

MINUTES FOR MARCH 6th, 2018 Meeting of the Board of Trustees of the Boston Free Library

Meeting was called to order at 6:05 PM 3/6/18

Attendance:

Present: President Suzanne Borowicz, Vice President Matthew Boyle, Treasurer Linda Coniglio
Staff: Lydia Herren, Director

Minutes from December 2017 were approved. A Motion was made by Linda, seconded by Matt and carried.

Treasurer's Report:

Linda gave a detailed report of the activity in the Association's accounts since the previous meeting.

A motion was made by Suzanne to accept, seconded by Matt and carried.

Director's Report: (SEE ATTACHED)

ACTIONS:

1. Gallivan grant expenditures (Item 4 on Director's Report)
 - Lulzbot Taz 3D printer: A motion to purchase was made by Matt, seconded by Suzanne and carried with a unanimous vote.
 - Motion to purchase--Supply materials for 3D printer. A motion was made by Matt, seconded by Suzanne and carried with a unanimous vote.
 - Motion to pay for Staff training on 3D printing. A motion was made by Matt, seconded by Suzanne and carried with a unanimous vote.
 - Motion to purchase Fujitsu ScanSnap Scanner. A motion was made by Matt, seconded by Suzanne and carried with a unanimous vote.
2. Yard Games for loan (Item 5 on Director's Report).
 - A motion was made by Matt, seconded by Suzanne and carried by a unanimous vote to purchase an assortment of yard games to be available for patrons to borrow from the library. Linda will contact a local craftsman to build the corn toss boards for the library.
3. Craft Cabinet for Supplies (Item 10 for details)
 - A motion was made by Matt to approve up to \$700 for the purchase of a supply cabinet. It was seconded by Linda and carried with a unanimous vote.
4. Reimbursement of supplies. (Item 11 for details)
 - A motion was made by Matt and seconded by Linda to reimburse Lydia Herren for supplies purchased to conduct programs at the library.
5. Storm Damage—Lydia will talk to the neighbors first and then the Town about the downed tree limbs surrounding the library's property

Motion by Linda to accept Director’s Report and seconded by Matt.

June 4, 2018—NEXT MEETING.

Motion to adjourn was made by Linda at 6:59 and seconded by Matt.

Librarian’s Report
March 6, 2018

1. Contract Account Balance: \$2,255.40

Checks written since the last board meeting:

2218	Lydia Herren – mileage reimbursement	\$227.91
2219	Fire Safety System - monitoring	\$240.00
2220	Republic Services Garbage	\$59.50
2221	Chevalier- Snow Stacking	\$65.00
2222	Erie County Water Authority	\$48.19
2223	Republic Services Garbage	\$59.85
2224	Rucker Lumber	\$8.88
2225	Return to System	\$1021.16
2226	Sherwin Williams Paint	\$24.15
2227	Town of Boston - Sewer	\$392.77
2228	Republic Services Garbage	\$63.22

This year BECPL has provided the Boston Library with a system appropriation of \$1,862 to help cover our operating costs and offset the recent decrease in fine revenue across the smaller contracting libraries.

2. Upcoming Programs:

Friday March 23rd, 4:00 PM – **Maker Fridays** For ages 7 and up.

Saturday, March 24th, 11:00 AM - **Indoor Kids' Winter Global Games** For ages 8-12.

Saturday, April 7th, 11:00 AM - **Engineering Fairy Tales** For ages 6-10.

Friday, April 20th, 4:00 PM – **Maker Fridays** For ages 7 and up.

Saturday, April 21st, 11:00 AM - **Desert Dish Succulent Gardens with the Buffalo Botanical Gardens** For ages 5-12.

Saturday, May 5th, 11:00 AM – **Create a Mini Book** For all ages.

Friday, May 18th, 4:00 PM – **Maker Fridays** For ages 7 and up.

3. Meetings with Legislators:

I attended a WNYLRC council meeting with the Chief of Staff for Senator Patrick Gallivan on January 26 to discuss the importance of libraries to our communities and restoring the cuts proposed by Governor Cuomo. I met with Assemblyman DiPietro at the Boston Library on February 1st to give him a tour and discuss the importance of grant funding and local legislative support for libraries.

