Bristol Library Board of Trustees Meeting, April 12, 2022, 7:00 p.m.

# Minutes

# Call to Order: at 7pm. Those present were Michael Osier, Lisa Moore, Sally Healy Frank, Nikki Lund and Jessica Winum. Rebecca Keough joined a little late. Not in attendance: Ann Rogers Lane, Mary Jane Stoltz.

# President’s Comments: Ann was not present and healing thoughts were sent her way.

**Secretary’s Report:** April Meeting Minutes, with amendments, were approved by all.

**Director’s Monthly Report & Statistics (Jessica Winum):**  Jessica presented a comprehensive monthly report and was pleased to note that the total number of visitors and the circulation number had increased significantly in March.

Jessica had managed to place an ad for the upcoming book sale on Facebook and noted that so far the ad has reached 1,275 people.

The social network figures were also presented together with the figures for the March newsletter.

The clerk, Cayt Harper, will be taking the month of May off due to surgery and will file for disability with our carrier. Jessica has called the insurance company to clarify the rates.

There is a viable candidate for the Programming and Outreach Librarian position, and this will be further reported on next month.

The book selection for Libraries Transforming Communities has been changed to “Sorted: Growing Up, Coming Out, and Finding My Place (A Transgender Memoir)” by Jackson Bird. The date has been changed to Thursday, May 19th at 6pm and the event will be co-hosted by Jessica and Amy Babiarz, LGBGT Center Coordinator/Domestic Violence Accountability Program Coordinator from Family Counseling Center of the Finger Lakes. Copies of the book are available at the library and OWWL2Go and publicity for the event is going live this week. Jessica will be talking to Ted Baker (Radio 1) to see if he could provide a time for promotion of this event on the radio.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

**Budget vs Actual review**

Since MJ Stoltz was not present, the Finance Committee report was held over until May’s meeting.

Review of the monthly bills was carried out by Lisa Moore, Rebecca Keough and Michael Osier.

**Bristol Day Committee – Mary Jane Stoltz**

Jessica will check if the grill is usable when she moves the books for the sale later this week.

**Ballot Funding Committee – chair TBD**

Tabled until May. Please review the following if you have not already done so. <https://www.nysl.nysed.gov/libdev/libs/pldtools/guide/h-inbyin.htm>

**Grant Committee: Rebecca Keough**

Rebecca reported that the Causewave Grant was approved and that she will be meeting in May with the Causewave contact, and her team, to discuss our interests.

We have also received a partial ALA Libraries Transforming Communities grant and this will allow us to purchase two portable readers and high contrast/large-lettered keyboards for use at the Library.

Rebecca is currently working on a technology grant. She will also request six Hotspots and six Tablets through an FCC grant aimed at closing the digital gap.

**Operations Committee**

Bloomfield has contacted Jessica for a second interview. No further news.

**Policy Committee: Mary Jane Stolz/Michael Osier:**

Disruption Recovery Manual had been sent via email to the Board and was generally agreed to be clear and informative. A couple of suggestions were made: add page numbers; state clearly where the ‘turn offs’ are located.

A discussion of external safe-keeping of important documents such as the charter, deed, etc. was held. The original charter, on sheepskin, is currently hanging in the historical section of the library and Jessica will investigate getting it appraised and archivally framed.

Jessica will be making an inventory of the fire safe box in the office.

**Board Communications Committee: Sally Healy Frank:** no report.

**Fundraising Committee - Chair TBD**

Discussion of the various fundraisers for this year.

Book Sale - April 16th – everything is ready to go and Jessica asked for some help moving the books on 15th.

Chicken BBQ – May 22nd. Jessica will print tickets and flyers and the Board members are each responsible for selling 10 tickets each and having flyers placed in various locations.

Food stand at Bristol Day – June 12th.

Book sale at Bristol Day

Other ideas needed

**Old Business:** *Business not covered in Committee Reports*

**New Business:**

Discussion of the new Program Manager position proposed by Jessica. Vote to approve the impact on budget was shelved until MJ Stoltz could be available either Friday 15th evening, Saturday 16th any time or Monday 18th evening.

The new tablecloths, with new logo, were admired by all and thanks given to Lisa Moore.

Sally Healy Frank adjourned the meeting at 8pm.

**Next Board Meeting: Tuesday, May 10, 2022, 7 p.m**