

MINUTES OF BRISTOL LIBRARY BOARD OF TRUSTEES

MEETING – February 8th, 2022

via Zoom

Call to Order: Roll – Ann Rogers Lane, Mary Jane Stoltz, Michael Osier, Rebecca Keough, Nikki Lund, Jessica Winum. Absent: Sally Healy Frank
Guest Attendees: Lisa Moore (potential trustee), Ingrid Welch (Books & Brews group), and later joined by Kim Stressing (Library staff)

Executive Session – the Board of Trustees went into Executive Session at 7:08pm and returned and 7:11pm

President’s Comments

Upon resuming the regular Board meeting motion was made by M.J. Stoltz, seconded and passed (with one abstention) that Lisa Moore will become a Trustee. She was invited to stay and join the meeting.

Ingrid Welch was welcomed to the meeting and asked to explain her group, Books and Brews. The group meets on the third Wednesday each month alternately at Noble Shepherd and Bird House breweries. They pick books (they use Reese Witherspoon’s book club as a guide). They are all avid readers and discuss the books they read without using set questions. They would like to expand their membership.

Ann asked how we can support the group and expand membership. We will put information on the library’s web page and on our Facebook page.

Jessica advised that book club kits can be ordered through OWWL. A kit consists of several copies of the book together with suggested questions, etc.

Secretary’s Report: Motion was made by Rebecca Keough to accept the January Meeting Minutes. The motion was seconded and approved by all.

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

The report was previously emailed to the Board.

Jessica advised she will revise the visitor count additions and send out to the Board. The report was very comprehensive, and Jessica was congratulated on it.

With regard to the Trustee Education workshop “System Orientation for New Trustees”, the recording of the workshop (approx. 28 minutes) can be listened to at <https://docs.owwl.org/Community/SystemOrientationForNewTrustees>

Next Board Meeting: Tuesday, March 8, 2021, 7 p.m. Location TBD

Committee Reports

Finance Committee: Mary Jane Stoltz

Budget vs Actual was emailed on February 4th for review.

January report sent Feb. 4th for review. MJ Stoltz advised that we have received the money from Bristol Town. Bristol Fun Days is going ahead. However, other fundraisers need to happen to raise \$1500 in both the spring and the fall.

We are close to reaching our donation goals.

Motion by Nikki Lund was made to accept the report, duly seconded and approved by all.

Review of monthly bills: There was no discussion about approving the bills, and presume these will be signed off on in due course (the meeting was held re Zoom)

Volunteer Committee - No report.

Bristol Day Committee

Tom Stevens convened the first Bristol Day Committee meeting tonight. Ann contacted Tom and he will be moving the committee monthly meetings to Wednesdays to allow a BL Board member to more easily attend.

Apart from the book tent (run by staff and volunteers), Bristol Library usually have two pop-up tents for food, and a grill. Serve hot dogs, grilled onions, mustard, relish, ketchup, sodas (brand name), bags of chips. We would need a cashier; trustees and volunteers usually serve the food. Ice is purchased from Dandy Mart.

Kim Stressing attended tonight's meeting and joined the board meeting to discuss. She advised that Booker the Owl maybe in attendance. Jessica stated this would be a good opportunity to promote Summer Reading, perhaps with a float or children with a wagon. There was much talk about things to do, barring Covid. Kim told them that we had not yet committed to hamburgers and hot dogs.

Bristol Day will be held on June 12th. Food stand and book sale are our traditional fundraisers for that day. We should commit to these as soon as possible. Ann will not be able to attend Bristol Day. She said Jared (son-in-law) may be able to get hot dogs at cost. Ann will keep us posted.

The next meeting is Wednesday, March 15th. MJ Stoltz volunteered to attend, and Rebecca may join her depending on her schedule.

Funding Committee – chair TBD

Mary Jane sent out an interesting "road map" article on January 12th about the process to getting on the ballot for funding. We can remain an association library and still go for a vote. If we decide to become a municipal library the employees become town employees. Link to the article:

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

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Decision to move forward and if approved Chairman and committee members will be discussed at our next meeting.

