

## Almond Library Board of Trustees Meeting for January 2025

Thursday, 30 January 2025

### APPROVED MINUTES

Present: Elva Owlet, President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Bec Cronk, Director of Programs; Connor Dirlam, Director of Collections; Blake Feenaughty, Volunteer; Brian Hildreth, Ex. Dir. STLS

Meeting called to order at 6:34 pm

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

Welcome to Brian, visiting from STLS; Elva stated that prospective board members were supposed to be here. There are several, but none came to the meeting.

Director's Reports:

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

- Discovered that a large order was returned to UPS and then the book warehouse; still working on getting the order re-delivered
- In the process of developing a new system for getting people signed up for library cards—updated a new application form; will be kept in a folder
- Hotspot paperwork in the works; will be adding to the collection for patron use

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

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

- Last few book clubs have been robust, new folks are coming
- Brian will be hosting Annual Report Party on 2/26 in the morning when the library is closed
- We need to figure out the exact spot for the lock box, should it be on the wood? Handyman will do the installation, and the locksmith will then have to work on changing the lock; the lock box is pretty substantial
- We have received the shades and starting with board room, the handyman will install them
- We have received lots of applicants for the 10 hour asst/cleaner job (over 50); Elva will schedule with Bec to look at the applications; several community people have applied
- Connor will cover for Bec on 2/21 and 22
- Bec has been planning ahead for programming, so working on getting a “painting with goats” person, and a cooking program with kids, more mushrooms, and more, especially in preparing for summer reading

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

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

- Still have money left, so he thinks we are in good shape for 2025, and the surplus seems like it would be enough to fund the new position
- Lee asked about where to use the Portal Burn money
  - Bec suggested a second Murder Mystery night, in the summer, renting a tent; Linda talked about starting a Readers' Theater Group; maybe something specifically targeted at teens
- Lee asked Brian about the tax funding—both libraries should be asking about the same amount; he thought we should try to work together to adjust for each other's needs; there must be good communication between the libraries; Brian thinks we would have to do something controversial to lose our approval of the budget; we get zero federal funding for the library system

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

#### Friends Report:

- No report

Brian is here to answer questions; what are libraries affording to do to get information out to the public?

- Asked if we had a strategic plan; we do, goes through 2027
- Public awareness has increased; good directors have allowed for this change
- The planning process is important; we will continue to have the patrons who have historically used the library, and we'll get a few additional people and likely lose a few, but the planning is a great opportunity to meet with the community to find out what services they want
- Invite as many people as possible to talk to them about services they would like to see us offer
- Invite specific people, talk to them; ask about the library; by doing this, have in-depth documentation about the people in the area; pair this with an online survey; solicit ideas about things we're not doing (like need to develop the non-fiction collection)
- We need to allow our directors to put together some goals and objectives, and then bring them to the board, so we can compare their ideas to the documentation received from the surveys
- Just by having the meeting, you're bringing people in to the library—this has a lot of value
- Connor and Bec are responsible for implementing this plan; in reality, it is only good for 1.5 to 2.5 years before adjustments need to be made, updating for the evolving situation
  - Already doing things so need to keep working on it; school is starting to open up more to working with libraries; Elva said would be nice to offer up our budget ideas at the school board presentation; Brian said we could just do it here at the library
- Brian noted the lights on in the evening: keep lights on, keep doing things and people will come in; Lee asked about whether the new digital sign idea would really be effective; Brian thinks it could be fine, esp since there aren't any in the community; could partner

with another organization if we wanted; the construction aid project will cover this project; some signs do need wi-fi, and STLS will help with that, but some also require a 3rd party maintenance agreement

- Bec asked about the annual report and getting that out to the community; is there a way to get a cheaper pamphlet; Brian and Cole talked about non-profit mailings, sending out information about the library ahead of the budget, but the mailer should not be focused on the budget
- Cole said she had talked Melanie about BoB's mailing and said that they send a one-page mailer to their service area for less than \$1000
- Bec asked about where to get addresses; Brian said to talk to the post office giving them a sense of the community mailing
- STLS going through review process on email to come up with system-wide policy to get permission to send updates and other types of messages on email
- Bec asked if we could combine the upstairs renovation with the digital sign; Brian said it would depend on the amount, but if we can, he would encourage us to combine them; Bec said about the challenges of getting someone to even come and give a quote; Brian said to pay a contractor to get a quote (state only needs one quote) letterhead, line items on things want done, total amount lump sum, not to exceed; make sure to think about the adjustment for future costs
- Lee asked about the timeframe; Brian said it takes a year to get the funds; after approval, funds would come in several months; once the funds are in hand, there are five years to complete the project
- Elva asked about the forming of a 501(c)3 for the Friends; Brian said to pay a lawyer to put together the paperwork; in the Buffalo area, a group recently spent about \$3500; Lee asked if we can pay for the lawyer fees—Brian said yes

#### Old Business

Elevator up and running; safe to use; the company no longer makes this elevator; can get batteries in Corning and Rochester; typically want to replace around 5 years; we're set up with the inspection service so good to go the next time around

Lights are \$30 each; Southern Tier Electrical Supply, working with NYSEG to get them to come and see they are installed; we have 30 days from delivery to inspection

Mystery Theater: Date is 3/28; on Feb. 28 Linda and Bec meeting to get advertising together, but can't really expand due to space limitations; should get together with the actors ahead of time; Linda needs to get the one-time permit for the alcohol for the the show; Connor and Bec said they could help; Bec asked about food—veggies, chips, cheese, etc. Chocolate fountain! Elva has a fountain, s'more maker; Bec asked if Linda had a feel for the advertising look; sign up not perfect, but good enough

#### New Business

Cole's class is doing a service learning project on the library's website, presentations TBD; everyone was excited for their work and ideas

Bec recommended that the Board look at the media use policy, work on it and come back with a finalized version to vote on

Bec brought up about having a more formal policy for “renting” out the boardroom, trying to avoid overlapping events in the boardroom and community room; Lee asked about the supervised visits; Bec said there is a policy from STLS that she could share with us; do we also want an internal policy?

Lee asked if we’ve ever had ELL or adult literacy programs here. Elva said that we are open to that and had been talked about in the past, but never happened.

February meeting to be held on Feb. 27 at 6:30 pm

*Cole made motion to adjourn; Lee seconded; all approved ended at 8:20 pm*