

Almond Library Board of Trustees

Meeting for April 2026

Thursday, 30 April 2026

FINAL MINUTES

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

Meeting called to order at 6:36 pm

Minutes from March meeting reviewed; *Linda moved to accept the minutes; Philip seconded; all approved*

Director's Reports

Connor's March/April report

(see submitted numbers and report)

- Portal opened days after our last board meeting, so Connor had to work on the Annual Report for the subsequent 2 weeks; just learned there were some issues, but Lori has fixed them
- Ready to place a large book order, with lots of dinosaurs in preparation for summer reading; also getting lots of kid-friendly black history books and tons of graphic novels
- Adrian is working on relabeling biographies and working on some discarding of titles that haven't been checked out in many years
- Working on circulation policies; hasn't yet been able to locate the existing policies regarding circulation; we are missing a number of policies that we need, and our model libraries only have collection management policies; language and legalese between our existing policies and others' are significantly different, so Board should decide how to approach revisions
- Need to clear out the shed; might sell some of the stuff cheap; all agreed that most of the stuff can be removed; Philip asked if the shed cleanout is happening before the next meeting, and it was determined that it would

- Need to find someone to mow the lawn; professional services cost too much, so looking for someone with their own equipment to maintain the lawn; Elva and Linda strongly encourage the AA Facebook post; Bec asked if there was a back-up plan if there's no response from the AA group; Linda thinks that maybe her lawn guy would pick up a mow or two to help us out--thinks he's community-minded and would be willing to do it; Mary Kay asked what would be a good rate for people in this area; Kathleen suggested someone that several people know and might be willing;--Linda messaged him during the meeting; Lee said the guy next door might be willing to mow the back, especially if we worked out some kind of payment; it's possible that we might want to purchase a weed whacker; Linda also messaged to find out who mows the lawn of the Alfred Station Seventh Day Baptist church

Linda motioned to accept; Mary Kay seconded; all approved.

Bec's March report

(see submitted report)

- Mural update: Bec reached out to the muralist Cole recommended, but hasn't heard back yet, but the need is not currently pressing
- Programming for next month or so will be similar to other months because Bec is trying to prep for the summer reading; upcoming event for this Saturday doesn't have any participants, but it was grant funded and hoping to get some folks
- ACRN (Acorn)--Allegany County Resource Network--is a local organization that is planning to offer a number of skill share programs; they are offering programs throughout Allegany County; focus on resource and skill sharing
- Had reached out to other directors about what types of security systems that other libraries use, and what we have isn't a good long-term solution; contacted Covert Security, which is used by several other libraries; will come out and give an estimate, which will be pricey for the install, but maintenance isn't too much; we would likely need 4 cameras around the periphery, but wouldn't include sidewalks and public places; Elva asked if it would still go to directors' phones (yes); likely to be \$5 - 6 k, but might be able to write a grant for it; Lee asked if the outside was more important than the inside--decided that both are important; Elva said it would be good to have them come and give quotes with some different options
- Hornell library has a bookmobile, and has for about 1 calendar year. Bec has reached out to the director's group about getting books to home-bound patrons. Response was basically that it was very informal: word of mouth, someone would drop by; some question about who can drive, but Bec said she can't, Elva can. Probably will want to form a policy and form for folks who would need to have books delivered, then would need to vet the requests. Lee said he recalled that Bec does have some kind of insurance that would cover her to drive places during work. Denise at Hornell said they should work on the bookmobile. Bec went out with them on Tuesday, so got to experience how they do that. They are

looking for a way to use their bookmobile more. For regular monthly runs, Bec thinks she and Elva doing the runs makes sense, but for several special events with the bookmobile, like at the ice cream place, come to community day, maybe get permission from the county to park it at the transfer station. Lee suggested the baseball diamond at the end of town. Some questions about who can/would drive it. Denise usually drives it. Bec said she didn't want to ever drive it, but Elva said she would be totally willing to drive it. Lee asked about what the bookmobile is stocked with. Hornell set it up with its own collection, and will add requested materials to the stock, with the books already checked out, to be delivered to homebound people. They bring a lot of large print books when they go to the nursing home. Have a whole set-up with the computer, etc. in the bookmobile.

- We are officially chartered for our Little Free Library!
- Granted partial funding for the community garden (\$800) from the Foundation for STL; part of the Happy Harvest Garden Club goal is to build a bed, out of wood, but depending on funding and participation, would be open to raised beds on legs and possibly corrugated metal beds
- Heard from Brian that we were approved for the Wilson grant for outdoor rec (we submitted for approximately \$4000) but hasn't heard any more specific information; one thing we submitted for was a sand box for out back
- Also, Brian sent an email that no one has yet heard back about construction aid grants; we'll hear when they (STLS) do

Motion to approve made by Cole; seconded by Mary Kay; all approved

Bookkeeper's Report March

(see submitted Financial Report)

- Numbers look good; utilities are really high, and $\frac{1}{3}$ of that budget line is gone when it should be $\frac{1}{4}$ of it; Lee is concerned about the cost of the sign project and how much it might have gone up since we had our quote done

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

Old Business

- By-laws discussion; lots of changes; Bec will type up the changes and we will vote on them in the June meeting (6/25)

New Business

- Officer elections: Cole offered to remain secretary; Lee offered to remain Financial Officer; Linda offered to remain Vice President; Elva offered to remain President; Elva

asked for any additional nominations; *Linda moved that Secretary cast 1 ballot for the slate of officers; Philip seconded; all approved*

- Anti-Nepotism policy: *Lee motioned to approve; Linda seconded; all approved*
- Safety Policy: need to add tobacco to the list of things prohibited; also need to address the 1-time event permit from NYSLA is the only exception to the alcohol prohibition; also need to add patrons to the last paragraph under POLICY after employees; will change the order of questions, moving the description further up in the report; *Philip moved to approve the policy and incident report with the noted updates; Lee seconded; all approved*
- Confidentiality of Library Records: should include email in the list of information related to patrons; *Cole motioned to approve with the noted change; Mary Kay seconded; all approved*
- Elva, Linda, Cole, Connor and Bec have already signed up for the Spring CE on Friday, June 5 from 8:30 to 4:00
- Budget Vote Community Hearing Date will be Tuesday, May 26 at 5:00 pm at the Almond Library
- Budget Vote Date is Tuesday, June 16 from 2:00 to 9:00 pm at the AA school auditorium
- Elva asked about getting the word out to the community with a post card; Bec is attending a webinar on creating annual reports for the community, so will be addressing this issue soon; Melanie sends out to Alfred and Alfred Station
- Linda, Mary Kay, and Lee need to have sexual harassment training; Philip and Cole had the training at work; Bec will take care of scheduling

Philip made a motion to adjourn to Executive Session; Linda seconded; all approved

Linda moved to return to open session; Cole seconded; all approved

Resolutions from Executive Session: each director will receive a \$1/hour pay increase and PTO will increase to 47 hours

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

Philip made motion to adjourn; Cole seconded; all approved; meeting adjourned at 9:01 pm