**The Bristol Library**

**Board of Trustees Meeting – Minutes**

**Tuesday, 8h April 2025**

**Call to Order: 7:00**

**Roll Call:**  MJ Stoltz, Rebecca Keough, Nikki Lund, Chloe Quimby, Paytan Mann

**Absent:** Lisa Moore, Joseph Luciano

**Public Comment Time Allotment:**  none required

**Approval of the Minutes** February Finance Report and February and March Minutes approved by all.

**Director’s Report –** Paytan Mann – attached. Excellent.

**Financial Report –** MJ Stoltz

* CD that came due was reinvested at 3.65%
* Motion made to remove Ann Rogers Lane from all the accounts – carried.
* Signs $288.25 (PracticalImage.com). Motion made by Nikki and seconded by Chloe – carried by all.
* MJ explained the budget and went over a couple of errors
* Financial report motioned, seconded and carried.

**Committee Reports**

* **Grants – Rebecca Keough**
  + Beth Thomas, Town Historian, re $300 grant for the scanning. Payton will liaise with the scanner supplier and Beth will start when it is ready. We will have the scanner for a year.
  + Received the FFRPL grant – received $931.31 – an increase from last year.
* **Operations**
* Bottle Schedule Status – Mark Obie last month, the Stresing family this month.
* Spring Schedule for Parking Lot Lines when the weather is better, MJ Stoltz.
* Library Grounds. BCS students volunteered in 2024 to do cleanup of grounds to fulfil community service requirement. Lisa to reach out to Ann for contact.
* **Fundraising**
* Afternoon Tea
  + Full (in record time). We need an update on the prepayments and how the Paypal system is working. Lisa has a $380 check from Barb Hamlin to bring to library.
  + 5 volunteer servers confirmed; arrive at 12 in black pants. We provide Bristol Library T-shirts, and Lisa will provide lunch.
  + 10AM prep tea bags; tea at Glen Hollow.
  + 11AM prep food and set up for tea at Glen Hollow. (Reminder: Rebecca: tea and carrot cupcakes and china; MJ: GF quiches; Ann Rogers Lane: jam and honey, china, punch cups and extra table; Sally Healey Frank: scones, china, and silver jam spoons; Nikki: coronation chicken, clotted cream, shortbread cookies (and presentation); Chloe: egg salad on artisanal GF bread, lemon bars; Lisa: champagne, butter, milk, lemon, GF strawberry-arugula salad, mushroom pate, and GF chocolate truffles; Martha Foley: silver butter knives.)
  + Paytan to give a short talk about the library.
  + Can Joseph direct traffic, or other?
  + Reduced number of posters to 2.
  + Bob Green confirmed for music.
  + June - Book Sale & Fun Day – Paytan Mann and MJ Stoltz. Horseshoes have been decided against due to risks involved.
  + July - Chicken BBQ with Gale Wynn. Contract signed. Rebecca, Chloe, MJ, Sally and Ann (hopefully).
  + August - Back to School Book Sale. No update.
  + September Silent Auction (“Night Out on the Town” or other?) – Chloe Quimby

Chloe and Lisa still working on this and thinking to get about 25-30 silent auction items. Looking for wide range of items. Pavilion reserved on Sept. 13th – or perhaps could use the library.

* + December TBD - Christmas Wreath Sale (Wayside)
  + Lisa to ask Dandy Mart regarding making the Dandy Mart library/firehouse fundraiser an annual occurrence to come.
* **Personnel**
* Reminder: Board Training: Trustees need to complete 3 OWWL training sessions, and one more on sexual harassment, and provide certificates of attendance for library files.
* The Board approved Sally Healy Frank’s appointment to fill the remainder of Ann Rogers Lane term (exp. 12/31/26).

**Communications**

* Virtual Museum Statement. MJ says there is a very good history of the library written in 1979 and says we should update it to include the move. MJ will send it back out to everyone.
* Paytan and Lisa to present Community Report at Bristol Town Hall on 4/14. Lisa will present to Dan Marshall that morning. Nikki can go during the day if needed (TBA).
* Assembly Rep Andrea Bailey Visit 4/24, 4pm. Save the Date!
  + Need extra chairs/borrow from Town Hall? Need some help with setup – and will want photo to post on FB.
  + Chloe bringing cookies. Thank you, Chloe.
  + Beth Thomas article Lisa sent around has photos of our library being moved to present location; Paytan checking for photos; How can we blow these photos up for our presentation?
  + Need Bristol Library Card for Andrea Bailey.
  + Paytan replaced tea announcement with Share Your Love of Bristol Library Campaign on website.
  + Share Your Love of Bristol Library Campaign
    - Would like help getting these wonderful statements blown up and used to decorate for Bailey visit.
    - Can each person on board send an email about what they love at the Library, and why; and get someone to send an email?
    - Assembly rep office said they are getting Share Your Love emails; and Paytan has copies of several that have come through. Extremely heartwarming.
  + Decision whether to put on LibCal? Press Release? Penny Saver? Other? was not made.
  + Visiting Hours for Assembly Rep Bailey 5pm-7pm
    - Library or town hall (Lisa will stay if at library). Informal response from board indicates most – not all -- on board feel this is nonpartisan so ok to have at library. Lisa confirming with Assembly Rep Bailey.
  + Presentation:
    - Bob Green suggests we focus on presenting ways we help retirees and vets. Lisa would love suggestions. Bob Green suggests also that we explain how we’re financed (since we are an association library).
    - Beth Thomas, town historian, will attend; Lisa will ask her speak to history of library
  + Save the date: Can we all attend? We’ll want a nice turnout.
    - Fred Stresing and Bob Green both agreed to attend.
    - Lisa will ask Bristol Town Council, too, when we present Community Report to Bristol Town Hall.
* LibCal Opt-In Feature for Newsletter had been previously discussed – at this time it is not possible.
* Strong Libraries/Strong Communities Signs Are In.

