

# Almond Library Board of Trustees

## Meeting for January 2026

Thursday, 29 January 2026

### DRAFT MINUTES

Present: Elva Owlet, President; Linda Staiger, Vice President; Lee Berry, Financial Officer; Cole DiGerlando, Secretary; Philip Schierer, Trustee; Bec Cronk, Director of Programs; Connor Dirlam, Director of Internal Operations; Mary Kay Dwyer, Trustee

Meeting called to order at 6:30 pm

Minutes from December meeting reviewed; Linda moved to accept; Phiip seconded; approved

### Director's Reports

#### Connor's December/January report

(see submitted numbers and report)

- No added books, but had a large number of discards
- Black History will be February display
- Received another Portal Burn check; had discussed purchasing a sound system; Lee suggested we could put out a call for an art show, people could put forth a proposal and we could select someone for a show; discussion on how that might work; definitely some interest from Bec and the board; Bec also mentioned using funds for a music series in the summer that would be held in the park
- Connor ran reports that demonstrate the number of discards as opposed to added books, spanning their time employed at the library, which is relatively close
- Website compliance mandated by DOJ/ADA and Connor will have to overhaul the entire website, including the formatting of minutes, agendas; Lee asked if all documents have to be done retroactively; Connor will be checking on how far back that has to be done; discussion on what all will need to be done, and Connor indicated that it will be a huge undertaking and could impact them completely other aspects of their duties; Lee asked if Connor needed to take any classes on how to make the changes, all agreed that that would be a priority; discussion on the need to update the Bylaws, and Elva suggested there might need to be a committee to tackle them; discussion on how several of the necessary policies are currently being worked on

- Blake shoveled snow after the recent snowstorm—he did a lot of work! Connor suggested we give him a bonus for his work; Elva motioned to give him a \$10 bonus; Linda seconded; all approved

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

## Bec's January report

(see submitted report)

- We will be holding a Douglass Day, February 13 celebration this year; every year someone from Alfred State has reached out, and this year will be doing something
- Hawk Creek will be during the February break and will be done in conjunction with Alfred BoB
- Election Day soup reboot will happen during the mid-winter break for the Soup & Games event on the 19th; soups need to be made here and will have a couple of choices; Elva will be assisting with that
- Advocacy day is upcoming; STLS provides buses to Albany for the day to lobby; have to go to Painted Post for the bus, which leaves around 6:00 am on Tuesday February 3
- Upstairs chairs need to be replaced, Bec suggests 2 chair set from HFO, nice looking arm chairs, sturdy, on sale and they agreed to keep the price even if it goes up before we get to ordering; Bec can send the details; \$599 each; will deliver; can use General Misc. Expenses; *Cole motioned to purchase the chairs; Philip seconded; all approved*
- Bec would like to participate in the STLS Northstar Leadership series; majority of the trainings take place during times when she wouldn't be working, but a couple of the sessions would be during work hours and she would have to go to Painted Post; Bec is asking for board support before applying for the training; Elva asked about the schedule, and Bec shared that there are selected sessions, approximately one per month; Elva offered to help with covering hours so that Bec can get paid; everyone on the board was in favor of the application
- Murder Mystery Date will be March 20, which is a Friday; Linda brought up about the sound system—she will investigate and once a system is decided upon, Bec will purchase it
- Dump pass is expired; ordered new tag online; received a refund check for the residential pass; asked about the commercial pass but it doesn't go on sale until March; Bec suggested we could switch to garbage pick up, and reached out to Casella and was quoted \$50/month with weekly pickup and twice a month recycling; Linda uses MJ Kelley and pays \$35/month; will table this until next month when Bec has some clearer numbers
- America 250 is happening, reached out to participate, including a monument in Angelica, and might be some additional opportunities which libraries typically participate in; will share more information as it comes in

- CPR/AED–STLS is looking into funding for training people and to replace the AED if old (which ours is); Bec did first training today; Bec and Connor will be trained, and looking to see if anyone else was interested in being trained (Elva, Mary Kay are interested); might look into some additional funding to purchase a second AED to have in different locations; will keep us posted on updates

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

## **Bookkeeper's Report December/January**

(see submitted Financial Report)

- Report shows we have plenty of funds, so should consider where to place it; can use some of these funds to address the more cosmetic needs in the upstairs remodel
- Need to change some of the budget lines to go into alignment with the bookkeeper's categories
- Elva asked about when we would hear about the sign funding; Bec said that she hasn't heard anything yet
- The money that is the 10% from the top could be put into training for the directors
- Connor brought up the idea of providing health insurance for the employees; Linda asked if STLS had something that libraries could opt into; Bec mentioned about supplemental insurance and would be interested in dental and/or vision; Cole said that STLS had talked about this at one of the trainings, that ancillary insurance was encouraged as a way to retain employees; Bec will reach out to Brian about these options to get more information

*Motion to approve made by Mary Kay, seconded by Philip; all approved*

## **Old Business**

Board met with Brian about the budget vote procedure; Alfred board voted yes; we need to vote tonight; Elva and Allison need to meet with the Alfred-Almond superintendent to make sure we can hold the vote at the school; will be after the school district vote but before Regents; will add a little extra cost

*Motion to hold vote at a separate time from school district budget vote made by Mary; Cole seconded; all approved*

## **New Business**

Vote on policy updates:

Conflict of Interest (*motion to accept by Linda; seconded by Cole; all approved*)

Diversity, Equity and Inclusion (*motion to accept by Linda; seconded by Philip; all approved*)

Open Meetings (*motion to accept by Mary Kay; seconded by Linda; all approved*)

Whistleblower and Ethical Behavior (*motion to accept with small adjustment by Philip; seconded by Mary Kay; all approved*)

Public Comment (*motion to accept with addition of "residents of the Alfred-Almond School District" and "participants must sign in with name and address" by Cole; seconded by Mary Kay all approved*)

Removal of a Trustee (*motion to agree upon wording for the "Removal of a Trustee" to be included in the bylaws at a future time by Philip; seconded by Linda; all approved*)

By-Laws will go to committee: Lee, Elva, Philip volunteered to serve

February meeting to be held on February 26 at 6:30 pm

*Linda made motion to adjourn; Cole seconded; all approved; meeting adjourned at 8:31 pm*