

Almond Library Board of Trustees Meeting for September 2024

Thursday, 26 September

FINAL MINUTES (approved at October mtg)

Present: Elva Owlet, President; Mary Jo Morrison, Vice President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Connor Dirlam; Linda Staiger, Trustee; Blake Feenaughty

Meeting called to order at 6:37 pm

Vote to accept Minutes: Linda made motion; Lee seconded; all approved.

Connor's report: [See attached](#)

- Some discussion on the children playing in the yard; there was a pot on the steps to keep people from the edge; cracked so need to be replaced. Elva thought it might be helpful. Lee thought maybe pumpkins would be nice for now.
- Connor thanked Cole and Amber for disposing of the surplus books from the booksale; Cole said they were donated to the Dormann Library in Bath.
- Discussion on door count about breaking down by age group.
- Bec thought it might be better to do counting on a shared document. Also suggested to just break down into two categories, adult and youth. Large number of adults could be due to StarQuest. Connor said the ratio of adult to youth is pretty close to past numbers. Bec is already tracking the numbers of youth coming in for programming.

Motion to accept made by Mary Jo; seconded by Cole; approved unanimously

Bec's report (See attached)

- New idea for book club: everyone brings a book that recently read or currently reading—initial plan to do quarterly; refreshments; discuss, then have time to read books
- Soup to pass on 10/18; library provide bread and desserts; will be a sign-up. Soup and cereal are most popular food items for food pantry; bring to the soup-luck as donations
- Buying kits for take and make crafts now mostly rather than in-house design
- Halloween is the last Thursday of the month (so will need to re-think Board meeting)
- Fall Fun Day is our event plan: 10/26; hopes to include a movie, craft and snacks
- Bec brought up about our plan for spending the money from Portal Burn—Bec's original grant proposal stipulated for craft and theater; Mary Jo asked about easels; Lee said he had more on this related to his report
- Have had a number of young people register to vote; STLS provided excellent materials

- Should also look at Nov and Dec about board meetings because of holidays
- Upstairs AC started leaking this week; Anderson is already scheduled to look at the boiler, so Bec will ask them to look at the AC too
- Branded merch—library tote bags, pens, etc; we don't have anything, including an up-to-date banner; Bec would like to support a local (Allegany County) business; some of these items could be give-aways or prizes
- Bec looking into ways to spend programming money: games for youth, adults, video games; the plan would be to eventually make them available for check out; how to store the games; storage for the craft stuff is also challenging; needs to get some totes for storage; everything has to be movable for some of the events we host

Motion to accept made by Cole; seconded by Mary Jo; approved unanimously

Lee's report (See attached) [File 1](#); [File 2](#); [File 3](#)

- Discussion on the Bookkeepers' report and which month is reported on; double work for Ally, so new system should be more streamlined
- Portal Burn money was a question to Ally about how to categorize it for proper documentation
- Lee said that Amber's art shows and the Murder Mysteries would be appropriate for the Portal Burn money
- Elva said that anyone who has a program idea would need to put forth a proposal with a limit on the amount of money and the Board would approve spending up to that limit; Linda asked if music would fall under their category, because music would be great to fund as well; Mary Jo said we should include all of the arts for this money; Elva agreed, and brought back to the easel idea; had also discussed doing the Readers Theater and providing snacks
- Lee asked what the tax base approved for our funding for next year and when it comes; Elva said it comes in increments and we received \$120K
- Lee asked about the memorial fund and what it was for; Elva said it's for plaques to memorialize people who have donated money to the library, with their names or their family (for new book cases)
- Supposed to have 3 estimates before we apply for the grant, but we haven't been able to find enough contractors to get that many estimates
- Need to look into electricians to fix the lights upstairs; Lee thought we might need to just purchase new ballasts; Mary Jo suggested we look into some new light fixtures; Linda has a couple of potential people; Cole has an electrician to contact too; Cole said she would talk to the college to see about possibilities for partnering with them
- If we were to hire another person to work in the library, that would impact the payroll budget; the donation was to increase staffing hours or hourly pay; need to use the money for staffing without burning through the principle too quickly

Motion to accept made by Mary Jo; seconded by Linda; approved unanimously

Friend's Report: no report

Bec's count is about 40 people came to experience the art show; Linda mentioned there should be a registry book; Bec encouraged Amber to include her bio to personalize the artist; Lee asked if the lift has been an issue and Cole said that yes, Amber didn't feel comfortable inviting some of her friends who use a wheelchair; Amber is doing a Braille demonstration tomorrow from 2 - 6 pm and Saturday noon - 3 pm.

