

Almond Library Board of Trustees Meeting for October 2024

Wednesday, 30 October 2024

DRAFT MINUTES

Present: Elva Owlet, President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Director of Programs; Amber DiGerlando, Friend

Meeting called to order at 6:44 pm

Minutes from September Meeting; *Lee moved to accept; Elva seconded; approved unanimously*

Director's Reports:

Connor's ([see attached](#))

Out sick, so no narrative

- Lee asked about the Digital Stats, but Bec was unsure; need to ask Connor

Motion to accept report made by Cole, seconded by Lee; all approved

Bec's ([see attached](#))

- Cole asked about the Indigenous Authors display; Bec said Connor ordered plenty of books last year, so Bec thinks there will be enough, but hasn't started pulling from shelves yet
- Amber asked about the wreaths; Bec said it's not a fundraiser, and she will be offering two different times; these will be grapevine wreaths and will have fall and winter decoration options; Amber suggested that Bec market it as not having greens to appeal to folks with allergies; she just started advertising and folks are starting to sign up
- Election Day event is in planning; folks have been donating ingredients; Wegman's donated \$100 to buy ingredients, so processing a gift card; donations coming in for basket auction—mostly gift cards so far; Mary has been active in soliciting for donations; Bec will come in on Monday to prep the soup, cook it, and then have it cooled to be able to have it ready to get heated on Tuesday morning; This is the 85th year of doing the Soup Luncheon for Election Day (Voting used to happen here).
- Cory Wyant Handyman fixed the downstairs bathroom, changed some lights, etc.; Bec asked if he would continue to take on some small jobs, and he said he'd be happy to do so; no invoice has come in yet
- The Lift service ACCESS Elevator came—said the Lift wasn't working because the batteries are dying; Bec and Elva were able to access the panel and find out what batteries, so hopefully can purchase them locally; much cheaper to do it ourselves, but most don't want to, but he said it was easy to do; it was inspected and once the batteries are replaced then it's good to go
- New HVAC tech came and looked at boiler and the AC, did maintenance on them; should be the same tech for future service calls; the AC units are actually both heaters

as well, and he indicated that they were efficient; may need an additional part to fix one of the units that wasn't putting out cold air

- Deliveries have become problematic because of the Post office hours; Bec asked if there might be a way to give the UPS delivery person access to a limited area for drop-off; maybe a lock box for keys that would allow access to one of the doors; Bec will look into it

Motion to approve made by Lee, seconded by Cole; all approved

Bookkeeper's Report (see attached)

- Lee said we have \$10k for maintenance, and the lights will cost about \$1500 so we should make our decision about what we want; Bec said the Handyman might be willing to do the installation; Linda also might have had an electrician who could do it; need to figure out how many lumens we need to light the space
- Lee reported on the digital sign and what he found out; Lee and Elva had gone to the town meeting; the town is not opposed to us having one; the issue is the expense of the sign; we are looking at a one-sided sign; Dan agreed to make brick work for the posts; electric work needs to be contracted; need to include an electric outlet on the sign stand; the light-up sign with changeable letters is significantly cheaper; Bec said any sign would likely help, but it does limit the options for what can be advertised; hours could be circulated; book club; story time; special events;
- Lee asked what about a professional market analyst; Bec's aunt is in the field and she will ask if that might be something we would benefit from
- Cole offered to work on grants too
- Filled out the insurance company audit related to workmans' comp; Ally provides the information to complete the form
- [Transaction](#); [Monthly Budget](#); [Financial Position](#)

Motion to approve made by Cole; seconded by Elva; all approved

Discussion about forming committees to discuss the different aspects of the business of running the library; would be interested in having people form committees for building, budget, marketing; need to invite folks from the community who might be able to share their expertise

Friends Report ([see attached](#)):

- Discussion about why don't people want to come into the library; Bec will ask Brian about an STLS survey or what might be the best way to go about doing a community interest survey
- Elva said they had done a survey a while ago, but didn't get a lot of feedback; Amber said we should have a digital survey; Bec said we should do both—paper version could have a QR code to take to the survey
- Lee asked if we could get people to come to a community event to discuss the future of the library in addition to a survey; Amber said it was a first step and the community felt heard; Amber said a story in the Alfred Sun about having a public meeting might bring in folks to offer their ideas

- Amber explained that the employees have to be covered under the library's insurance to serve food; the health department person can help them find the proper paperwork
- Lee asked about whether they need to be covered if they are in the building but not the food event
- Elva and Bec are going to follow up with the insurance and the Health Department before the event next week

Motion made by Lee; seconded by Cole; all approved

Old Business

Cole made a motion that we approve the lights up to \$2k pending an electrician input; lee seconded; all approved

Picnic table will be delivered to sit on the concrete pad; may be able to make a cozy space

Snow Removal will be taken care of by Blake

November meeting to be held on Nov. 21

Cole made motion to adjourn; Lee seconded; all approved ended at 8:39 pm