

## Almond Library Board of Trustees Meeting for July 2025

Thursday, 31 July 2025

### **FINAL 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; Philip Schierer, Trustee; Mary Kay Dwyer, Trustee

Meeting called to order at 6:32 pm

Minutes from June Meeting; *Linda moved to accept; Philip seconded; approved unanimously*

#### **Director's Reports**

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

- Connor said to refer to data sheet for numbers (see numbers link above)
- Discussion on a scanner, separate from the printer, which doesn't scan; the cost would be under \$130; needs to be able to scan receipts, etc. to send to bookkeeper
  - *Linda made a motion to spend the \$126.92 for the recommended scanner; Lee seconded; all approved*
- Connor put in a help desk ticket to get STLS to come and address the internet/wiring issues on their desk
- There has been some Facebook positive responses for the cooling center; thanks to Elva for stepping up; would be nice to have a flyer and sign to advertise the hours
- Lots of cleaning, including closets and upstairs office; will be offering free stuff for community day (Sept. 6)
- Connor will be tabling for community day; Bec has programming; we don't yet have the big ticket item for the raffle; Adrien will be covering the desk; plant sale will be inside; free sale will be in the front yard; Elva asked about stuff in the shed—Bec said there are the “antique” wooden chairs, so it was decided to offer them at the free sale, but instead of dumping them if there are no takers, send them to another library; Bec's dad will drive his truck in the parade; discussion on best approach to parade float; Connor has a trailer that could be used; Elva will pick up the donuts and sell the coffee/donuts during the day; Bec is going to ask if Connor can set up the tent the night before because Connor wouldn't be able to get up too early to set up; Lee asked about the start time—set up is around 7:00; Lee volunteered to set up the tent, but has to work after; start for the parade is around 10:00; Bec is also setting up a story walk from the park to the library

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

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

- August display is graphic novels/comics

- Summer Reading Program is open to all ages, so adults can win prizes too; so far participation has been good
- Puzzle race is happening again—kind of goes with summer reading; pizza will be first and then the race; wrap up on the 22nd will be mini-golf and ice cream; Philip asked about the time—Bec said she would check, but probably around 5:00
- Themed food will continue to be a part of the book club meeting; Philip asked about extra copies on Libby; Bec said there are tons of physical copies
- Bec is still working on the construction aid grant, which is a lot of work, so some discussion about allowing Bec to have some additional hours to work on the grant while the library is not open, and wants to work at the library; Bec is asking for an additional 12 hours spread over three weeks
  - *Philip made a motion to allow Bec to have up to 12 additional hours over the course of three weeks to allow for her to work on the grant; Lee seconded; all approved*
- Asking for vacation when summer reading ends and the next phase of the construction grant is done
- Election Day needs to be planned for: soup & sandwiches & pies? Who's in charge? Are we doing a basket raffle? Mary offered to make soup; Elva said someone else said they would make sandwiches; the question is really about pies, so will have to figure out whether we'll be making and/or baking pies; all food needs to be made on site or in an approved kitchen; Bec is technically not supposed to work on the food prep; Bec explained the historical significance to Philip and Mary; Linda pointed out that we lost our long-standing volunteers when we had our book challenge; Bec thinks there might be some more younger folks who would be interested in helping; also need volunteers to solicit donations from businesses

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

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

- Lee wanted to meet with Lori this week, but she has been away this past week, which wasn't clearly communicated to Lee.
- Sheets look a bit different, so trying to figure out what is located where, so Lee needs to meet with her to make sure that everything works out where they should be
- Elva said she thought it looked more like Alfred BoB's sheets, which should be helpful for us moving forward
- Transitions were a bit off, such as payroll was a week off without any warning; seems like it's going to work out fine now; Lee will discuss with her next week

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

#### **Friends Report:**

- No Report
- Paperwork from Brian at STLS with set-up for MOU for the Friends Group; will be able to get that set up for August

#### **Old Business**

Septic system issue: Elva asked around with people who have been involved with the library, and one said if it wasn't broken don't worry, but the other said that it hadn't been done in over 50 years; someone would have to dig it up, so we could find that it's deteriorated and might need an entirely new system; Lee asked why it had come up; Bec said that it's part of their job to consider building maintenance; some discussion and Lee suggested, and Linda agreed, to leave it alone, although Philip thinks it would be worthwhile looking at it to make sure it's actually okay; Elva said the money is there in the building fund and we have plenty to look at it right now; Lee said if we had to replace it, we would most likely have to upgrade the capacity of the system; Philip asked if we had a quote to get it pumped, and Elva said we could; Lee suggested Brown & Brown out of Wellsville; Elva will look into getting a quote for pumping and an inspection; will table further conversation until August

Sealing of Bricks: still waiting to hear back from Dan; will table this until August; we did get a quote from him on the sign installation/electric; Philip asked how pressing the issue is; Elva explained that it's part of what they need to hear from Dan; it's just building maintenance that isn't urgent but still important

Mowing: someone was supposed to be in contact with us; Connor said there was a message on the machine; person needs to come in and fill out paperwork to bill for the mowing; this person is willing to do it for less than the previous \$100 per mow; Sabrina Jones lives in Hornell; lawn mower has been donated, so it should work; someone else is willing to loan her a weed whacker to take care of the weeds

Murder Mystery: would be a second play, before Thanksgiving, but no one can remember the date; Bec recommended Oct. 10 or 17; will decide for the August meeting

### **New Business**

August meeting to be held on August 28 at 6:30 pm

*Lee made motion to adjourn; Philip seconded; all approved; meeting adjourned at 7:55 pm*