

Almond Library Board of Trustees Meeting for February 2025

Thursday, 27 February 2025

APPROVED MINUTES

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; Amber DiGerlando, Friend; Mary Kay Dwyer, potential board member; Jim Wokersien, guest

Meeting called to order at 6:41 pm

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

Welcome to Mary Kay Dwyer, potential board member. Welcome to Jim, who is considering becoming a Friend of the Library. Introductions.

Director's Reports:

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

- Thanks to Lee for installing the lock box for the key, so hopefully no more orders will be returned to UPS and then the book warehouse
- Annual report was easy to make; Ally getting numbers lined up was challenging
- Minutes from emergency meeting held on Feb. 20: Present: Elva, Lee, Linda
 - Vote on annual report; motion to accept made by Lee; Linda seconded; passed
 - Vote on temporary use of present key for front door lock box for UPS deliveries until the new key can be done by the locksmith; motion to accept made by Linda; Lee seconded; passed
 - Called to order at 6:30; adjourned 7:07 pm
- Connor needs to take off from 3/29 to 4/3; using PTO; doesn't know when the PTO runs; so decided April to April
- *Motion to accept media use policy with changes to be made by Connor made by Lee, seconded by Cole; all approved*

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

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

- After a full year, Bec is finding a rhythm of the year for programming; she is now looking at people who are not coming in at certain times of the year to discuss programming
- Two new monthly activities: card club—probably older folks, come in to play cards; Sip & Solve: Mocktails and solve a puzzle; kind of like BoB has had success with Mah Jong
- Soon will work towards additional teen programming
- Will do another summer puzzle race with BoB
- Lee asked about snacks for card club; Bec said yes

- Elva asked about the kids craft, intro to sewing; will be held on parent-teacher conference days so Bec is working on a “come and go” plan
- Allegany County Community Health Survey—person who dropped off the survey said that Almond response rates are terrible—it is now live; takes about 10 minutes; essentially anonymous; available online, paper copy, QR code, posters, our FB and Instagram has the code
- Asking to take off 3/21 & 22; PTO goes April to April
 - *Motion to approve time off requests made by Cole; seconded by Linda; all approved*
- Brought up about policy for County using the space for supervised visits; none of the board had looked at it sufficiently; Bec will resend so we can look it over and vote next month; Lee asked if it addressed the issue of conflict over space; Bec is handling it
- Code on lock box is all set
- Programming is about giving things a bit of time to give it traction

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

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

- Lee needs to work with Ally to get her to make the numbers right
- Bec asked about the amount for programming, but says she didn't spend anywhere near that amount (way our accounting works is that the day it is paid is the month it gets assigned to)
- Bec is bothered about the difference in the budget between last year and this
- Lee says this is a style of accounting
- Elva shared Letter to School Board; Written by Allison Snyder; lays out the school budget for vote

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

Friends Report:

- No report
- Linda talked to her own financial adviser; told her about an online tool: IRS.gov form 1023EZ: needs separate name, employer ID #; what comes first? Get the 501(c)3 or recruit? Need 3 - 5 people to create; Bec is now a friend of the Fillmore Library; Amber & Cole are friends of Cuba Library; we all agree that we should recruit folks
- Amber shared what she has learned through her explorations; the friends group can't fundraise until there's the non-profit; most libraries have taken almost 2 years for the paperwork to go through
- Lee said more board members would be nice; we thought about 7; Bec said she knows a patron who might be interested

Old Business

Connor said about having a virtual tour as part of the Service Learning Project Cole's class is doing.

Mystery Theater: Date is 3/28; last year had empty seats, so maybe have assigned seats for patrons; Amber asked about having better accessibility; want to maximize space and seats; Elva talked about setting up the food in board room or a different space, moving the wine to near the kitchen; maybe have fewer tables and just set up chairs for some folks; Audience works together to discuss things based on clues and try to solve the mystery.

Will have a brief rehearsal beforehand, just to walk through; has 8 parts with 2 extra guests; only Cole is currently on the list; starting to recruit and Bec will push out all the information on March 1; getting an accurate list of people who are coming but don't show up; RSVP online will be the preferred method for signing up (Google Form)

New Business

We need to have an audit from a CPA; Linda has been looking into; Lee asked about how that works with Ally; haven't had an audit since we've been using her

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

Action voted on to accept the director's recommendation to hire Adrien Schultze; Bec will reach out; will hire at minimum wage; *Linda made motion; Cole seconded; all approved*

Action voted on to use rolled-over money from last year's budget until CD matures; *Cole made motion; Linda seconded; all approved*

March meeting to be held on March 27 at 6:30 pm

Linda made motion to adjourn; Lee seconded; all approved ended at 8:33 pm