

Boston Free Library Minutes for February 12, 2019

Meeting began at 6:10 PM

In Attendance: **Suzanne Borowicz, Linda Coniglio,**

Staff: Lydia Herren

Minutes from the December meeting – Motion to accept

Motion made by: Linda Seconded by: Suzanne and carried

TREASURER'S REPORT

- Association Account balance stands at \$14,000.80. A detailed list of all checks written since the last meeting was provided to the board.
- \$5,000 was taken on 12/6/18 from the Association Account to purchase a CD with a renewal date of 6/6/19 as approved in the September meeting.
- The Treasurer recommended transferring the lower interest CDs into higher interest earning accounts and moving additional funds from the checking account into the savings account. This is set to be discussed and acted on at the next board meeting in April.
- Motion made to add Lydia Herren to the Association Account to allow for double signatures on all checks.
 - Motion made by Linda Seconded by: Suzanne and carried

Motion to accept treasurer's report

Motion made by: Suzanne Seconded by: Linda and carried

DIRECTOR'S REPORT

- See attached report detailing checks written, upcoming programs, meetings and statistics.
- Lease Depository Agreement with the Town of Boston was reapproved for 2019 with the Town of Boston providing \$1,000 to the library.
- Financial Policies – discussion and approval of 2019 budget for the Association Account: See Attached
 - Motion made by Linda Seconded by: Suzanne and carried
- Policy Update Schedule
 - The following policies were reviewed with no suggested changes: Rules of Conduct, Procurement Policy, and Investment Policy.
 - Conflict of Interest Policy was reviewed and signed for 2019.
 - The Whistleblower Policy was presented and approved.
 - Motion made by Linda Seconded by Suzanne and carried

- Claims Audit and Finances & Donated Funds Accountability Policies will be developed and presented at April's board meeting.
- Capital Assets Log – although not required for Association Libraries it will be kept on file and items will be tagged. The value of the murals in the children's room were estimated at \$1,000 and the value of the watercolors of local churches hanging in the stairwell were estimated at \$1,000.
- Gallivan Grant
 - Approximately \$660 will be spent to set up a digital conversion station for VHS, records, cassettes, film and more. Items will be ordered through the Central Business Office and the Association will reimburse the office from the funds provided by Senator Gallivan's office.
 - Lydia presented information and prices for additional technology items that will be available for patrons to borrow under the same procedures used for our yard game collection.
 - Items will be purchased through the Business Office after additional research on reviews and prices for a total of approximately \$1500.
 - Motion made by Linda Seconded by Suzanne and carried
 - A fax machine will be connected for public use. We will use FaxScan24 for installation and funds from the Gallivan Grant will cover any cost associated with running a phone line to the appropriate area.
- Reimbursement Request for programming supplies to Lydia Herren - Approved
Motion made by: Linda Seconded by: Suzanne and carried

OTHER BUSINESS:

Adult Programming options were discussed

- Retired and Senior Volunteer Programs (RSVP) for adults
- Quilting clubs
- Announcement at Seniors' meetings about the availability of our meeting room for clubs

Meals on Wheels homebound book delivery partnership plan is progressing with an anticipated start date of April/May 2019 for Boston, Colden and Holland residents.

Radon Mitigation was completed and paid for in January 2019.

The plumbing issue in the public restroom will be addressed, and the faucet and valves will be replaced. An estimate from McAllister Plumbing was received and an additional estimate will be obtained from Vacinek.

Motion to adjourn the meeting:

Motion made by: Linda Seconded by: Suzanne and carried

7:10 - Meeting adjourned

MEETINGS in 2019:

April 9, 2019
June 11, 2019
September 10, 2019
December 10, 2019

Librarian's Report

February 12, 2019

1. Contract Account Balance: \$2,236.87

Checks written since the last board meeting:

2267	Cheryl Dunmire – Vacuum Cleaner Repair	\$54.07
2268	Chevalier – Salting 11/29/19	\$110.00
2269	Lydia Herren –Mileage Reimbursement 5/2018-12/2018	\$333.54
2270	Republic Services – Garbage	\$64.19
2271	Rucker Lumber – Winter Supplies	\$37.48
2272	Fire Safety Systems – Monitoring	\$240.00
2273	Chevalier – Salting 12/8 and 12/22	\$220.00
2274	Erie County Water Authority	\$48.74
2275	Republic Services – Garbage	\$64.32
2276	Chevalier –Salting 1/7 and/1/23	\$220.00

This year BECPL has provided the Boston Library with a system appropriation of \$1,394.00 to help cover our operating costs and offset the recent decrease in fine revenue across the smaller contracting libraries. Our estimated return to the system (which comes out of the Contract Account) is \$202.99

2. Upcoming Programs:

Monday, February 11th, 5:30 PM - 7:30 PM - Ancestry Library Edition

Curious about your family history? Join us for this introduction to tracing your family's roots with Ancestry Library Edition (ALE), a database available at any Buffalo & Erie County Public Library location.

