

DIRECTOR'S REPORT

Bolton Free Library Board of Trustees Meeting – Wednesday, July 15, 2026

OVERVIEW

Reflecting on three months as Director

SOUTHERN ADIRONDACK LIBRARY SYSTEM (SALS)

- Polaris Leap staff training (on hold until the fall)
- Library construction SALS submission deadline is August 21, 2026
- New Minimum Standards to be completed by January 1, 2027
 - External Policies:
 - Selection of Materials
 - Public Usage of Space with related policies below:
 - Behavior
 - Code of Conduct
 - Displays, Exhibits, and Bulletin Boards
 - Internal Policies:
 - Confidentiality of Library Records
 - Personnel
 - Disaster Preparedness
 - Financial Controls

ADMINISTRATION/OPERATIONS

- Compliance
 - Form 990 (November 15 deadline extension)
 - See updated Compliance Checklist
- Operations

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- Installed DYMO spine label printer for Technical Services support, time savings, and limiting waste
 - Trained our first Volunteer Page and they will continue each Monday until the end of July when they can come in during library hours on their own time to handle paging duties. We will be tracking their hours
 - 2026 Focus
 - Get to know the library community
 - Draft a new employee manual
 - Draft/Update New Minimum Standards Policies
 - Update Bylaws
 - Revisit job descriptions and make recommendations
 - Living Room vs. Destination (Learning Journey) plan
 - See Summer Reading Program rack card as first sample

GRANTS

- Lake Placid Education Foundation Grant submitted via the Adirondack Community Foundation portal (waiting for July/August response)
- Next grants for consideration include:
 - Pearsall Foundation (Aug 31)
 - Charles R. Wood Foundation (9/1)
 - Cloudsplitter Foundation (9/1)

COMMUNITY ENGAGEMENT AND OUTREACH

- Reached out to Recreation Director, Duane Bullard, to have a meet and greet and sent another follow up. Will connect in the fall (TBD)
- Reached out to Chief Galante and have had several phone conversations providing the library with helpful safety tips and informing the Chief of our policies and procedures relating to safety and security. No face-to-face contact has been made yet
- Participated in the Farmers' Market table and engaged with multiple visitors (7/11)

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- Sat down with Sue Pfau to go over Annual Book Sale logistics and library support requests to make the event a smooth success

PROGRAMS AND PARTNERSHIPS

- Upcoming ad hoc programs and activities
 - Unearth a Story Scavenger Hunt (underway)
 - Unearth a Story BINGO reading cards (underway)
 - Genealogy Workshop (7/30)
 - Children's Book Festival (8/1)
 - Meet the Chef Kate Sherwood (8/6)
 - Indigo Shibori Dyeing Workshop (8/7)
 - Meet the Author Judith Resnik (8/13)
 - Tracey's Twinkle Tunes (8/15)
- Partnerships
 - In discussions with Bolton Central School District to incorporate STEAM programming at BCS for 2026/2027 school year. All depends on grant funding
 - In discussions with The Sembrich on a fall music program

COMMUNICATION AND/OR PUBLICITY

- Nothing to report at this time

FACILITY AND SAFETY

- Front door was left unlocked and open since the last meeting. Volunteers who work after hours are being asked to leave via the side door which is already locked to avoid the front door combination or use of a key. We are still waiting for the back door lock to be fixed and all of the keys distributed. The library will track key distribution
- We had three incidents since the last meeting. The police were not called nor required.
 - Before a children's program, a toddler hit their head on the corner of a table when they were walking near the children's area. The parent took care of the child. All of the tables have now been placed on the "adult side" of the library and the train table is now closer to the children's area. In addition, several

children have fallen on the carpet while walking or running in the library. Parents have taken care of them and no serious injuries have been reported.

- C. Gibeau tripped and fell in the supply closet taking a program supply shelf with them. Their foot was caught on the strap of the telescope which was placed on the ground while more chairs were needed to set up for a program. Telescope was previously stored on chairs. C. Gibeau sustained minor scrapes. The telescope is now being stored in one of the benches in the program room along with other program technology items.
- Going forward, we will be utilizing Incident Report forms to track library incidents whether they involve police and other departmental interventions or not. I have read all of the previous library incidents to my knowledge to get myself up-to-date.

INFORMATION TECHNOLOGY

- Troubleshooting
 - Monthly Meraki Usage Reports – Some missing and some blank, so none have been provided to date. Issue unresolved

* Signifies a vote required by the Board of Trustees.