

Almond Library Board of Trustees Meeting for November 2024

Wednesday, 21 November 2024

## **DRAFT MINUTES**

Present: Elva Owlet, President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Director of Programs; Connor Dirlam, Director of Collections; Amber DiGerlando, Friend; Blake Feenaughty, Volunteer

Meeting called to order at 6:33 pm

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

Director's Reports:

Connor's (see attached)

- December display will be all the books purchased in 2024—lots and lots of books!
- Current plan is just for kid's books, may do adults, but possibly not enough room
- Connor shared that our numbers have grown dramatically, especially door counts; shared an example of Oct. 2022 compared to Oct. 2024
- Lee asked about hotspots and how long patrons can keep it; Connor shared that they had reached out to other libraries about their policies. One week check out, and then may be able to renew.
- Elva asked for a copy of policies from other libraries
- Connor just got the information today; so plans to explore.
- Connor stated that much of their work time was taken up with patron interactions, making it challenging to complete other duties.
- Digital stats refers to Libby and anything you can sign into.

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

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

- Elva asked about the puzzle race with BoB; we will be hosting here; teams work to complete a puzzle
- Teacher in Fillmore will be our Santa on Dec. 21 (there are definitely other options, including Ron from the Atlanta Library—Board President)
- Bec feels confident that she and Connor can handle all the basic questions about Libby in the program they are hosting
- Bec would like to propose using \$350 from the Portal Burn funds to pay for the Short Tract Town theater, scheduled for Jan. 24
- Lee said that the programming budget has plenty of funds and why not use that
- Amber mentioned that in the meeting with Portal Burn that we had talked about more durable goods for theater, including lights, a projector and other things
- It was determined that Bec will use the programming budget

- Policy about the downstairs doesn't include the back yard, but someone has approached Bec about having a music show in the backyard; Elva pointed out that the rental covers insurance; next month we should examine the policy; we would not have our chairs go outside; we don't have enough details about their plans yet
- Bec checked with Brian about the sign—because the project is over \$5000 it would qualify for a construction aid grant; a number of other libraries have used the grant for similar projects; we can't apply for two grants in one cycle, so we have to decide on the priority of projects; next cycle should open in January, so are we putting the upstairs project on hold until the next cycle? Brian thinks we could get a 75% match (we pay 25%) and could include some landscaping and maybe driveway maintenance and the roof
  - *Lee made a motion to look into construction aid grant for the sign; Cole seconded; all approved*
- Gather & Grow is for Library staff and Board on Dec. 6
- ALA/NYLA memberships are approx. \$200 each for the library; *Lee made a motion that we join both; Cole seconded; all approved*
- Batteries have arrived for the lift; Lee will come over next week to attempt the battery installation; the maintenance was supposed to include the inspection, but a third-party vendor is required to do this; we are on a list, but it was unclear how long that might take
- Elva asked Cole to find out who the college uses to maintain the elevators;
- Window blinds were discussed and Bec will likely pursue the ones from Amazon, and will initially order four for the board room; *Lee made motion to purchase blinds for all the downstairs windows, not to exceed \$1200; Cole seconded; all approved*
- Connor asked about ordering window locks; *Lee made motion to purchase locks for downstairs windows, not to exceed \$300; Cole seconded; all approved*
- Bec met with her aunt about marketing; had really good recommendations, including a librarian at the Wellsville library who has lots of experience, also a community member who used to do marketing for the college and also the BOCES; wasn't sure hiring a consulting firm would provide enough benefits; also encouraged us to continue doing the programs/activities that are successful; set specific goals and KPIs, and revisit them quarterly, tweak the goals, start slow, adjust, adapt and build on what we learn; Lee suggested talking to the Wellsville librarian since they have similar situations and patrons; Bec will reach out to her
- Lock box update—Bec asked if we are changing the front door lock so it is different from the other doors; Lee has a potential lead on a locksmith and will check; *Cole made a motion to purchase a lock box and hire a locksmith to replace the necessary locks, not to exceed \$1000; Elva seconded; all approved*

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

#### Bookkeeper's Report (see below)

- Lee talked to Eric about the lights upstairs and his recommendation was to buy the lights from Lowe's instead of from the site previously discussed; Lee will follow up with questions and then purchase the lights; once he has the lights, Bec will contact Cory the handyman

- Who should timesheets be sent to? Lee doesn't think he should be involved with the sheets—says the sheets should be sent directly to Ally and copy to Elva to keep down the number of people involved
- In discussing the 2025 budget allocation for the circulation and programs are down because payroll has increased as has utilities, but Lee is unclear on some of the reasons behind the numbers since the Bookkeeper designed the budget and wouldn't share information with Lee
- The tax funding is \$120,000 but 10% goes into the building fund that is there for matching construction funds, bringing down the starting amount to \$108,000
- Will change the circulation and programming to match at \$7000 each
- We discussed the payroll budget and increasing it to add an additional staff person to alleviate some of the more onerous tasks that would help both Bec and Connor to manage all of the aspects of their jobs
- It was discussed that our tax base funding should keep up with inflation, which is \$2400/year; everyone agreed to this idea
- We should consider the excess use of gas for the stove/oven; maybe we could get a gas person to look at the stove; Bec's biggest issue is that the ovens are very challenging to re-light, and currently the ovens are not lit
- Moving forward with a library asst. Position; directors will determine job description, cleaning included and how many hours per week; will need to publish the description (in STLS, website, indeed, Alfred Sun, etc.)
- Should add \$10,000 to the payroll budget, increasing it to \$63,000, that will cover an additional position at approx. 10 hours per week
- Elva asked about additional meetings/committees; Bec said that in talking to Brian, he would reach out to Elva to discuss him coming to a meeting
- Look at the budget and will vote on it next meeting; Lee will look at some of the other funds to add to the technology budget because both of the staff computers and the catalog computer need replacing
- Elva asked Lee to provide a report on the Election Day fundraising funds (quilt raffle, basket raffle, soup & pie sale); he said he would at the next meeting; Bec said maybe the quilt wasn't as popular as it used to be; somewhere around \$1000 was made; there was no information available on door count, number of tickets sold, or food sales; Mary was responsible for the basket raffle; Elva and Bec were primarily responsible for making soup the day before; Bec came in early to open for the fundraisers
- Amber mentioned that we can't use taxpayer funds in fundraising; we'll need to look into that; maybe STLS can help with that so that we stay compliant with New York State Law; Elva said we can use proceeds from this year's fundraising to fund next year's event
- [Proposed 2025 Budget](#); [Monthly Budget](#); [Statement of Activity](#)

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

Friends Report:

- No report

New Business

Will need to replace our Vice President on the Board; will put notice on our Almond-Alfred Folks, Alfred Sun; Linda should be able to step in to VP role temporarily; there are a few people who have expressed interest

December meeting to be held on Dec. 19

*Cole made motion to adjourn; Elva seconded; all approved ended at 8:50 pm*