Saturday, March 9th, 11:00 AM - 12:00 PM - Pom Pom Pals

For ages 6-10 years old. Do you want a fuzzy friend to call your own? Come learn how to make your own pompom creations with items you can find around your house!

Thursday, March 14th, 5:00 PM - 6:00 PM - St. Patrick's Day Craft

Its the luck of the Irish! Join us for an all ages St. Patrick's Day Craft.

Saturday, March 23rd, 11:00 AM - 12:30 PM - Rock Painting 101

Our resident rock painting expert will lead us in preparing our own painted rock creations. **Thursday,**

April 18th, 5:00 PM - 6:00 PM - Easter Egg Painting

Paint your own easter egg! All supplies provided - great for all ages.

Saturday, April 20th, 11:00 AM - 12:00 PM - Create Your Own Book

For ages 8-12. Do you enjoy creative writing or illustrating? Would you love to write or illustrate your own book? Come learn how to create easy, origami folded books to fill with your own creations.

Ongoing Programs: Preschool Story Time on Tuesdays at 6:00 PM, Baby Story Time (Lapsit) on Thursdays at 10:30 AM, Therapy Dog on Staff Saturdays from 10:00 AM – 2:00 PM.

3. Meetings with Legislators:

I attended a WNYLRC council meeting with Senator Patrick Gallivan and Assemblyman DiPietro on February 8th at the West Seneca Library to discuss the importance of libraries to our communities and restoring the cuts proposed by Governor Cuomo.

4. State Report

The non-financial section of the State Report has been completed. Work will begin on the financial section as soon as I receive numbers from Central with the completed report due at the end of the month of March. Once finished, we will need to make a resolution to accept the State Report.

2018 Statistics include:

Circulation: 42,183 items (down 8% from 2017)

Patron Visits: 22,906 (up 2% from 2017)

Computer Usage: 1,244 sessions (down 12% from 2017)

WiFi Usage: 1,610 (unchanged from 2017)

Sponsored Programs: 130

Program Attendance: 2,619 (approximately the same as 2017)

5. Annual Report

As I finish the State Report, I am also beginning to work on our Annual Report. It is typically mailed out in May or very early June. Is there anything in particular that should be included on this year's report? There will be a section on the Gallivan Grant and what we are using the money for as well as an advertisement for the upcoming Hot Dog Fundraiser and summer events.

Once approved, the annual mailing can be printed and sent. In the past, we have sent it to everyone on the mailing list, approximately 450 recipients. Are there any other suggestions for distribution?

6. Lease and Depository Agreement with the Town of Boston

I have been in contact with Supervisor Jason Keding about our lease and depository agreement for 2019. It was presented at last Wednesday's Town Board meeting and approved for \$1,000. The check will be arriving shortly

7. Financial Policies

According to the New York State Minimum Standards for Public, Association and Indian Territory Libraries, all libraries must "present annually to appropriate funding agencies a written board-approved budget which would enable the library to meet or exceed these standards and to carry out its long-range plan of service."

We have a written budget for the contract account that is developed with the guidance of the Central Library administration and business office. However, we also need a budget for our

private funds. I have outlined the following budget suggestions for the Association Account (See Attached).

Another part of the NYS Minimum standards involves reviewing and updating certain policies either annually or every five years depending on the policy.

The following schedule shows the policies that should be reviewed at each meeting throughout the year:

Policy	Date Approved/Last Review	Policy Target Review
Rules of Conduct (annual review)	N/A	February 2019
Procurement Policy	Approved February 2016	February 2019
Conflict of Interest – Signed Annually	Approved September 2014	February 2019
Investment Policy	Approved February 2016	February 2019
Whistleblower Policy	New	February 2019
Ethics Policy	Approved September 2017	September 2022
FOIL	Approved December 2016	December 2021
Claims Audit	New	April 2019
Finances & Donated Funds Accountability	New	April 2019
Gift and Donor Recognition Policy	Approved June 2017	June 2022
Exhibits and Displays	Approved September 2017	September 2022
Facility Use Policy/Meeting Space	Updated June 2017	June 2022
Bulletin Board Policy	Approved June 2006	June 2019
Long Range Plan of Service	June 2017	June 2021

8. Conflict of Interest

According to this schedule, each trustee must read and sign the Conflict of Interest Policy on an annual basis (to be kept on file at the library).

9. Other Policies

Please review the Rules of Conduct, Procurement Policy, and Investment Policy. Are there any suggested updates?

The Whistleblower Policy is a new recommended policy taken from the Orchard Park Library’s template. Please review and vote on whether to accept the policy.

We will look at Claims Audit Policy and Finances and Donated Funds Accountability at the next board meeting in April.

10. Capital Assets Log

A Capital Assets Log is not required for Association libraries, but it is recommended for insurance purposes. It will include any items purchased with private funds over \$1,000. I have

listed the 3D printer, Security System, Lawn Mower, Shed, Laptops, Desks and Chairs, Murals, Artwork. Are there any other items that should be included?

11. Gallivan Grant – Library of Things

We currently have a balance of \$5,500 in the grant fund for technology and security provided by Senator Gallivan.

