

**Frothingham Free Library**

**Board of Trustees Meeting Minutes**

**March 21, 2023**

**ATTENDANCE:** Carol Stuff, Martha Stanton, Lynn Richardson, Pat Galeazza, Lori Simonds, Michele Furnare, Bobbi Jean Flint, John Sullivan, Linda Bell, Phyllis Smith

**ABSENT:** Wendy Sullivan, Gretchen Subik

The meeting was called to order at 6:04 p.m. by Co-President, Carol Stuff.

**Approval of January 10, 2023 Meeting Minutes**

The minutes of the January 10, 2023 Annual Meeting meeting were reviewed with copy on file. A motion to approve the minutes was made by P. Galeazza and seconded by M. Furnare. There being no further discussion, the motion was voted and carried unanimously.

The minutes of the January 10, 2023 regular meeting were reviewed with copy on file. A motion to approve the minutes was made by B. Flint and seconded by M. Stanton. There being no further discussion, the motion was voted and carried unanimously.

**Treasurer's Report**

The financials for January and February 2023, were distributed and reviewed. P. Smith informed the Board that she is currently working on the 990. A motion to approve the treasurer's report was made by M. Furnare and seconded by P. Galeazza. There being no further discussion, the motion was voted and carried unanimously.

P. Smith noted that the money for the new furnace, \$10,000, needs to be put back into the capital account from the investment account. C. Stuff will follow up with G. Subik regarding the transfer of this money.

**Director's Report - John Sullivan**

The Director's report was distributed and reviewed by J. Sullivan. A grant in the amount of \$1,400 was received from Saratoga Arts and will be used for the library's Spring Into the Arts Program. The Stewart's Holiday Match Program awarded our library \$1,000 for the Summer Reading Program. The Dollar General has grant funding of up to \$4,000 for a youth literacy program to cover instructional materials and electronics for struggling children in grades K-12. Following discussion related to the library's lack of resources, staffing, etc. to administer this program, it was decided not to pursue this grant at the present time.

Grant money is available through the Empire State Development and NYSERDA Energy Efficiency Projects, which could be used toward the purchase of land for a new library. Following discussion, a recommendation was made to further discuss this option with Eric Trahan from MVLS.

J. Sullivan stated he would like to reduce the number of books at the library by 50%, starting with non-fiction. He noted that several of our non-fiction books are outdated/no longer applicable. A suggestion was made to tackle this as a group project during the preparation process for our book sale in May. J. Sullivan recommended sorting the books by genre and breaking them down into sections for the book sale. The possibility of selling one older computer and other outdated electronics at the May sale was presented by J. Sullivan, with Board members concurring with this idea.

J. Sullivan discussed the possibility of having a free give away, e.g., a tablet, that would be awarded to an individual who excels in getting the word out on our library via social media. Information would be tracked on a spreadsheet to determine the winner. Discussion ensued, and Board members felt this expenditure would be helpful toward enhancing the library's outreach on social media. L. Simonds made a motion which was seconded by M. Stanton, authorizing the purchase of a give away in the amount of \$500 for the aforementioned purpose. There being no further discussion, the motion was voted and carried unanimously.

A brief description of the functions of the Discord app was provided by J. Sullivan, who noted it can be used as a communication tool as an alternative to social media. Following discussion, it was decided that J. Sullivan would provide training on this app at 12:30 pm on Thursday, April 6th.

#### Assistant Director's Report - L. Bell

There has been good attendance at the two adult crafting classes.

Donations are being received from the fundraising letter, with \$2,345 received thus far. Some letters were returned as undeliverable, and the correct addresses for these individuals will try to be obtained so they can be re-sent. L. Bell noted that this year's mailing list is smaller than in previous years. Following discussion, it was identified that there are a few different mailing lists in the database. It was decided to merge this year's database with last year's and send fundraiser letters to those inadvertently omitted in the first mailing. Board members were encouraged to add new people to the list as well. M. Stanton will organize the thank you notes for the fundraiser, and L. Bell will look into Vista Print for obtaining note cards with the library's logo.

On Monday, a call was received from a woman indicating her deceased aunt had left the library \$5,000. An email from the attorney containing the details of the paperwork needed from the library is awaited.

### Committee Reports

Budget and Finance - No report available.

Building and Grounds - There has been an ongoing issue with some leaks in the library's roof. An estimate from the previous contractor for a complete new roof was passed around for the Board's perusal. P. Galeazza and B. Flint will contact other roofing contractors and ask them to assess the situation and provide quotes for the repair or replacement of the roof. Suggestions for contractors included Home Evolution and Brian Correll.

