OWWL to local jails for distribution in their libraries!
* I received the 2024-2025 Budget Planning Kit from OWWL, a "resource is a tool to assist in planning and decision-making for your library by offering a comparison to other libraries across the System." Do we utilize that in our budget making in August?
* We're cosponsoring both Music in the Park events with the town, July 11th and August 8th. Mystic Stew and Big Mike and the Motivators.
* I got Brian Mullot's number for the repair of the shed roof and will be getting a quote. (Fred said he would volunteer his time to help as well).

**Upcoming Programming**

* Chair yoga (through 2025, ~$9,000 left via ALA grant), art classes (needle felting with Dory, watercolor, card making), 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, and the wildlife rockstars. A three month meditation series started in June and will continue on July and August Monday evenings. Cosponsoring Music in the Park with the town in July and August, Narcan training, another yoga in the park. Sound bath moved to an evening in August. Another writing workshop with Sejal Shah in October, Long Term Care Planning in September, story time with a firefighter in October via Lauren Bolonda.