

Almond Library Board of Trustees Meeting for July 2024

Thursday, 8 August

## **DRAFT MINUTES**

Present: Elva Owlet, President; Mary Jo Morrison, Vice President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Connor Dirlam; Amber DiGerlando, Friends Representative to the Board; Linda Staiger, Trustee

Meeting called to order at 6:32 pm

*Mary Jo made a motion to accept minutes, seconded by Linda, all approved*

### **Director's Reports:**

Connor's Report (see attached):

- Found a way to better break down the entry of patrons
- Lots of folks doing StarQuest (Elva noted)
- Haleigh is the new collection person in STLS and came to help Connor with discards
- Adrien is great! Has helped Connor with weeding; also very helpful with crafts
- Rounded out collections; contacted children who lost books to let them know that new books were ordered and the old item was discarded
- Curious about finding new local authors

*Cole made a motion to accept; seconded by Mary Jo; all approved*

Bec's Report (see attached):

- The mushroom event has to be rescheduled; will be an evening event (Thursday) and geared to adults; most likely do an inoculation event
- Internet: STLS has an initiative to connect libraries to Broadband; monthly \$140 cost to us, subsidized by STLS; cost is actually \$500
- Letter to Isaac's signed by Elva; new appt. made with new HVAC service
- STLS also sent MOU about supervised visits; examples in case the county wants to use the library for supervised visits; some libraries have had some minor issues, so this should help with moving forward; some Allegany Directors planned to meet with the county
- Elevator maintenance agreement being sent; should be scheduling an appointment
- Adrien doing a great job; his work should continue through October; he asked about being hired; Bec & Connor would both push for Adrien being a hired low-key, part-time person to help with random stuff;
- Railing is still broken, no handyman has surfaced in a broad search; Bec asked if anyone knows someone; Lee said he might be able to do it; Elva might know someone
- Received good collection of craft supplies from the Portal Burn people, mostly basic stuff but some fun things as well. There may be some cash coming, but Bec is waiting on

Debbie from PB. Bec will do a follow-up, similar to grant receptions; Adrien will help with an inventory of the donations.

- Library purchased potatoes, sour cream and butter for the Baked Potato Bar; Bec has an event tomorrow, so will be some leftover snacks; could bring dessert if anyone likes

*Cole motioned to accept; Linda seconded; all approved*

Financial Officer's Report (see attached):

- Money looking good; money allocated to programs and collections may not all be spent, so should be in good shape;
- Need to find a new gas supplier; probably will cost more
- Would be helpful for new folks to learn more about the long-range goals and 5-year plan
- Bec suggested signing up for the construction webinar; discussion on construction priorities;
- Discussion:
  - Lee asked about the electric sign and the budget estimate of \$20K, which includes the base, electrical, the installation, etc.; Elva needs to connect with the Village/Town person to discuss the regulations;
  - Lee asked if there was any other way of advertising; Bec said she would love to do a mailing, which might be expensive; question about if we might be allowed to use people's emails for direct advertising;
  - Lee thought it might be cool to have a quarterly update if it's too much to do a monthly update; Bec said it was labor intensive and would need space to complete that work;
  - Bec said would like to do a community survey across the AA district (probably work with Melanie);
  - Amber suggested we might also ask why people aren't coming

*Mary Jo motioned; Linda seconded; all approved.*

Amber's Friends Report:

- For Aug. 24 event—Book ordered and will be cataloged soon; story hour will be held; will make a hand out of local troops; free popcorn; Cole will read; have some take and make crafts
- Went to all 48 libraries and talked to a lot of them about their fundraising, Friends groups, and talked to some about partnering with other libraries that doesn't have groups to work together about promoting libraries, and working to promote the passing of tax levies; Andover wants to work with us as do a number of other communities; Amber will work with Brian on the legalities of how to manage this type of group; Friends of the Friendless

*Linda motioned; Lee seconded; all approved.*

## **Old Business**

Elva will talk to Eric about the Gas stuff

Community Day: Saturday, September 7; Connor's Dad is loaning us a tent so we won't be wet; Donuts from Wegmans; Bec will print more tickets; promoting it to everyone who comes in; after Summer Reading Program, Bec will do a story for The Sun about the basket raffle/quilt; we have electricity and need extension cords—two coffee pots, one regular and one decaf; need to show up around 7:30 am; Connor and Blake will set up the tent that morning; Bec is trying to get a bounce house, but price so far seems really high; if that doesn't work, will try something else; book sale and plant sale; Bec and Connor will be in the parade; Lee offered up a giant, outdoor Angry Birds slingshot game; Lawn needs to be mowed before the 7th.

Cleaning not working out like hoped; want to collect the keys and have the cleaner do the work while someone is here. Connor says might need to offer some training. Security issues are a new concern. Keys will be contained to only Directors and Board members.

Picnic table in the back is a fundraiser from So. Tier HomeSchool Academy and needs to be paid for (\$200), as agreed; Lee said he was unaware of the expense and wrote a check

## **New Business**

Police suggested cameras for security; Connor's dad offered inside cameras; one has a motion sensor and sends footage to your phone/email; has three cameras that have a service already paid; Walmart has inexpensive ones that go to the phone for monitoring the outside—4 for approx. \$200; if going to have cameras, especially outdoors, will need to have a policy in place about if law enforcement asks for footage if they think it might have picked up something useful; seems like there might be a safety issue if there is only one of the Directors at the library; consider about kids downstairs unsupervised, or if downstairs needs to listen for people coming in the door or walking around upstairs; for long term, Bec can look into a grant for security cameras.

Girl Scouts: Connor said the leader wants to meet once or twice a month; may want to cook for earning badges; the Board discussed waiving the rental fee

Bec will check on new Board Handbooks

Date for next meeting will be Aug. 29

*Cole motioned to adjourn; Mary Jo seconded; all approved at 8:51 pm.*