



DRAFT MINUTES

Board of Trustees – Regular Meeting
Wednesday, June 17, 2026 – 6:32 pm
4922 Lake Shore Drive, Bolton Landing, NY 12814

- **Call to Order and Roll Call of Trustees**
 - Linda Breen (President) – 2027
 - Sue Heusner (Vice President) – 2030 – ABSENT
 - Aimee Holmes (Treasurer) – 2031
 - Justine Mosebach (Secretary) – 2029
 - Mary Ciccarelli – 2031 – ABSENT
 - Jane Gabriels – 2028 – ABSENT
 - Lynn Lavelle – 2029
 - Joan Peebles – 2028
 - Tracey Puckhaber – 2030
 - Staff in Attendance: Christiann Gibeau and Sarah Jordan
 - Public in Attendance: N/A
- **Disposition of Minutes of the Previous Meeting***
 - No comments or changes
 - *Motion to approve the May 2026 Board Meeting Minutes made by Lynn Lavelle, seconded by Joan Peebles – All in Favor – Approved*
- **Treasurer's Report**
 - May Financial Statements and Report* – presented by Justine Mosebach
 - Money Market Change*
 - *The committee recommended transferring the balance of our current Money Market banking product of Small Business Money Market Plus Account (earning -.05% APY) to Small Business Money Market Premium (earning -1.06% APY) – All in Favor – Approved*
 - Online Bill Payments
 - *Committee recommended a transfer of \$261.63 from the checking account to the money market account for operating account related reimbursement – All in Favor – Approved*
 - Bolton Chamber Membership
 - BFL has joined the Chamber of Commerce again this year. Benefits include increased communication with the Bolton business community
 - *Motion to accept the Treasurer's report made by Lynn Lavelle, seconded by Tracey Puckhaber – All in favor – Approved*
- **Director's Report**
 - Christiann said that the Library Construction Portal is now open. Her account will be active soon and then work toward that grant will commence
 - IRS Form – The library has an extension of **Nov 15th** to complete 990
 - Christiann reached out to Duane Bullard (Town of Bolton Recreation Director) to arrange a meet & greet
 - Christiann reached out to Chief Galante to have a meet & greet

- Latest Meet the Author Visit had 6 attendees. Christiann said that she and Sarah discussed rethinking the Meet the Author Series after this season.
- Church Raffle*
 - BFL has been asked to sell raffle tickets for the Episcopal Church. Individuals and businesses are involved in this as well. ***Motion to approve sale of raffle tickets for the Episcopal Church in the library made by Linda Breen, seconded by Joan Peebles - All in favor - Approved.***
- Juneteenth Holiday*
 - The BFL Employee Handbook does not list Juneteenth holiday as a day closed and off for the staff, however since it was already advertised as such, and because it is a NY state holiday and other civic entities are closed we will allow it for this year and look to add this to the policy manual. ***Motion to close the library for June 19th this year made by Lynn Lavelle, seconded by Tracey Puckhaber - All in Favor - Approved.***
- Seasonal Hours*
 - Christiann presented current library hours as well as three options to adjust the library hours for the summer season.
 - Sarah noted that patrons do well with consistency - opening and closing at the same time each day. Sarah and Christiann noted that there are not many patrons visiting after 3pm
 - Christiann and Sarah discussed potentially tracking visitors' use of the library solely to use the bathroom
 - The board discussed whether to make this change seasonally or year round. It was noted that Caldwell-Lake George Library keeps the same hours year round.
 - Some standing groups meet late afternoon (ex: graphic novel group) and the library would stay open until that is over (once a month)
 - ***Motion to follow the new schedule presented in Option 2 of the Director's Report made by Linda Breen, seconded by Tracey Puckhaber - All in Favor - Approved***
 - The new schedule will take effect on Monday, July 6th.
- Discussion of safety concerns regarding the library or on the grounds.
 - Christiann reminded everyone that board members must send safety related information to the Library Director as well as all members of the Board.
 - Christiann will touch base with Chief Galante and discuss:
 - How the town / chamber shares basic safety information
 - Library employees arriving and leaving in the dark in the winter
 - Joan said that she spoke with Chief Galante regarding the Farmers Market board members arriving at the library at 7am on Fridays in the summer
 - The panic button security system in the library calls 911 dispatch
- **Committee Reports**
 - Building & Grounds - presented by Lynn Lavelle / Sue Heusner

- Plant Sale netted at least \$2,000
- Library Gardens have been completely planted for the year. The irrigation has been hooked up and is ready for use.
- Exterior painting should start soon
- Bathroom Door repair has been completed. Cost was included in the cost of the side exterior door.
- Basement moisture mitigation – Appointment scheduled for June 22 for estimate
- Lock and Keys Status
 - New keys were made for the front and side doors. Keys will be distributed shortly
 - Christiann and Linda noted that the SALS employee that delivers the books will need a key
- Finance
 - The library paid a late fee of \$18.27 on our water bill this month. Sarah and Christiann have a schedule for picking up the mail so that all bills are paid on time.
 - Discussion of issue of extra revenue at the front desk not matching the tally sheet from the front desk. ***Linda recommended that in the case of an overage, the Director will mark it as a donation. In the case of a shortage, the Director will note it for the treasurer and inform the board. All in favor – Approved.***
- Book Sale (Jul 24-25)
 - Date Correction from Agenda: **July 23 – 26**
 - The last day to donate books is July 17. This was posted on Social Media
- Fundraising – Joan Peebles
 - Farmer’s Market (starts Friday, June 26th)
 - Cedar & Pearl Ornaments will be sold at the Market (\$20 each)
 - 102 Club books were donated by an author and will be sold as a fundraiser (\$20 each)
 - Looking for more volunteers to help with the Farmer’s Market, specifically in the afternoons. Two people are needed at the table at all times
 - Plant Sale Follow up
 - Generated over \$2,000
 - Pickleball Tournament (Jun 20-21)
 - Looking for more volunteers and at least one board member to help on Sunday late morning with the raffle
- Grants
 - Nothing to report

- Long Range Plan
 - Nothing to report
- Personnel
 - Nothing to report
- Policies & Procedures
 - Linda suggested making it a policy that board members and employees do not participate (win) a raffle due to perception / conflict of interest
- Sunshine
 - The Sunshine Committee plans to send a thank you card to the Garden Center for flowers and Marty Podskoch (Author Visit)
 - Joan suggested a thank you for the individual that made the display stand for the ornament
 - Christiann suggested sending a thank you to Carla for the plant sale
- ***Motion to accept Committee Reports by Joan Peebles, seconded by Tracey Puckhaber - All in favor - Approved.***
- **Old Business**
 - Nothing to report
- **New Business**
 - Sarah attended the IMLS Library Convening 250: Telling America's Story in Washington, DC on June 10-12
 - Christiann asked that we provide Sarah Jordan with 2 days of PTO for her extra unplanned travel home from the conference in DC. Tracey will work out how to add this PTO to Sarah's account
 - Sarah said that she had a very good experience at the conference
 - Christiann said that the library will provide a card that highlights library programs and events for the summer.
- **Period for Public Comment**
 - No additional comments
- **Other Business**
 - Christiann said that the library has two volunteers to join the Page program (2 hours)
 - Linda mentioned discussing the appeal letter at the August Board Meeting
 - Christiann would like to attend all committee meetings in the future
- **Date of Next Board Meeting**
 - July 15, 2026 @ 6:30 pm
- **Adjournment**
 - ***Motion to adjourn the meeting by Tracey Puckhaber. Seconded by Joan Peebles. All in Favor. Approved at 7:53pm.***

*Signifies a vote required by the Board of Trustees.