

Almond Library Board of Trustees Meeting for June 2025

Thursday, 26 June 2025

DRAFT 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 Internal Operations; Amber DiGerlando, Friend; Mary Kay Dwyer, Trustee; Amelia Overbye, best patron guest; Lori Bokan, book keeper; Philip Schierer, new Board member

Meeting called to order at 6:37 pm

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

Discussion on position of Friends during Board meetings; Brian clarified to Elva that the Friends group is not to speak until the public discussion, except for the Friend report time; Amber asked about whether there would be a memorandum of understanding. Brian said to reach out.

Swearing in of Philip Schierer, new Board member
Welcome!

Director's Reports

Connors' (see attached [numbers](#) and [report](#)):

- Connor talked about training Adrian on adding new books to the system, so far they have entered 20.
- Mentioned having met with Cole regarding student proposals, and there were many good suggestions, but lots of them were too skill-based for where Connor's skills currently are. Bec said Kendyl at STLS would be able to offer some support regarding these updates. Elva asked about whether Cole would be having this project again, and she said yes, but not until Spring. There was some additional discussion about having an intern from the college. Cole indicated that she would pursue discussions with the English department and the college's internship program coordinator.
- Connor had some questions about the bookkeeping numbers. They have found a number of inconsistencies and issues.
- Community Day meeting—Connor and Bec will work on the flyers and posts for the event; date is Sept. 6; Bec will go to the follow-up meeting on July 17

Cole motioned to accept; Lee seconded; all approved.

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

- Summer Reading program information is on a separate trifold [brochure](#)
- July display is disability awareness combined with color and art
- Summer Reading Program is open to all ages, so adults can win prizes too

- Has mini-art kits available for a contest
- Construction Aid update: got intent to apply in on time; project includes quote for the sign and the masonry for the sign as well as the electrical work, and a quote to replace the railings on the front stairs; Bec presented to STLS board and we will receive their decision within a week; one of the committee members asked if we might move forward on any of the project before receiving funds, and we said might do the railings since it's a safety issue; this would be fine with them
- Bec will be taking PTO for camp during the full week prior to Summer Reading (July 5 - 11); Summer Reading starts on July 12
- Linda will follow up about Bills tickets as a donation for the election raffle; hoping to have for community day so folks could see it and start selling tickets
- Bec asked about the septic tank—Connor said it should be done every 3 years or so; Elva indicated it hasn't happened during her tenure on the board; Bec thinks we should look into local company to check on it and pricing; Philip suggested a company in Scio

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

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

- Lee asked Lori about book keeping work—does 6 libraries; pays all the bills, does the monthly reports, annual reports, tax cap, payroll, etc.
- Lee explained the current situation and the problems with the budget and how other libraries have their directors create the budget as opposed to the way things have been running with the current bookkeeper
- Elva asked about where the school checks go; Lori said she doesn't do deposits in general; Lori clarified that a Board member has to make deposits
- Bec asked about building out a budget; Lori explained that we need to start with the income amounts that are certain, expenses that have to be paid, etc.; usually works directly with directors to build the budget; tries to be accessible; work phone goes to home and can work from home; brought business cards and packet of information, primarily for the financial officer.
 - Brought a contract, employee papers, W-9 forms; packet of info for employees; email for bills, email for time sheets; cost depends upon number of accounts, so with ours, it would be \$350/mo; reconciles all the accounts monthly and will provide statements about a week before our meetings; will need to have access to the bank accounts.
- Elva asked about transitioning from current to new. July 1 would be a perfect transition time because quarterly reports will have just been completed. Timesheets are submitted bi-weekly; has online access to pay stubs; just needs a thumb drive of the Quickbooks; Lee offered to contact current bookkeeper to facilitate the transition; Lee has the physical checks; Lori has deposit forms as well as forms for bills, including the credit card; petty cash will be reimbursed with a check or can keep the cash on hand until need to deposit, then notify her about the petty cash; she says she will let us know if she has a better way to do things. Also works with insurance audits. Fine with fact we haven't had an audit lately, knows that the person in Olean is the only one in the area who does audits, and the cost is prohibitive for small non-profits to do each year. Works with directors if there

are any questions or inconsistencies—Connor is the director who typically does the numbers. As long as things are in process by July 1, she would be able to proceed for the next pay period after July 4.

- Lee hasn't added the 10% to the building fund yet because he's waiting for the CD to mature. Employee CDs just matured, so renewed one and the second was deposited into the checking account to make sure we have sufficient funds to cover payroll with the additional employee.
- *Lee made a motion to change bookkeeper and to hire Lori Bokan from H&R Block for July 1, 2025; Linda seconded; no additional discussion; all approved.*
- Contract signed by Lori and Elva.

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

Friends Report:

- No Report

Old Business

Plans for the library vote: Elva can register folks at the vote; a person who is not connected to either library will be handing out the ballots; Elva and Allison will be at the table; Mel is getting the voter list from both counties; have own voting box that will need to be kept for one year post vote; for counting will be a couple of folks needed (possibly 4); board members could come around 3:00 to see if anyone needs a break. Allison is checking with Brett Dousinberre about where the results go. Philip said the votes get posted on a parent app on the night of the election. Philip asked if the detailed budget would be available at the election. Because of the informational meeting, it won't be available separately. Budgets are available on both websites. Two attendees at the July informational meeting, and mostly concerned about Alfred's budget.

New Business

Elva will check with Dan about the sealing of the bricks. Bec and Elva not sure whether the bricks were to be done in 3 years or 5 years. Need to also determine if Dan will be able to do it, but if not, Bec has someone else who said they could do it.

Discussion ensued about the situation regarding mowing the lawn and who should be hired.

July meeting to be held on July 31 at 6:30 pm

Cole made motion to adjourn; Philip seconded; all approved ended at 8:26 pm