

DIRECTOR'S REPORT

Bolton Free Library Board of Trustees Meeting – Wednesday, May 20, 2026

OVERVIEW

Reflecting the first six weeks on the job.

Southern Adirondack Library System (SALS)

- Polaris Leap Staff Training (TBD)
- Attended SALS 68th Annual Trustee Meeting and Dinner (5/18)

Administration/Operations

- Compliance
 - Distribute policies to staff
 - Form 990 (May 15 deadline extended)
- Human Resources/Finance
 - Will be meeting with the Finance Committee in May to discuss responsibilities and internal controls
- 2026 Focus
 - Get to know the library community
 - Draft a new employee manual
 - Revisit job descriptions and make recommendations
 - Living Room vs. Destination (Learning Journey)

Grants

- Library Services and Technology Act (LSTA) Competitive Grant
 - Prequalification wasn't processed in time for the deadline
 - Office of the State Comptroller will be updating our contact to Linda Breen
- Lake Placid Community Foundation Grant Consideration*

Community Engagement and Outreach

- Met with Elaine Chiovarou-Brown, Executive Director of the Bolton Chamber of Commerce (4/28)
- Open House (5/7)

Programs and Partnerships

- Upcoming Programs
 - Scrabble (5/21, 5/28, 6/4 & 6/11)
 - Fiber Arts (5/21, 5/28, 6/4 & 6/11)
 - Bolton Afterschool Program (5/21, 5/28, 6/4 & 6/11)
 - Storytime! (5/26)
 - Trivia Night (5/26, 6/2 & 6/9)
 - *Paint with Patrice* (5/28)
 - Book Club for Kids (5/30)
 - Coffee Chat (6/2)
 - Check Out Your Library Day! (6/6)
 - *Meet the Author* Martin Podskoch (6/11)
 - Tracey's Twinkle Tunes (6/13)
 - Library Book Club (6/16)
- Partnerships
 - Deliver Bolton Central School District Birthday Books (6/2)

Communication and/or Publicity

- See May Social Media Report for Details
- [LGLC Receives Donation from Sunmark Charitable Community Foundation, Launches \\$5,000 Matching Challenge for Educational Programs](#)

Facility and Safety

- Building & Grounds Committee met to discuss improvements, capital expenditures, and alignment with the long-range plan/budget. Short, medium, and long-term projects were proposed. I reached out to the NYSLibrary to obtain a login for State Aid for Library Construction. Deadline for proposals is early October.

Information Technology

- Troubleshooting
 - All libraries experienced issues with Polaris Leap and the PAC causing limited connection to the online tool for patron transactions (5/7). The Polaris client, as backup, was functional. Issue was resolved same day.
 - Timesheets.com didn't respond to "clock outs" for those working on 5/9. We will attempt to refresh the page prior to logging out.

* Signifies a vote required by the Board of Trustees.