

Frothingham Free Library

Board of Trustees Meeting Minutes

July 18, 2023

ATTENDANCE: Carol Stuff, Wendy Sullivan, Michele Furnare, Lynn Richardson, Lori Simonds, Pat Galeazza Bobbi Jean Flint, John Sullivan, Linda Bell

ABSENT: Gretchen Subik, Martha Stanton, Phyllis Smith

Guests: Sal Riggi, Chris Dancy

The meeting was called to order at 6:01 p.m. by Co-President, Wendy Sullivan.

Approval of May 16, 2023 Meeting Minutes

The minutes of the May 16, 2023 meeting were reviewed with copy on file. A motion to approve the minutes was made by L. Simonds and seconded by P. Galeazza. There being no further discussion, the motion was voted and carried unanimously.

Treasurer's Report

The financials for May and June 2023, were distributed and reviewed. L. Bell noted that expenditures for the Summer Reading Program are pretty well within budget. A motion to approve the treasurer's report was made by M. Furnare and seconded by B. Flint. There being no further discussion, the motion was voted and carried unanimously.

Director's Report - John Sullivan

The final segment of the Spring Into the Arts grant was completed last Saturday. If it is decided to re-apply for this grant, J. Sullivan recommended tying it more into the Summer Reading Program and perhaps doing some summer programs for adults.

Assistant Director's Report - L. Bell

Thus far, there has been amazing attendance at the Summer Reading Program events, with 34 children and 17 adults present at today's Magic Door Time Warp.

Committee Reports

Budget and Finance - No report available.

Building and Grounds - B. Flint stated that an estimate was obtained from Larry for the roof repair. The Board requested that two additional estimates for repair be obtained from contractors who quoted on the replacement of the roof.

Long Range Planning - L. Richardson noted there will be a webinar on strategic planning conducted by the Trustee Handbook Club on August 15th.

Media Materials - No updates to report.

Special Events - Dates for parking cars at the races are August 5 and September 29, and parking for the Fonda Fair is September 3rd. M. Furnare indicated she would be the point person for this.

P. Galeazza indicated that the donation letters for the Taste of Chocolate event will go out at the end of August. J. Sullivan noted there are approximately 103 names for the Mailchimp mailing list.

Public Relations - L. Simonds will direct people to Facebook and the library's website for information on library programs, events, etc.

Personnel - W. Sullivan reported that revisions to the Director's and Assistant Director's job description have been completed, and the evaluation forms are ready to go.

A new cleaning person is scheduled to start work this Thursday.

Unfinished Business

80th Anniversary Party Ideas - Board members were asked to use the Google Doc to share their ideas for the library's 80th anniversary party. Following discussion, it was decided to schedule a special meeting at 6 pm on September 12 to begin the planning and organization process for the event.

New Business

Nominating Committee for Board Members with expiring terms - Following discussion, it was identified that a nominating committee is not needed at this time, as no one's term expires until the end of 2024.

Movies in Fonda Park - The library will host movies at the Fonda Park on August 10th and 24th at 7:30 pm and September 7th at 7 pm. Suggestions for movies included the following: Avatar: The Way of Water, Guardians of the Galaxy Volume 3, and Super Mario. C. Stuff and W. Sullivan volunteered to be at the movie on August 10th; Board members are needed for the movies on August 24th and September 7th.

Potential Change in Library Hours - Discussion ensued related to the library not being open on Saturdays in July and August, starting in 2024. Hours of operation during the week could be extended to 7 pm to make up the difference.

Other -

Staffing - P. Smith has indicated she will not return to her position as clerk, but will continue to do the library's bookkeeping one day a week. L. Bell noted that some clerk hours, two days per week, two to three hours in the morning, will need to be covered when B. Myers leaves to go south. L. Bell will offer these hours to Sally Ostrander and go from there.

Bequest - Paperwork related to dissolving the bequest is almost ready to be sent to the Supreme Court. The attorney handling this has indicated that a letter must be written stating that the Board of Trustees has no concerns with the dissolution. W. Sullivan and C. Stuff will follow up on writing said letter.

Chris Dancy - C. Dancy reviewed his notes (distributed to Board members with other documents via email) from the kick off meeting held with several Board members. Mr. Dancy explained that he spoke to the County Executive about getting the library a building and also spoke with his next door neighbor. The Relocation and Expansion document was reviewed, as well as the project timeline. Mr. Dancy explained that the recording of the sheriff's podcasts will begin next week and the sheriff wants to have these podcasts live on Monday's on a bi-weekly basis. Information pertaining to the Friends of the Library could be brought to the podcasts. Mr. Dancy explained that the goal in moving the library forward is to look at things in the same way internally and externally, adding there are currently several moving targets but no "bull's eye."

J. Sullivan read some ideas for monthly subscription levels, yearly levels and lifetime incentives.

W. Sullivan and C. Stuff recommended that further meetings to discuss the library's long range plan include C. Dancy, the Long Range Planning Committee (L. Richardson and M. Stanton) the Public Relations Committee (L. Simonds), Co-Presidents C. Stuff and W. Sullivan, J. Sullivan and L. Bell. M. Furnare made a motion to create the new committee,

name to be determined, to move forward with the library's long range plan. The motion was seconded by B. Flint, voted and carried unanimously.

Policy re: Loans of Books from Special Displays - At a sub-group meeting on June 6th, M. Stanton made a motion that patrons of the Frothingham Free Library may only check out two books from a special display at a time. Patrons who would like to take out more books from a special display need to first return the previously checked out books. The motion was seconded by B. Flint. Board members received this information via email and eight votes were received to approve the motion, with one Board member abstaining. The aforementioned motion and subsequent policy change were reaffirmed at tonight's meeting.

A suggestion was made to purchase flags for each month of the year to commemorate various groups, including veterans. A patron has also offered to donate an american flag to the library, which will be proudly displayed when it is received.

Adjournment

The Board adjourned at 7:27 pm on a motion by B. Flint, which was seconded by P. Galeazza.

The next meeting will be held at 6 p.m. on September 19, 2023.

Respectfully submitted,

Lynn Richardson
Secretary
Board of Trustees