An order is ready to be placed for the following digital conversion devices totaling \$660.00 with the potential addition of a few cords and SD cards. This would include VHS to digital, Vinyl, CD and Cassette to MP3, Photo, Slide and Negative Scanner for 33mm, 110, 126 Film, and 8mm and Super 8 to digital conversion devices. The extra laptop we currently own would be used to connect these devices although most will operate without a PC.

While researching for the Library of Thing presentation I will be giving at the March ACT meeting, I found a number of libraries that lend out technology devices. I priced out the following items:

Metal Detector Kit \$190

GoPro Camera \$100-300

Green Screen \$50-90

Projector \$80 Outdoor Screen \$160

Bubble Machine \$40

Karaoke Machine \$200

Digital Microscope \$100

Telescope \$80-300

Digital Radon Detector \$180

Therapy Lamp \$80

Trail Camera \$60-80

Total for all these items would be approximately \$1200 - \$1800.

We could use the model for the Yard Games to catalog and lend out these additional items.

We can also add a fax machine for public use. Using a company called FaxScan24, there is no cost to the library beyond running the fax line to the machine, which depending on size, could be located near the copy machine. The cost of the phone line work could be covered by the Gallivan Grant as well.

12. Educational Native Plant Garden

I am currently working to coordinate with the Master Gardeners' Society to start a native plant garden in the back yard as well as an eventual seed library. Our Master Gardener, Marcia Herren will be contacting Windy Acres, Turnbolls, and Lockwoods to see about discounts or donations of native plants. The aim of the native plant garden is to educate the community on the importance of native plants to butterflies and beneficial native bees. The plan itself will be designed and presented at the next board meeting in April.

13. Meals on Wheels

I have been discussing the partnership between Meals on Wheels and the Boston Free Library with our administrative team. Meals on Wheels is happy to participate. We will be drafting an agreement between the Library and Meals on Wheels covering the confidentiality of library records and indemnifying the Boston Library and B&ECPL. Once this is completed and reviewed by a lawyer, we will begin sending information to Meals on Wheels recipients about the program. I hope to send out information by the end of March with the hopes of delivering items by April.

14. Reimbursement for Supplies

I am requesting reimbursement for \$229.00 for supplies for three in-house programs and 5 outreach programs (4 at Churchill Preschool and 1 at Colden Elementary).

15. Building Maintenance

Since Mike has been out after having surgery we have been doing all of the shoveling. It was requested that we purchase an electric Snow Thrower and the Friends agreed to pay for one. The total cost was \$174.78.

Radon Mitigation was completed between January 16th and 18th at a total cost of \$1430.00. The follow up radon test showed a level of 2.8 pCi/I, well within the safe range. This is compared to the 6.5 pCi/I we received from the professional test and the 4.3 pCi/I we received from the store-bought test.

We need to address the leaking sink in the public restroom. I did have McAllister Plumbing give me an estimate. They listed the ADA compliant faucet replacement with labor at \$500.00 and the utility sink faucet at \$380.00. The utility sink can be replaced by our caretaker or a volunteer. The faucet replacement for the public restroom does run at \$230.00 online. We could try replacing it with a cheaper version in house.

16. Trustee Terms and Re-election

The following Trustees have terms ending in June of 2019: Suzanne Borowicz, Matthew Boyle, and Lisa Witmer.

Respectfully submitted,

Lydia Herren

Association Budget 2019

2018:

Income:

Donations/Memorials	\$2075
Association Memberships	\$945
Local Government	
Town of Boston	\$1,000
Town of Colden	\$1,000
Legislator Mills	\$500
Grants	
Senator Gallivan Technology Grant	\$2,500
NYS Construction Grant Final Payment	\$311
Programming Reimbursements	\$1263
Summer Fundraiser	
Craft Booths	\$30 (prior to event)
Total:	\$1912
Friends Donation from the Book Sale	\$301 +1655

Total: **\$13,492**

Expenses:

Programming –	
Performers, Presenters and Supplies	\$2,184
Dues –ACT	\$20
Equipment/Furniture	\$469
Building Maintenance and Repair	\$800
Postage	\$220
Miscellaneous Supplies	\$54
Additions to Savings Account	\$5,000
Technology Grant Expenditures	\$2,979
Library of Things/Yard Games	\$714

Total: **\$12,440**

2019 Anticipated:

Income:

Donations/Memorials	\$1000
Association Memberships	\$1000
Local Government	
Town of Boston	\$1000
Town of Colden	\$1000
Legislator Mills	\$500?
Grants	
Senator Gallivan Technology Grant	\$2,500
Programming Reimbursements	\$1000
Summer Fundraiser	\$1500
Friends Donation from Book Sale	\$1500
Total:	\$11,000

Expenses:

Programming –	
Performers, Presenters and Supplies	\$2,000
Dues –ACT	\$20
Equipment/Furniture	\$1000
Building Maintenance and Repair	\$3000
(Radon Mitigation was \$1,430)	
Postage	\$300
Miscellaneous Supplies	\$200
Technology Grant Expenditures	\$3,000
Library of Things/Garden (not technology)	\$500
Total:	\$10,020