**Policy:** Employee Handbook – Joseph Luciano

* Paytan advised that OWWL has said we need a Trustee Education Policy.
* Alcohol policy tabled.

**Old Business**

* In Memoriam Cabinet or Plaque. Tabled until the next meeting.
* Readers’ Theater: Follow up with Beth Thomas on a Bristol Library performance of the Reader’s Theater to reserve a spot on their calendar. Paytan to follow up.
* Library on the Go – no updates at this time.
  + Spring Shenanigans at Bristol Church is not happening this year.
  + Easter Egg Hunt at Firehouse update is on Saturday 19th April at 9 a.m. sharp. Paytan talked about having a table there and was advised it was a very brief event. Library employees are unable to man the table – Nikki said she could if needed.
* Home School Outreach:
  + Bob Green will present How Does Government Work civics course (others in the community likely will be interested as well.). Bob to schedule with Paytan.
  + Rebranding appropriate events: STEM at Bristol Library

**New Business**

* Ideas for New Library-on-the-Go Events:
  + A fall Sunday School kickoff at the Church could be an idea. Rebecca advises this would not work as there is only one child that attends the church!
  + Canandaigua Watershed – with a walk, presentation, or something similar.
  + MJ suggested an event at Burning Springs (Case Road). Owner: Alan Jones. He also has beautiful gardens on Saturday May 31st and Sunday June 1st.

**Executive Session at 8:08 – 8:12**

**Announcements and Adjournment 8:41**

Next meeting May 13th at 7pm

**Director's Report, Paytan Mann 04/08/2025**

**Patron/Daily Operation Statistics March 2025**

* Total Number of Patrons: 371
  + 1-5: 12
  + 6-12: 10
  + 13-17: 4
  + 18-29: 10
  + 30-54: 50
  + 55+: 303
  + Difference from 03/24: 324, 47 patron increase
* Number of Programs: 27
  + Number of Patrons Attended: 169
  + Best attended programs: Weavers, Harmony, Euchre
* Computer Use: 7
* Reference Questions: 53
* New Patrons: 2 (all from Bristol), all adults

**Circulations Report March 2025**

* Total Circulations: 590
* 346 were from the Town of Bristol cardholders = 58% Bristol Residents, 42% Other Residencies.

**Website Statistics 03/01-04/01**

* Site sessions: 447
* Visitors: 367
* New vs Returning Visitors:
  + New: 333
  + Returning: 34
* Accessed through: Direct, Google, Bing

**Mailchimp Statistics 03/01-04/01**

* Click Rate: 1.3%
* Open Rate: 46.5%
* Subscribed: 2
* Unsubscribed: 2
* Current contacts: 308

**Facebook Statistics - last 28 days**

* Views: 29,061
* Followers: 202 to 207, 5 new
* Likes: 98 to 103, 5 new
* Posts Engagement: 133
* Top Post: Little Free Library at Bristol

**Instagram Statistics - last 30 days**

* Views: 591
* Posts shared: 14
* Top Post: Specialist Tabling
* Followers: From 310 to 317

**OWWL2GO/Libby Usage March 2025**

* TOTAL: 317 checkouts ( 103 e-books, 160 e-audio, 54 e-magazines)

**Director's Report**

* Sent in the computer order forms so we're getting our two new public computers and one staff computer shortly, Bob ordered them from OWWL.
* Book Shed: roof is looking worse, mossy, shingles flying off, and the door isn't weather proofed if you look at the top. We just keep getting more books too.
* Fundraising idea: wood library had a mini golf course "in the stacks" throughout the library a couple weekends ago.

**Upcoming Programming**

* Tai chi is over (4ish people now, Wendy expressed interest in coming back this summer or fall, maybe for Qigong instead), chair yoga, more art classes (next is watercolor, marbles, and thread then card making then felting with Joan then needle felting), book club still strong, health insurance assistance by a woman from Finger Lakes Community Health, career counseling every 4th Tuesday, the four part aging and caregiver panel by presented by the Ontario County Office for the Aging in April and May, more artists lined up for the art showcases, Sejal Shah visit in April with Poets and Writers co-funding had small turnout but terrific engagement (said it was in her top three readings), a Howard Hanna seminar for seniors thinking about making a move out of their current homes, Libby Q&A today, and the memoir group is back at the library twice a week. A spring storytime and we had our One Book OWWL Kids storytime (thanks, Nikki). The memoir group is back Mondays and Tuesdays until June. 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. A three month meditation series in June, July, and August on Monday evenings, butterfly wing jewelry class from a woman in Ithaca in June and 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.

**Grants**

* Our grant for author visit with Sejal Shah was submitted on 2/20, and the amount of $450 was awarded on . We matched this with $50 to make it $500 which is her typical fee and bought both her books for circulation.
* We received the $3,000 from the RRLC Collections & Access Grant
* We received the T grant and received, drumroll…$931.31. Last year we received $808.29 and did not spend $36 of it so I'm pleasantly surprised it went up.
  + "P.S. If Board meeting minutes are published, please be mindful of the benefactor’s conditions. “… FFRPL is the granting organization for ongoing accounting purposes and for internal library discussion.”

**Policy**

* We need a Trustee Education Policy.
* Alcohol Policy