**Call to order:** 3:33pm

**Roll Call:** Ann Rogers Lane, Nick Cohen, Lisa Moore, Paytan Mann, Mary Jane Stoltz, Rebecca Keough, Nikki Lund

**Guests:** Chloe Quimby, Nancy Lane

**Absent:** Bob Green

**Public Comment Time Allotment:** None required

**Secretary’s Report:** Motion to approve November minutes, emailed Dec 2, 2024, was seconded and approved by all.

**Director’s Report:** November’s report is attached.

**Committee Reports**

**Finance Committee:** Mary Jane Stoltz

* Bloomfield money has been received.
* Monthly Bill approval – waiting for cover sheet and will be approved later in the week.
* Mail Chimp/WIX tax status – Paytan to send tax form in.
* Byrne Grant awarded – still not received.
* MJ explained the ALA grant to the guests.
* Kim had been wondering where she can see the 2025 budget for circulating books., and was advised that info will be there this week.

**Grant Committee:** Rebecca Keough and Nicholas Cohen

* Capacity Building Grant. Rochester Regional Library Council (RRLC) was submitted to purchase new computers, Kindles and portable hotspots..
* Library and Historical Society collections and acquisitions grant submitted to the RRLC. This would cover the purchase of the equipment to copy the historical documents and the manpower to do the work.

**Operations Committee:** Ann Rogers Lane

* Shed committee status (New, consolidation of older sheds, new roof) – tabled until January.
* 2025 Bottle Schedule status. To be posted on Facebook and the website.
* Yearly fire inspection completed.
* Parking lot paving project
	+ Parking space and handicap line status – still awaiting information.
* Volunteer Shadow box status – Ann is keeping this ‘to do’.
	+ Doug Riker (Sandy’s husband) suggested by Bob.
	+ Rebecca suggested someone in Syracuse and asked for the dimensions.
* In Memoriam Book Program discussion. Donation in memory and donor gets a thank you card in memoriam. Communicate this program through website.

**Fundraising Committee:** Ann Rogers Lane

* Potential wreath sale option for 2025: Wayside in Palmyra (local company, lower cost, very nice). Ann will get contact information from Kelly.

**Policy Committee:** Mary Jane Stoltz

* Procurement policy revisions are in compliance.
* Five Year Plan Review edits completed.

**Personnel Committee:** Ann Rogers Lane and Lisa Moore

* Board Training status
* Sexual Harassment training for staff and Board status
* New Board member candidates?
* Board resignations – Ann and Bob; Nick’s term has expired. Ann is one year into a three-year term, Nick’s replacement will run for three years; two years remaining on Bob. Lisa was voted to be a Trustee for the next three years.
* 2025 slate of officers and vote: Lisa – President; Rebecca – VP, MJ – Finance Officer, Nikki – Corresponding Sec. The Secretary casts one ballot for approval of the slate of officers.

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**Communication Committee:** Lisa Moore

* Update on the old Facebook page – nothing has happened.
* Little Free Library at Bristol Mountain has been given to Meg who is going to put it up. Library decommissioned books will go in first.
* 2023 Report to the Community. <https://www.thebristollibrary.com/_files/ugd/ba20fe_27eb1f83a85a4921a3136375830f6b3a.pdf>
* Solicitation letter - Lisa is working on an email version for this year.
* Operation paperback – collecting books – absolutely no romance books. Lisa would like to do this consistently. Postage has not yet been budgeted. Rebecca to check with the VA locally. Ann mentioned passive book sale, Chloe talked about Valentine book exchange.

**Executive Session:** 4:30pm to 4:39pm

**New Business:** Board accepted Chloe Quimby’s application to be a Board Member for the years 2025, 2026 and 2027

**Adjourn**: 4:50pm