Old Business

Election Day plan – Mary said it would be best to just do Christmas-themed baskets to go along with the Quilt; not so much a fundraiser any more; Connor thought it might be nice to have it be more of a community event; Could we do it as a library scholarship fundraiser? Could ask the school for a list of scholarships currently being given out; Linda mentioned about scholarships for younger than seniors to expand their skills in the summer; focus should be on giving back to the community, which might inspire more people to donate; Lee pointed out about the wording; maybe we could do a matching donation? Need to get businesses to donate—need all hands on deck; Lee asked about Wegmans but they have to go through corporate
Bec and Elva will be recreating the old soup days; can sit and eat soup here, or can take it to go; also will have pies to sell by the piece or whole pies; Lee asked about who was going to make what kinds of pies and there will be a sign-up later; have quilt tickets to sell too

Murder Mystery – Death by Chocolate April 15, 1900

Encourage costumes; takes 2.5 to 3 hours; will need to decorate, should be minimal; can do good theater with minimal props; Lee mentioned having an actual dinner rather than just snacks; need to think about PR; Bec's sign-up last year worked pretty well, but had some kinks which could be worked out; provide wine, but only 2 tickets to each person over 21; one-time only permit is challenging to get; have to serve local NY products; Connor volunteered to pour the wine

Dates: March 7 or 28 (both Fridays) – Let's go with 3/28

Mowing – would Blake be interested? Yes; would also be interested in helping with shoveling. Will start mowing in the spring

Sign – have to go before the Almond Board, next one is Oct. 8; need to tell them the size, the setback, etc. Elva asked if we had researched signs; will try to get the information together, but might have to wait until November meeting; Elva might go to find out exactly what they need; Lee said he could go too; Meeting at 6 pm in the community building

New Business

Elva will be here tomorrow morning for Boiler inspection, which is now required by New York State

Holiday Vacations: Thanksgiving and Friday will be library closed days; this year, Christmas is on Wednesday. Holidays will be 12/24 & 12/25; New Year's Eve and New Year's Day

Award Ceremony: Bec will speak for Elva, who cannot attend; Mary Jo will also be there; Event is 9:30 to 1:00; discussion about whether both will speak; discussion on whether the library will

open late; Bec will ask Adrien about working that day, otherwise will publicize a 2:00 pm opening time; will adjust comp time

Bec is looking into drapes for the basement windows, but will be costly approx. \$50 per window
Connor asked about getting window locks with keys, total cost might be around \$200
Now have cameras downstairs for security after hours; gets sent to Connor's email

Linda made a motion to go into Executive Session; Lee seconded

Executive Session

Personnel discussion regarding cleaning as the 6-month follow-up and determine what should be the follow-up

Motion for President to conduct follow-up made by Linda, seconded by Lee; approved unanimously

Motion to exit executive session made by Cole; seconded by Linda; approved unanimously

Next meeting Wednesday October 30 at 6:30 pm

November Board meeting 11/21 at 6:30 pm

Motion to adjourn made by Cole; seconded by Linda; approved unanimously

Meeting adjourned at 9:35 pm

Update from Director of Programming and Outreach:

Bec-September 2024

Update on Programming

- Show & Tell Book Club on October 10th at 6:30 PM
 - Share with the group either a book you recently loved or one you're currently reading
 - Cider and donuts
- Dish To Pass (soups!) on October 18th at 6PM
 - Library will provide bread and dessert
 - Bring canned/non-perishable food for food pantry!
- Book Club will be on October 23 at 6PM featuring The Maid by Nita Prose
- Passive Programs in October
 - Fall coloring contest
 - Two age categories and prizes
 - Board will judge at next meeting!
 - Bear Hunt
 - Take and Make Craft-Wind Chimes
- Fall Fun Day: Saturday 26th
 - Jack-o-lantern craft
 - Snacks
 - Movie
- Trick-or-Treating on Halloween (Thurs.)
- October Book Display will feature horror movies!

Other:

- Portal Burn money
- We successfully released 3 monarch butterflies 😊
- We have had several young folks register to vote