

**Board of Trustees Regular Meeting
Tuesday, February 11, 2025**

Minutes - Proposed

Call to Order 6:14 PM

In Attendance: Suzanne Borowicz, Matt Boyle, Linda Coniglio, Kami Callahan, Lydia Herren

- I. Review and approval of November 2024 meeting minutes – no changes
 - a. Motion to accept minutes made by – Matt 2nd by – Linda carried unanimously
- II. Treasurer’s Report
 - a. Details of 2024 expenses and income provided
 - b. Recommendation to move \$2,500 from the Association’s checking account to savings account
Motion to move \$2,500 from checking to savings account made by – Matt 2nd by Linda carried unanimously
 - c. Motion to accept the Treasurer’s report made by Kami 2nd by Matt carried unanimously
- III. Report of the Director - – see Librarian’s Report for details
 - a. Financial Report
 - i. Association Budget 2025
Discussion of last year’s expenses and income and this year’s projections
Motion to adopt the proposed Association Budget for 2025
Made by Linda 2nd by Matt carried unanimously
 - ii. Petty Cash Log 2024 reviewed
 - iii. Insurance Changes to incorporate Pavilion and Sheds discussed
 - b. State Report Statistics and Annual Report Ideas discussed
 - i. Recommendation to add QR codes for VIP benefits and Library of Things
 - c. Program Updates
 - i. Summer Kickoff Event in the Pavilion
 - ii. Summer Fundraiser Date and Plans
- IV. Building Update
 - a. Discussion of need for a new Fire Alarm and monitoring system
 - i. Parkside Fire and Security bid approved to replace the system with an updated system
Motion made by Matt 2nd by Linda carried unanimously
- V. Old Business
 - a. Reminder of Trustee Education requirements – must have 2024 Self-Assurance Forms
- VI. New Business
 - a. Annual Policy Review
Reviewed and signed Conflict of Interest Policy
Reviewed Procurement Policy, Investment Policy, and Whistleblower Policy – no changes recommended

Boston Free Library

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Rules of Conduct – recommendation to change Rules of Conduct to reflect recent changes to Central’s Rules of Conduct

- b. Other Policy Updates
 - i. Exhibits and Displays – adding Exhibits and Displays Application Release Form
 - ii. Fixed Assets Policy – no changes recommended
 - iii. Pavilion Policy reviewed and approved
Recommended to add a statement about groups being responsible for their own garbage removal
Add signage prohibiting skateboarding, rollerblading, etc.
Add signage allowing service dogs only
- c. System Policy Updates reviewed and approved
- d. RESOLUTION 2025-01 to accept policy updates – ACTION
Motion made by Linda 2nd by Matt carried unanimously
- e. ACT Meeting – March 22nd at the Central Library

Motion to Adjourn meeting made by – Linda 2nd by Matt carried unanimously

Meeting Adjourned at 7:04 PM

2025 Meeting Schedule:

February 11 – Policy Updates

June 10 – Annual Meeting for Consistent Trustee Terms

Floating Meeting in June, July or August for Contract Approval

September 9 – Fundraiser, Book Sale, Maintenance Updates

November 18 – Final Meeting of the Year, Financial Wrap Up (November 11th is Veterans Day)