4. Gallivan Grant

We currently have a balance of \$6,000 in the grant fund for technology and security provided by Senator Gallivan. We need to use a good share of this money soon in order to continue to

receive the grant in the future. In the past we purchased a new printer, computers, laptops, iPads, security system, panic button, 2 computer desks and 3 computer chairs.

I have researched 3D printers and would like to suggest that we purchase a Lulzbot Taz 6 3D printer for public use. The cost is \$2,500. We already have a desk and a laptop we can dedicate to the printer. The Lulzbot comes highly recommended, has a large build plate and well-developed online support system. The Lulzbot mini sells for \$1,250, has a smaller build plate, must be connected to a computer to operate and is not recommended for professional or industrial prototyping like the larger model but could serve as a starting point if we choose not to purchase the larger model.

I met with the director of the Collins Library and spoke with the manager of the Makerspace at Central about procedures. Currently there is a mandatory training that patrons must complete before using the printer and they will be charged by weight for the plastic/material they utilize in completing their printing.

We could use part of the grant money to purchase spools of different colored plastics as well as additional materials (wood pulp) for initial 3D printing. As we get up and running, the fees assessed to patrons would allow us to continue to purchase replacement materials.

The applications of a 3D printer are extensive and could serve as a wonderful service to the community, most of which do not have access to such a machine. As more people become aware of the capabilities of the printer, use would increase beyond novelty to meet a lot of practical needs such as replacement parts, adaptors, household items and much more.

Ideas for future grant funds include purchase additional security cameras for better coverage of the building and parking lot and a Fujitsu ScanSnap Scanner that can scan documents and effectively turn them into PDF or editable Word documents. As technology and application continues to improved, we could also look into purchasing Virtual Reality viewers and software.

5. Yard Games

As a step towards beginning a Library of Things, I would like to propose that we purchase yard games to be available to lend to patrons this summer. I have spoken to our cataloging department and come up with a way we can catalog the games and allow patrons to check them out for a 7-Day loan period. I have also spoken with our insurance agent and was told that our liability policy would cover the library if anyone were to be injured while playing these games. Ideally we would have the games ready to be checked out at our summer kickoff event in June (which would be a family game night if approved). After the event, patrons would be able to check games out for parties throughout the summer. Depending on popularity, we could consider purchasing additional games in the future.

For purchase I am suggesting:

Badminton \$75.99

Giant Jenga \$99.99

Cornhole \$129.99

Kan Jam \$39.99

Bocce Set \$39.99

Croquet Set \$39.99

Total of \$425.94

6. Seed Library/Master Gardeners Workshops

I am currently working to coordinate with the Master Gardeners society to offer a soil clinic this spring as well as looking into the possibility of starting a native plant garden in the back yard as well as a seed library.

7. 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.

8. 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. This costs \$235 for five rolls of stamps. Last year we included approximately 2,300 with the Pennysaver for \$120, but only received 8 memberships from that part of the mailing (vs over 50 from the mailing).

9. Lease and Depository Agreement with the Town of Boston

I have been in contact with the town clerk and Councilman Jason Keding about our lease and depository agreement for 2018 and am waiting to hear back from him. Following previous agreements, I am anticipating receiving \$1,000 for the year.

10. Craft Cabinet Purchase

I would like to request that the Association consider purchasing a craft supplies cabinet for the community room. I have selected a possible 4 foot, black metal cabinet from Amazon for \$524.68. Similar sized wood cabinets tend to run \$1,000+. This would be purchased by Central and we would then be billed by them.

11. Reimbursement for Supplies

I am requesting reimbursement for \$71.92 for programming supplies associated with Maker Friday and Take Your Child to the Library Day.

12. Life Time Members

We need to have 10 new lifetime member plaques engraved. We have the blank plaques and can take them to any engraver/trophy shop.

13. Storm Damage

We suffered some significant damage from the snow last week including many downed tree limbs that will need to be cleared after the snow melts. There are several large trees/limbs coming down in the back yard along the neighbor's property. We may need to look into having a tree service come out to take care of these before they cause serious damage or injury.

Respectfully submitted,

Lydia Herren