

## Almond Library Board of Trustees Meeting for November 2025

Thursday, 20 November 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; Jim Wokersien, guest

Meeting called to order at 6:53 pm

Corrected Minutes from September meeting reviewed; Lee moved to accept; Linda seconded; approved

Minutes from October meeting reviewed; Linda moved to accept; Lee seconded; approved

#### Director's Reports

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

- Looking at budget and policies a lot in October; met with Lori who said she would be reaching out to the board
- Lori informed directors that PTO is different than sick leave and NY has a law about it; Lee clarified that there weren't any sick days currently; Bec clarified that NYS law says employers in our category need to provide 40 hours of unpaid sick leave yearly; Elva said we should establish a policy to clarify the issue
- Budget categories can be adjusted even once the budget is approved
- Asked about any needs to purchase, especially chairs upstairs for sitting and for teen space downstairs
- Started adding the "bookshelf" to the website; recently added banned books and link to reasons for the banning; next to go up will be Native American materials, then LGBTQ
- Has been updating digital records to reflect the labels on new materials, such as the Native American or LGBTQ collection
- Ordered a game shelf and put it under Misc. budget category, which had more in it than circulation; assembly was challenging and time consuming

*Cole motioned to accept; Lee seconded; all approved.*

November Report (see attached [numbers](#) and [report](#))

- Need new staff computers; Connor's is functioning very slowly and Bec's has already needed repairs; STLS quoted \$1886 for 2 computers with set up plus 5 years maintenance including software maintenance
- Linda asked about a plan we might have had to replace staff computers regularly; Elva said she didn't recall us implementing a policy regarding it; Linda said the STLS quote seems like a good deal; Bec made a note that we need to create a technology policy if one doesn't already exist; all agreed that the computers are necessary and should be ordered

- Because the company hosting the Annual Report website is going out of business, Connor has had to download 20 years worth of reports; at this point it's not clear who will be hosting the website moving forward
- Connor gifted Alfred BoB with some duplicate books that were ordered
- Adrien has completed a project long in the running and Connor has additional projects upcoming
- Elva indicated that when we discuss the budget we will address the potential additional staff hours, including some when the library is not open; Linda expressed her appreciation for the work that Connor (and Bec) does

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

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

- PJ story time coming up on the 4th that will be Santa themed; there's an upcoming crystal-growing craft event for teens on the 6th
- Last year was a traditional Christmas party, but this year will be more inclusive of other holiday traditions including Kwanzaa, Solstice, etc. on Sat 13th [Lunar New Year and Mardi Gras will both be in February]
- Book Club will be early this month because of the holiday, but won't be reading a new book, but instead will focus discussion on books the club read over the year; will have snacks provided
- Holiday Cookie Exchange will be the same model as previous years and held on Sat. 20th; there also will be take and make gingerbread crafts available throughout the month
- Almond Village Clerk wanted to know if the Almond library wanted to be a "stop" on a Santa tour, but Bec indicated that she hasn't heard any more details about an event; Bec will reach out to see where that project is currently
- Lee asked about the cat thing; local cat rescue wanted to host a series of cat-related events; social media promoting "pop-up cat cafe"; Lee asked about any fees involved in adopting the cats; Bec said yes, but the cats have received medical care; the rescue person will have all the information about the cats and adoptions; Bec said will be an opportunity to have people come to the library; first pop-up cafe is this Saturday (11/22)
- Election Day fundraising money, Bec said, should be set aside in a category to support a specific project for the community; Bec's recommendation for 2026 would be to split it into two categories: first, a couple of hundred set aside for the next year's Election fundraiser; second, the remaining funds should go to the start of a library of things; Elva asked about the garden, and Bec said she is hoping to get grant money for the garden, and we've discussed a LoT, but we've not had the money to develop it; Bec also thinks we should advertise what the proceeds will be going to so that people know where their funds are going; Lee asked about the money for/from Community Day; if part of the money goes into seed funding both events and the rest goes into a project like the LoT, he thinks that would be good; then asked if the Murder Mystery would also fall under this discussion; Bec said that much of the funds come from programming and the

food and wine are donated; Elva thought that maybe we could get scouts to participate in Eagle Scout projects or girl scouts to weed, build raised beds, etc.; Elva said we will get a thank you card/gift for Mary for the time she put into preparing for the basket raffle

- We are hosting the next Allegany County Association meeting and there will also be the deferred Narcan Training following the meeting; Lee said he would like to take the training, so Bec said she would ask; Linda said she would also be interested; Elva thought a training at Spring CE might be nice, so Bec said she would ask about that
- Elva asked if Bec needed any help; Bec said could probably handle it all, but if anyone wanted to help with the Holiday party, it would be appreciated

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

### **Bookkeeper's Report (Financial Report)**

- Reports only just arrived late in the day because Lori didn't realize meeting was today instead of next week
- Budget does look pretty good, but will likely need some tweeks
- Regarding the already approved budget for 2026—Lee would like to see the 10% that usually goes into the building fund instead be put into other areas; Elva said we should vote year by year; Bec said that since the building fund looks so good, her recommendation would be to instead of putting money into the fund at the top of the year, we should put any leftovers that don't get spent into the fund at the end of the year; Bec said a lot of libraries cap their building funds at \$100,000 and we are already over that; Bec also recommends that we just wait until the end of each year to make that determination; Lee said that reports actually lag behind by two months to decide whether we have money to put into the fund—*Motion to take the 10% we usually put into the building fund and redistribute it into other line items for the 2026 general budget made by Cole; Linda seconded; approved*
- Linda wanted to reiterate how important the building fund is and how scary it was when they didn't have the money to fix the building a number of years ago
- Lee wanted to share why the budget was confusing; Lori doesn't necessarily agree with previous categories from previous budgets
- Bec asked Elva to confirm that what we need to vote on for the 2027 budget is the amount of money we want to ask for in the next vote
- Bec explained the budget proposal, examining basic categories, and explaining some rationale for increases in different categories; bulk of discussion focused on payroll, fees and memberships, and maintenance
- Linda asked about Alfred's BoB budget, and Bec said she thought it was going to be 10%; Elva said we should also discuss whether we want to hold the vote on our own
- *Motion to ask for an 8% increase in the amount of \$136,080 to be put on the school district vote made by Linda; seconded by Lee; all approved*

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

### **Old Business**

Gather and Grow on Friday Dec. 5: Elva, Cole and Linda are registered, as are Bec and Connor; Lee asked about whether he needed to attend for his training hours; Lee also asked if Adrien could be here to cover so Bec can attend her session; Bec will talk to him

### **New Business**

December meeting to be held on December 18 at 6:30 pm

*Linda made motion to adjourn; Lee seconded; all approved; meeting adjourned at 8:41 pm*