

Almond Library Board of Trustees Meeting for March 2025

Thursday, 27 March 2025

FINAL MINUTES (approved at April mtg)

Present: Elva Owlet, President; Linda Staiger, Vice President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Director of Programs; Connor Dirlam, Director of Collections; Susan Olix-Anderson, potential board member; Jim Wokersien, guest; Kathleen Conklin, guest

Meeting called to order at 6:32 pm

Minutes from February Meeting; *Lee moved to accept; Linda seconded; approved unanimously*

Welcome to Susan Olix-Anderson, potential board member. Welcome to Kathleen, guest. Introductions.

Director's Reports:

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

- In March, Connor spent lots of time adding books (58 in Feb, mostly in the last few days of the month)
- Reconsidering getting hotspots; several directors have been saying they are having trouble getting theirs back, even when they turn off the power
- Has virtual meeting scheduled with T-Mobile when returns from vacation; may consider if they have a good deal; mostly libraries at the lakes
- Elva asked about leaving a deposit that could be returned when device returned
 - Susan asked about most people having hotspots on their phones; asking taxpayers to pay for other people to have hotspots instead of having to come in; discussion about how popular they are for libraries and the libraries of things; specific examples about people not having internet or kids who need to do homework and can't come in during hours; thinks the state is providing internet
 - Bec said there might be some really good grant opportunities to get the hotspots
 - If patron doesn't return a hotspot, we will have to write a policy related to penalties if the devices are not returned as well as for what qualifies one to be able to check one out
 - Lee said about how libraries are changing, and offer so much more than books; community computers are more recently updated, but staff desktops in desperate need for new ones
 - For our demographic, we have a very large collection of books
- Connor's dad asked about just replacing the deadbolt and the door knob, this way the key is different than the other doors, but the locksmith has not been able to come and it's

been three months; *Linda made motion to allow the handyman to replace the front door locks; Lee seconded; all approved*

- Ring camera subscription is ending in April; we would need to start to pay for the subscription: Basic, Standard, Premium. We have 3 cameras, so we can't do Basic; Standard should work. Cost is \$10 a month or \$100 per year. Lee asked what part of the budget to take it from, and Bec thought Technology. *Linda made motion to approve for full year subscription at \$100; Cole seconded; passed unanimously*
- Need to set up for employee evaluations: April 17 @ 3:30 for both Bec and Connor

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

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

- April is Poetry Month; trying to get good display; also Autism Awareness; will also pull out gardening books to round out the monthly book display
- Several recurring programs: card club; pajama story time; puzzle club; book club
- Trying new program aimed at teens for Zine making; will have snacks
- Easter egg hunt—great turnout last year—keeping same format; will do story first, craft, then can go for the egg hunts (some candy, some mochi, finger puppets) Saturday, April 19, Elva volunteered to help hide eggs in the morning
- MOU Template, put together by STLS librarians; who looked at it? Elva, Cole, Bec thinks it's good; Susan asked about any history of violence with this population; always a county professional here whose responsibility it is to deal with the people; *Cole motioned to accept it; Linda seconded; all approved.*
- Sexual Harassment Training—Elva and Cole have already trained; Bec, Connor, Adrien, Lee & Linda—Linda asked if can do it at home; Bec said would check and send link to Lee and Linda
- Summer Learning Open House, Bec requesting permission to attend, hosted by STLS; specific to the summer reading program; it's a Tuesday, and Connor will cover; *Linda moved, Lee seconded, to allow Bec to attend; all approved.*
- Spring CE is Friday, May 9, in Corning at the Radisson, 8:30 - 4:00 pm; link to register possibly on the website; Bec would like to go; Elva suggested that we could close the library so that Connor could attend as well; *Linda moved that we close the library on May 9 so Bec and Connor can attend CE; Cole seconded; all approved.*
- Bec requested Sat. April 12 off with PTO; last PTO before new year; *Cole made motion that Bec can take PTO on April 12; Linda seconded; all approved.*
- Bec is participating in the Bergren Forum, will be sitting on a panel addressing issues libraries are facing currently April 10, so Elva will need to open the library.

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

Bookkeeper's Report ([Monthly Budget](#); [Financial Stmt](#))

- Lee said the handyman for the lights was pretty expensive; might have been better to have contractors from the light company; the handyman wasn't our regular one because he wasn't available; money will show up on next month's statement; lights were \$300 but

installation was \$800; Bec said he was here for 2 full days, alone, and worked the whole time

- Next school check comes in June
- “Slush fund” discussion; the 10% we take off the top hasn’t been deposited yet, but the June check will be around \$12,000; wanted to know when to deposit the money; no money was budgeted for raising for current salaries;
- Lee said about how we’ve been very conservative in asking for tax increases; only have \$6000 left from last year, so need to juggle some funds for now
- Need to get new computers for the staff; can come out of the Technology budget; Connor’s brother is researching the best products; Bec suggested that should go through STLS so they will cover maintenance; should be able to choose products; Bec will check with them to see what they can get

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

Friends Report:

- No report

Death By Chocolate:

- Linda got the wine today
- Staff wants to have actors sit at the one table, eliminated two tables, and if everyone shows up, all seats will be filled; currently 58 people signed up
- Will have French music to play; could play the video of McClue
- Careful consideration of spacing so audience can hear all the clues; recommended The Residence on Netflix
- Asked if Bec needed any help with food or setup; Bec will do food prep tomorrow; everything is all set up; Linda will do wine tickets
- Lee asked if this could come out of the Portal Burn budget; seems like it would qualify; Bec can look at how much came out of Program budget and can apply PB money; Linda suggested we keep track of all the associated costs

Old Business

Audit: some options from directors’ chat; recommends someone in Olean that has been used by Cuba and other libraries; Lee asked what he needed to do and what would be expected of him; Elva said it could be Ally; Elva will call Val

Stove repair guy coming tomorrow; handyman didn’t understand why the pilot lights won’t stay lit; a person from Sam’s Appliances is coming to look at it; Bec did find the manual for the stove, which only had a 1 year warranty.

Construction grant, intent to apply is due by June. Tabled until April meeting

New Business

Linda is looking into, since the library is the real community center, having the library take the lead on short theatrical pieces and skits to invite Firefighters or EMTs to participate. Tabled until a future meeting.

Motion to go into Executive Session made by Linda, seconded by Lee; all passed.

Motion to go back to regular meeting made by Linda, seconded by Lee; passed.

April meeting to be held on April 24 at 6:30 pm

Linda made motion to adjourn; Lee seconded; all approved ended at 9:04 pm