**Library Board Meeting Minutes**

**11/16/2022**

**Call to Order**:  7:03pm

**Roll Call:** Ann Rogers Lane, Sally Healy Frank Mary Jane Stoltz, Nikki Lund and Piety Exley. Lisa Moore and Rebecca Keough

**Public Comment Time Allotment:**None.

**Secretary’s Report:**  Draft October Minutes approved by all.

**Manager’s Monthly Report & Statistics:**

Piety reported on the activities at the Library for the past month. She will contact Jessica to get instructions for finding historical manager’s reports.

Recycle Program: Four people attended, and although small it was very useful.

Memoir Group: Coming to a close for the winter.

Great Give Back: Not well used. This is county based. Perhaps we could donate to the food pantries, have a clothing exchange, etc. Ann to talk with Honeoye Library about doing a clothing exchange.

Fall Clean Up: this was successful and the library does look very neat and tidy. Piety’s father will check on the grass regularly.

Poison Plants: Joan held a very successful class but is now closing down for the winter.

Trunk or Treat: 59 children/young adults attended which was slightly smaller than last year.

Knitting: No attendees. Closed until next year.

Euchre: Well attended as always.

Weavers’ Guild: Very busy with 17 attendees.

November Storytime: Went well. There is new young family who became patrons and they were interested in Storytime.

Get Ready to Read: early literacy workshop.

Writing Workshop: by Piety on November 19th.

ROC The Day: flyers are out on the front desk and there is notice about it on the web site.

Holiday: craft and book sales currently running. Piety is to let Sally have list of donors’ names and addresses for thank you cards.

Watercolor Class: with Howard Van Buren to be held on 14th December: painting snow.

Possible events for the future: live music, workshop on human trafficking, Gerifit (although this is on the back burner for now), and a Valentine Card workshop in February.

April 8th, 2024 is a total eclipse. In anticipation Piety has ordered viewing glasses before they get hard to find.

Apparently there was an incident at the last painting class with a student taking pictures. The incident was handled and notes were taken, reports filed. The person taking photos is not allowed to attend future classes.

12 Welcome Packs were sent out in the past month.

Talked about putting events on a Google Calendar. Piety will look into this.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

Financial reports emailed to the Board 11/11/2022. Motion to approve: Sally; Seconded: Nikki; all approved.

Bristol Town 2023 contribution: Fred Stressing advised Ann that the Library is approved to get $60,000, which is more than requested.

South Bristol 2023 contribution: Lisa has heard nothing yet however will find out and let us kno.

Annual Report development which this year will be separate from the fund-raising letter and be done in January 2023.

Examples to note:

Link to Wood Library’s 2021 annual report: <https://woodlibrary.org/wp-content/uploads/2021/05/annualreport20.pdf>

Link to Clifton Springs Library’s 2021 annual report: <https://cliftonspringslibrary.files.wordpress.com/2022/09/2021-report-to-the-community-1.pdf>

Annual fund-raising letter. Draft was emailed to the Board 11/15/2022 by Ann. This was discussed and it remains a work in progress between Ann and Piety.

**5-Year Plan Committee: Lisa Moore**

Lisa is going to call current donors and ask the three questions. Piety will give Lisa a list of name in a couple of weeks.

**Grant Committee: Rebecca Keough:**

Causewave status: Rebecca advised that they are asking if we are interested in using them. She feels we should let them know. Mary Jane thinks there are no new options and is discouraged with the process as many of the processes are illegal. If we move forward we would not have a double taxation issue. Mary Jane states that we do not have a double taxation issue now. Rebecca feels the risk if we move forward is time and energy. She advised that the city has taken money away before. She wonders if Causewave can get us in on the Bloomfield budget referendum. Ann feels that we should go ahead with Causewave as they would give us steps to follow at some point. Rebecca feels we would benefit from working with Causewave although Ann feels that Ron is against it as he feels we will be a scapegoat and he won’t be our “supporter”. Mary Jane feels there may be repercussion if we are made a scapegoat. Rebecca is going to ask Causewave if they will give us more time to make a decision. In the meantime the Board will develop a list of people/volunteers to go on a team/committee with Causewave.

With regard to annexing South Bristol, Lisa stated that it is a slow process. Both she and Ann had spoken with Dan Marshall.

Sustainability of library funds: Still no update from Ron regarding various alternatives.

**Operations Committee: Ann Rogers Lane**

Clean-up Day – special thanks to George.

Personnel Handbook Developed by HR Works is still in progress.

Weaver’s Guild is looking for permanent storage. Piety is going to ask them what size and then see if it is possible.

**Policy Committee: Mary Jane Stoltz**

The policy was attached in Piety’s report. Discussion pertaining to policy addition.

**Personnel:**

Motion to accept resignation of Board Trustee Michael Osier made by Nikki, seconded by Mary Jane and approved by al. We are looking for a new Board member.

Piety met with Patricia Baynes of Palmyra with a view to er becoming Piety’s mentor. She has been the director at Palmyra for about 23 years and should would be a great resource.

**Board Communications Committee: Sally Healy Frank**

All Clean-up Day Participants have been thanked.

**Fundraising - Chair TBD**

ROC the Day on November 29th was discussed. Apparently the web account is only unlocked after October 17th at which time Piety will check it out. She will also ensure that it is advertised in the newsletter, on Facebook, etc.

Ann is working on the rough draft of this year’s solicitation letter and asked for any ideas and/or themes.

**Old Business (Not covered by committee reports):**None

**New Business:**

Mary Jane to check if any insurances are coming due to ensure no lapses in coverage of any kind.

Piety to review Naples Library’s annual report in order to see how Bristol’s should be.

Piety will work with Sally regarding the Google Drive.

**Motion to Adjourn** was made at 8:12pm by Mary Jane, seconded by Sally and approved by all.

The next meeting will be held on Tuesday, December 13th.