

Minutes of the Bolton Free Library Board of Trustees
March 18, 2026 at 6:34 pm
In Person and Via Teams Video Meeting

Roll Call of Trustees

- Linda Breen (President) – 2027
- Sue Heusner (Vice President) – 2030
- Aimee Holmes (Secretary) – 2031
- Justine Mosebach (Treasurer) – 2029
- Mary Ciccarelli – 2031
- Jane Gabriels – 2028 – VIRTUAL
- Lynn Lavelle – 2029
- Joan Peebles – 2028
- Tracey Puckhaber – 2030 – ABSENT (due to technical difficulties)

Staff in Attendance – Sarah Jordan

Disposition of Minutes of Previous Meeting – No comments or changes

Motion to approve the February 2026 Board Meeting Minutes made by Sue Heusner, seconded by Lynn Lavelle – All in favor – Approved

Treasurer's Financial Report

Linda Breen asked if we could find out how much money was raised by the winter drawing. Scott Mosebach sent all reports by email for review prior to the Board Meeting and Justine Mosebach presented highlights at the meeting.

Director's Progress and Service Report and Social Media Report

Sarah Jordan presented. Updated on circulation, patron usage, event attendance. Sarah Jordan sent the Social Media Report by email for review prior to the Board Meeting.

Motion to accept the Director's Progress and Service Report and Social Media Report made by Joan Peebles, seconded by Mary Ciccarelli – All in favor – Approved

Approve the 2025 Annual Report

We move to approve the 2025 Bolton Free Library Annual Report to the State as presented, with the stipulation/proviso that the Library Director/Manager is authorized to make any subsequent technical or clarifying corrections as may be required or instructed by the State for final acceptance.

Motion to approve the 2025 Annual Report made by Linda Breen, seconded by Justine Mosebach – All in favor – Approved

Committee Reports

- Executive (Linda, Sue, Aimee, Justine)
- Financial (Justine – Chair, Linda, Aimee, Scott Mosebach – community member)
 - Annual Appeal Update
 - Bookkeeper – No updates
 - Treasurer Transition – No updates
 - TD Bank Affinity Program Update
 - CD Rollover Update
- Policies and Procedures (Sarah, Linda, Jane, Joan)

- Linda started working on a more comprehensive Healthcare Reimbursement Policy
- Long Range Plan (Aimee – Chair, Tracey, Justine)
- Fundraising/Farmers' Market (Joan – Chair, Sue, Lynn, Linda, Tracey)
 - Application for 2026 Farmer's Market participation was submitted
 - Joan showed some examples of ornaments she's talking to a craftsperson about
 - Linda said the pickleball tournament is tentatively scheduled for June 20-21
- Buildings and Grounds (Lynn – Chair, Linda, Sue, Carla – community member)
 - Warren County Fire Safety re-inspection passed – good for 3 years
 - Servicing of fire extinguishers is complete
 - Flag base moved, waiting to reinstall – hope to set up for 250th anniversary
 - Handicapped Accessible Doors – work is pending/downpayment sent
 - Will check with the window contractor again to get them to close and seal better
- Book Sale (Mary – Chair, Sue Pfau Co-Chair community member, Lynn)
- Grants (Jane – Chair, Justine, Sarah – staff)
 - Updated information provided by Jane Gabriels and Sarah Jordan
 - NYS OCFS grant opportunity to fund 50% of Dolly Parton's Imagination Library
- Personnel (Linda – Chair, Jane, Tracey, Joan)
 - BFL Director job – personnel committee has met to discuss three candidates-
 - An offer has been made to the chosen candidate

Vote to approve the Personnel Committee's recommendation, seconded by Sue Heusner – All in favor – Approved

- Sunshine Committee (Mary – Chair)

Unfinished Business / Training Status

- 2026 \$\$ Share for SALON OverDrive Collection – Paid
- Library Museum Passes – Up Yonda has been purchased, Wild Center and Hyde pending
- Sexual Harassment Prevention Training – Must be completed by the end of year
 - Linda Breen **DONE**
 - Mary Ciccarelli
 - Jane Gabriels
 - Sue Heusner
 - Aimee Holmes
 - Lynn Lavelle
 - Justine Mosebach **DONE**
 - Joan Peebles
 - Tracey Puckhaber **DONE**
 - Sarah Jordan **DONE**
 - Tammy Sherman
- Trustee Training requirements – Annual minimum of 2 hours training required – Must be completed by end of year.
 - Linda Breen
 - Mary Ciccarelli
 - Jane Gabriels
 - Sue Heusner
 - Aimee Holmes
 - Lynn Lavelle
 - Justine Mosebach
 - Joan Peebles

- Tracey Puckhaber

New Business

- Library Newsletter service options still being investigated. The March newsletter was done using Google Docs and sharing the link. SALS recommends creating the newsletter with Canva and sending a link
- NYLA membership reinstatement will be done in April – they don't pro-rate mid-year renewal fees
- Pickleball Tournament 2026 – Tentatively scheduled for June 20-21, 2026
- A BFL Community Bookshelf has been set up at the Bolton Health Center as an outreach program
- Library of Things Additions: Celestron AstroMaster Newtonian Telescope and a Dungeons & Dragons Get Started Kit. Both of these are local pickup/checkout only.
- Three authors confirmed so far for Meet The Author 2026
- Harold Sherman will loan the Library a photo of David Smith to display. The Library will need to pay for the framing of the photo.

Communications

- Glenn Long, the Bolton Museum director, was contacted to discuss possible joint programming
- The Hillview Library Director was also contacted to discuss coordinated programming

Events – Static

- Trivia Night – every 1st, 2nd and 4th Tuesday at 6:30pm
- Bolton After School Program every Thursday afternoon
- Scrabble/Board Game program every Tuesday from 1-3pm
- Fiber Arts Group – every Thursday at 3:30pm
- Library Book Club – 3rd Tuesday at 6:30pm February
- Kids Graphic Novel Book Club – Saturday March 28th
- Monthly Coffee hour – first Tuesday of the month at 10:30am

Events – Non Static

- Library Days – Saturdays March 7th, April 4th, May 2nd
- Storytime Musical March – 4 classes with Music Therapist Tracey Puckhaber
- Paint with Patrice – March 26th, April 30th, May 28th
- Seed Library - ongoing
- March Dr. Seuss Celebration Saturday March 21st
- Try Something New – Diamond Painting Wednesday April 1st 1-3pm
- Storytime Active April - April 4th, 14th, 18th, 28th at 10:30
- Alzheimer's/Dementia Awareness – April 29th at 6:30pm
- 3rd Annual Children's Book Festival August 1st – authors have been invited
- **Display Case Schedule** – February/March Winter Challenge. April – Henry Caldwell historical display, July – Cindy Whitman Patriotic Historical Display

Additional Comments from Trustees - None

Future Board of Trustees' Meetings

- April 22
- May 20
- June 17

- July 15
- August 19
- September 16
- October 21
- November 18
- December 16

Town of Bolton Board Meetings

The Town Board meets on the first Tuesday of each month at 6pm.

- April 7
- May 5
- June 2
- July 7
- August 4
- September 2
- October 6
- November 4
- December 1

Adjournment

Motion to Adjourn the March 2026 Board Meeting made by Joan Peebles – Seconded by Sue Heusner – All in Favor – Approved at 7:48pm