Grant Committee: Rebecca Keough

Rebecca Keough report that the Ad Council of Rochester have all fields of professionals to help non-profits become successful. Jessica will find information on a marketing seminar, and we hope to be accepted to attend. Rebecca thoroughly recommends these seminars.

Causewave is offering program grants to libraries. The application is to be submitted by February 19, 2022.

The Friends of the Rochester Public Library Tummonds Fund donated \$192.86 to be used in addition to our budgeted circulation budget. Jessica is to research how and why we received the grant. See attached addendum for information regarding this grant.

Operations Committee: Ann Rogers Lane

Personnel: Jessica's 6-month review was successful. She scored well in all areas with some needing a little improvement. Jessica is aware of those areas and is already working on them.

Bloomfield has contacted Jessica for an interview.

Policy Committee: Mary Jane Stolz/Michael Osier

Disruption Recovery Manual - Michael Osier said he has not had time to work on it this past month.

Ann advised that Jessica, Mary Jane and she will work on it this month. This will include developing a document or system for tracking the changes to policies and procedures.

Board Communications Committee: Sally Healy Frank:

Thank you notes to those who donated to the annual letter were sent.

Moore Printing custom Thank You notes. 250 single color, 8.5 x 5.5 notes are \$105.00.

Nikki advised that she will check other prices.

Fundraising - Chair TBD

Discussion was held on the various fundraisers for this year.

Chicken BBQ – best to hold this before everyone is sick of the chicken fundraisers; May was suggested as optimum time.

Food stand and Book sale at Bristol Day – see information under Bristol Day Committee.

Ann asked that we all consider other ideas needed. Nikki suggested a car wash, however they are held by schools.

Jessica advised that she has signed the Library up for Better World Books, an organization that takes used books to sell at no cost to us. The Library would receive 15% of the proceeds quarterly.

Ann advised we make about \$1,500 from can returns.

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Old Business: *Business not covered in Committee Reports*

The Community Survey was briefly discussed. Nikki to review questions so that more 'usable' information can be gleaned from the survey next year.

Library Advocacy Day is March 2nd, 2022 and will be held virtually. An email has been sent to the Trustees. Jessica will attend and Ann asked that the Board members should also consider attending.

New Business: *New topics/initiatives. May be assigned to appropriate committee.*

MJ Stoltz made motion that the meeting be adjourned at 8:32pm, duly seconded and approved by all.

Friends and Foundation of the Rochester Public Library (FFRPL) Tummonds Fund Grants for individual Pioneer Libraries

Background: In 2020 a gentleman (who legally needs to remain nameless) passed away leaving a fund to all the libraries in Ontario, Wayne, Livingston, and Monroe counties (he was from Monroe County). The executors of his estate have set it up so libraries will receive money annually for books or ebooks that meet the fund's criteria. The amount Bristol receives will be higher in future years from what I understand but being the first year the fund is active it's lower than estimated.

The most important part is how this should be administered and used.

Any FFRPL Tummonds Fund grants are to be used only as a SUPPLEMENT to the typical materials budget. Future annual grants may be reduced or even eliminated if the library reduces its annual books/materials budget in anticipation of a grant.

A. The grant can be used only to purchase the following types of approved supplemental reading materials

- 1) Printed books
- 2) Electronic books (or their equivalent)
- 3) Audio books (in any media).

B. Books purchased will follow these criteria:

- 1) Serve the largest segment of the general population possible
- 2) Choose a wide variety of subject areas, formats and types/genres
- 3) Book selection is the responsibility of professional librarians at each eligible Library (including professional staff who may not hold an MLS / MLIS degree)
- 4) All books must be written in the English language
- 5) May NOT be used to purchase reference books, magazine subscriptions or other reading materials that are not circulated.
- 6) Do not use funds for experimental or developmental purposes, but only for technologies that are widely accepted/publicly available

C. The library will establish a separate and exclusive FFRPL Tummonds Fund record, tracking annually each grant received and all expenditures made from the Fund.

D. Must provide an annual report to the FFRPL Tummonds Fund Committee (see additional document for an example of the 'FFRPL Tummonds Fund Annual Report')