**Library Board Meeting Minutes**

**10/11/2022**

**Call to Order**:  7:14 pm

**Roll Call:** Ann Rogers Lane, Sally Healy Frank Mary Jane Stoltz, Nikki Lund and Piety Exley

**Public Comment Time Allotment:**None

**Executive Session to be held:** Meeting broke into Executive Session at 7:15 pm and resumed at 7:17 pm.

**Secretary’s Report:**  September Minutes were approved by all.

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

Piety presented her first report including patron statistics. The October newsletter apparently opened by almost three times the September newsletter which Piety feels may be due to her father forwarding it to everyone he knows! The programs were listed, together with the number of attendees for each.

Piety advised that her father will be helping with the ‘clean up’ on October 15th. He has stated that many of the trees look ‘sick’.

She is looking into several different activities for the library such as Adult Story Time to be held in memory care facilities; Trivia Night at local breweries; Tutoring – Piety is approaching students to see if they can help (the program was apparently successfully active some time ago. Piety is talking to Laura Edwards about a program for those in foster care.

Piety has updated the Library’s bookmarks which had the wrong zip code on them.

**Committee Reports**

**Finance Committee: Mary Jane Stoltz**

Financial reports emailed to the Board 10/11/2022 were approved by all.

The 2023 proposed budget and event list were submitted to the South Bristol Town Supervisor by Lisa – kudos for that.

The Proposed 2024 budget should be submitted to Bristol and South Bristol by late July. Sally had information regarding programs and will have all the information ready by July.

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

We have until January/February to have this completed.

**Grant Committee: Rebecca Keough:** No Report

**Sustainability of library funds**

Ann contacted Ron again and he has no updates regarding various alternatives.

Causewave is still in the wings.

Mary Jane suggested that we keep the Town Board appraised of all that is going on.

The only ‘merging’ option would be to merge with Bloomfield which does not receive support from the board.

**Operations Committee: Ann Rogers Lane**

Clean-up Day is scheduled for 10/15. Mary Jane will talk to the Highway Dept. about removing some of the ‘sick’ trees on the property. The memorial stone will be moved to the other side of the library once the tree is removed.

Ann reported on Personnel Handbook Developed by HR Works progress. The Board review is moved to the November Board meeting. She also asked Piety for payroll details for the report.

By Laws were emailed on 9/27/2022 and were approved by all with some changes as below:

Article IV, 1: Delete the last sentence.

Article IV, 2: The second sentence should read “Nominations may be made from the floor. The Nomination Committee will be appointed in September, and the new slate of Trustees will be presented at the December Board meeting.”

Photo of a proposed Yard sign was emailed on 9//27/2022. Estimated cost for 100 signs is $3.83 each. Matt Corey (https://www.linkedin.com/in/mattreveal), Online Resources Consultant at North Country Library System provided us with the artwork for the sign at no charge. All present were in agreement that we go ahead with these after checking various companies for pricing.

**Personnel:**

Manager Onboarding checklist development complete and presented to the Trustees.

Mentor: Ann advised that Ron suggested Patricia Baynes of Palmyra as a possible mentor. Ron indicated she would be a really good Director to chat with for someone who is new to library administration. Piety emailed Ron today to facilitate the introduction.

Michael Osier submitted a letter of resignation from the Board and it was duly accepted.

**Policy Committee: Mary Jane Stolz**

Library Collection Procedure was duly approved by all.

**Board Communications Committee: Sally Healy Frank**

Sally is acknowledged and commended for developing a comprehensive list of all events held at the library in 2022 which was distributed to the Board.

The process of thank-you letters was discussed. It was suggested that we use Google Drive (i.e. update it).

**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.

**Motion to Adjourn** was made at 8:24pm by Mary Jane, seconded by Sally and approved by all.

The next meeting will be held on Wednesday, November 16th.