

Almond Library Board of Trustees Meeting for July 2025

Thursday, 25 September 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; Sydney Schierer, sub for Philip Schierer, Trustee

Meeting called to order at 6:33 pm

Minutes from August Meeting; Lee moved to accept; Cole seconded; approved

Director's Reports

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

- Working on the website, with lots of updates related to the collection, including featured materials and the library of things; now is including a tab for programming
- Surprised that as recently as 2019 the club was still active and people wanted to join, and was wondering about the hours library was open at that time
- Connor said that we had finally received the refund check from Ingram; Lee said it was in the bank: \$1435.78 refund check; reminded us that they had overpaid back in the early months of the year
- Circulation budget needs to be spent by November, so Connor plans to spend a significant amount for games
- Budget will need to include the minimum wage increase to \$16/hour starting in Jan. 2026, which will impact our part-time assistant/cleaner; Connor indicated that it is likely to go up again in 2027; Connor asked in general about whether there was any interest in adding any hours; Bec mentioned that she and Connor will be building out the budget, and will work with Lori to get her assurance that it looks appropriate; they will meet with Lee and possibly Philip to work in committee (Budget); some discussion followed about library budget vote and when to have it; there was some discussion about increasing the working hours of the directors; Elva said we still needed to think about the funding to seal the bricks on the building
- Adrien has been out, but should be back in October; will be setting up a 6-month performance review

Linda motioned to accept; Lee seconded; all approved.

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

- This month's Regular/standard programs, but also adding Murder Mystery and a Halloween Party; Elva asked if Bec needed help for the Halloween party, and Bec said it would be great if Elva could come
- We currently have 16 RSVPs for the Murder Mystery; Elva said she has some additional ones to add; Linda asked if it included board members, which it did

- Bec and Melanie are teamed up for the Great Giveback, looking for costume donations; several other libraries in the system have successfully done this in the past; donations will be accepted in Alfred or Almond; donations can include accessories; Bec thinks people can donate money for costume purchases; all shopping will occur here starting mid-October
- Brian sent an email that the construction grant is ready to be sent to the state, and we should hear back with questions (12/15 - 4/26), and dates for hearing about an approval (8/26 - 10/26) and dates for disbursement if approved (11/26 - 1/27)
- Stove in the kitchen is finally fixed; the repair person had issues with his phone/voicemail, but once Bec contacted him, it was done quickly
- Bec has information on Job Trak—people get work experience, paid through county, similar to other programs we've participated with in the past; if we decide to participate, this program will help us get rid of discarded books; Fillmore recommended the program because they have been pleased with using it; Bec thinks the supervisor comes with any people to be employed; also thinks it is pretty low risk to the library; Linda said that it should really be Bec and Connor's decision *Linda motioned that we sign the form to work with Job Trak; Lee seconded; all approved*
- We currently have 55 completed surveys about the library; there are links on the website, on social media (FB), and hard copies are available in the library; so far, there has been mostly positive feedback with some helpful bits about programs people are interested in; there has been some really interesting feedback on things like digital resources; the survey will be available through the end of the calendar year; lots of copies were handed out at community day, but many didn't work or live here; Amber asked about the question about where people live, so Bec indicated that she was planning to focus on Almond residents primarily

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

Bookkeeper's Report ([Financial Report](#))

- Lee feels things are going well with Lori; there have been some bumps, and the financial report doesn't quite look right because it doesn't seem to accurately reflect the expenditures and revenue because the tax check comes in December of the previous year; Lee plans to work with her to make it clearer
- Lori is going to want the directors to provide more detail in the budget; she asked about how we did the annual report, so Connor will get that to Lee for Lori to work with
- Also brought up about Friends Group and ways to approach that

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

Friends Report:

- Resignation letter read by the President of the Friends
- Elva said hoped that Amber would still be involved
- Letter of resignation accepted by board President with regret

- Discussion on the MOU from STLS and Belfast Library; Cole said the first bullet should be changed to include the Library Directors
- Lee was researching about Friends groups that are not 501(c)-3 and questions about tax, and the focus on donations; without the tax exempt status, people can't write off the donation; can do donations of products rather than cash; Bec wants to check in with Belfast to see how they work with their group

Motion to approve with amended change to first bullet made by Linda; seconded by Cole; all approved

Old Business

Weed Whacking: our lawn mower isn't doing weed whacking because we don't own one; Bec thought it was not important right now because it's the end of the season; suggested that we could pay more for someone with their own equipment or pay less and have our own equipment; discussion on the options; decision that we'll pursue working with someone who has equipment; Bec will check with Job Trak to see if lawn maintenance is an option

Septic: someone Lee works with knows a person who can do a non-invasive check of the septic tank, so he will look into it

Basket Auction: Mary (guest) didn't make it; wants to make a big basket of Bills stuff as the "big ticket" item; Bec asked if Mary was actively soliciting for donated items; Elva was unsure; Bec said Mary had sent out a bunch of letters soliciting for donations; Bec submitted the Wegman's "grant"; will have help with prepping food for the election day fundraiser; Elva and Linda will also go around to businesses seeking donations

Mystery Theater: waiting to hear from some people taking a character; will post character ideas on Facebook; intends to have a brief rehearsal; need to get sound system; will remind folks about the sound challenges in our space; will also ask about person's costuming

New Business

Bec brought up about days for the library to be open around the Christmas holiday or should Bec and Connor switch off on days (23 and the 26) are the days in debate; Lee suggested close through the New Year holiday *Motion to close the library and have the directors have off for Dec. 23 through the 26th made by Linda; Lee seconded; all approved*

October meeting to be held on October 30 at 6:30 pm

Linda made motion to adjourn; Lee seconded; all approved; meeting adjourned at 8:14 pm