Long Range Planning - L. Richardson reported that earlier today, Wade Abbott from MVLS conducted a community workshop for the parents/grandparents of our Story Hour children and indicated that good feedback was received. L. Bell will contact Gloria Kimball to try to schedule a presentation to the Glen Mohawk Seniors group, which meets each Tuesday at 10 am at the Fonda Reformed Church.

M. Stanton noted that a recent webinar included information about DASNY (Dormitory Authority of New York State) which is a leader in sustainable construction whose functions include project management. The process is very involved, however, and the library is not at the point to utilize them at this time.

M. Stanton informed the group that she registered for a strategic planning webinar to be held in August through the Trustee Handbook Book Club. P. Galeazza will forward the email for this webinar to Board members.

C. Stuff stated that she recently received information, websites, articles, etc., from Eric Trahan related to library renovation and construction and indicated she will forward it to Board members. Following discussion, the Board recommended scheduling a meeting with Eric to further discuss this information as it relates to our building project. C. Stuff will contact Eric regarding his availability to meet with the Board at 6 pm on April 24th.

Special Events - The library's Chicken & Biscuit dinner will be held this Wednesday at the Winner's Circle. A suggestion was made to give attendees information regarding the library's upcoming events.

The Book/Plant/Bake/Electronics sale will be held on May 4th and 5th. L. Bell will follow up with the 4H regarding plants for the sale, and the library will also accept plant donations from patrons.

The concept of pooling the money from parking cars at the fair across eight organizations was introduced by M. Stanton, who indicated she would further discuss this possibility with Tim Healey. It was agreed that the size of our group makes it difficult to staff the full day and early evening hours of parking cars at the fair on Sunday of the Labor Day weekend. Board members were asked to try to get volunteers for this, with the goal being to have at least five people per shift.

Staff member Sally Ostrander has indicated she will donate \$300 to the library's Summer Reading Program.

Media Materials - An order for new books is being compiled.

Public Relations - L. Simonds will follow up to determine why the information she submitted to the newspaper regarding the chicken and biscuit dinner and artist of the month did not appear in print. A suggestion was made to also submit the library's event information to the Chamber of Commerce and the County.

Discussion took place regarding ordering business cards for J. Sullivan and L. Bell. A suggestion was made to purchase generic business cards which could also be used by Board members as well. L. Bell indicated she will obtain a price and send the information to the Board for consideration.

Personnel - C. Stuff reported that the committee is working on the performance evaluation process for J. Sullivan and L. Bell to make it more relevant. J. Sullivan and L. Bell will work on the process for staff evaluations.

**The emergency contact list is being updated. It was noted that emergency contact information is also needed for staff.**

### **Unfinished Business**

**None for discussion at this time.**

### **New Business**

**Computers - J. Sullivan informed the Board that the MVLS bulk order for computers is coming up soon, with the deadline being April 13th. Our current towers will not be supported by MVLS after this year. J. Sullivan proposed replacing three of the four towers with an all in one model for the staff, two public laptops, and one additional monitor at a cost of \$7,187. Grant funding is available to defray some of the cost. Discussion ensued related to purchasing this equipment all at once versus in segments, with the Board agreeing that the most viable option was to make the entire purchase at this time. P. Galeazza made a motion authorizing the purchase of new computer equipment at a cost of \$7,187. The motion was seconded by B. Flint. There being no further discussion, the motion was voted and carried unanimously.**

**New Fundraisers for 2023 - C. Stuff asked Board members to put ideas for new fundraisers in 2023 in the Google drive for discussion by the group.**

**Frothingham Library 80th Anniversary Ideas - It was agreed to schedule a separate meeting to discuss ideas for the library's 100th anniversary party in 2024.**

**Hiring of Cleaner - Our current cleaner, Julie, will be leaving at the end of April. M. Stanton will follow up with a contact.**

**Staffing - Board members were asked to consider hiring someone to work the desk for the time Bonnie is away and paying Bonnie for all the hours she works as part of the budget process for next year.**

**Community Meetings for New Building - As previously decided, L. Bell will contact Gloria Kimball at the Glen Mohawk Seniors to try to schedule a community meeting with this group. Suggestions for groups to invite to additional community meetings included: patrons, school teachers, Honor Society, Key Club, and Lions Club.**

**Wifi Hotspots - Discussion took place related to the library purchasing wifi hotspots. It was acknowledged that a strict policy would be needed for it. The consensus of the group was to proceed with this.**

**Adjournment**

**The meeting adjourned at 8:33 pm on a motion by M. Stanton, which was seconded by L. Simonds.**

**The next meeting will be held at 6 p.m. on May 16, 2023.**

**Respectfully submitted,**

**Lynn Richardson  
Secretary  
Board of Trustees**