

Almond Library Board of Trustees

Meeting for May 2026

Thursday, 28 May 2026

DRAFT MINUTES

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

Meeting called to order at 6:42 pm

Minutes from April meeting reviewed; *Linda moved to accept the minutes; Elva seconded; all approved*

Director's Reports

Connor's April/May report

(see submitted numbers and report)

- Connor is not sure how to account for the drop in circulation and door count from March to April; it was suggested that there might have been more time off from school in March
- Lori said she would review the Tax Form that was received; not sure why Lori hasn't reached out to Elva yet for signature; discussion about what and why; suggested that the IRS had let go of a lot of people and it was probably an error
- Phone quote from STLS never received any traction, so Connor refiled a help desk ticket, and had a response today that they would be receiving quotes on purchasing new phones for staff; will get info from Brian and from IT folks; currently not sure where the phone charges are going
- Almond water rate is increasing in July; currently \$75 quarterly cost
- Adrien's absence prevented the shed cleanout from occurring
- Bec found a professional lawn mower to mow weekly at \$70: Austin Lawn Co.; he's insured and did good detail work
- Has been adding lots of new books; has used approximately half of the circulation budget; Linda asked about genres; Connor said lots of graphic novels, especially focused on children's, books on fathers; will display all the new books in August

- Working on Circulation and Collection policies, and so far has completed and sent out the collection policy for review and approval at this meeting
- Working on the website, uploading all the newly approved policies; working on a services page, including programming
- Is getting ready to purchase a number of movies (DVDs) coming up soon.

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

Bec's May report

(see submitted report)

- Discussion on the bookshelves for upstairs; hasn't heard back from the person who built them for Little Genesee library; other possibilities were discussed; Bec will follow up
- Programming a bit light, but upcoming mushroom program with Sam, which is always popular, will be Saturday, June 6 at 1:00 pm and is an outdoor program; needs an RSVP as does the Flower Arranging program on Saturday, June 13
- Elva asked about book club; Bec did all the outreach today for June 24 meeting; they will be reading *The Wedding People*
- No Mural update: No construction aid update
- Covert Security update, \$6740 total includes 7 cameras with high definition, including 2 interior and includes location; would place them so there would be no blind spots; family-owned, local company and have 900 customers; Elva asked if alerts would come to phones; Bec indicated that most customers had it come to a monitor, but we don't have the room for that, but may want to consider that in the future; this system can be set up so that only people trip the cameras instead of what we have currently; has a subscription, but not required, includes yearly cleaning and would cover service calls (\$20/mo); system is large enough to allow for additional cameras; provides a full warranty for a year; camera manufacturers provide 5-year warranty; Bec would be happy to look into grant coverage for this, but it's not enough for applying for construction aid, but could be paired with something else; Bec will email the information to each board member and we'll discuss and vote at a future meeting; also happy to look into getting some additional quotes from other companies
- Juneteenth is a Friday this year; need to post that the library will be closed, and need to include a note about temperatures and potentially being open for cooling; if needed, Elva will open the doors
- Annual Report to the community was sent out to the Board via email; Bec asked if there was any missing information or questions about what is included; she is also working on a condensed one-page version that will be sent out to the community; format is the same as last year's; needs to be approved by the Board before being distributed; the full version will be printed and available physically at the library, and can be posted on the website; the one-page can be promoted on social media and posted at the post office; we should order around 50 of the

large version and 500 of the one-page; *Mary Kay motioned that we approve the Annual Report to Community and make 50 copies of the full version and 500 copies of a one-page condensed version to be mailed to our service area; Linda seconded; all approved*

- Have purchased a second speaker and a microphone set with the Portal Burn money (\$555.16 for 1 speaker and a package of lapel mics); that leaves \$1444.84 for purchase of additional materials for future murder mystery shows, but Bec is really interested in using the money to purchase a Button Maker for approximately \$600 that would include a large quantity of supplies as well; *Linda motioned that Bec purchase a Button Maker and appropriate supplies with money that comes from Portal Burn, not to exceed the remaining Portal Burn funds; Mary Kay seconded; all approved*

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

Bookkeeper's Report April

(see submitted Financial Report)

- Three CDs re-upped and the school money came in; has not noticed any discrepancies

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

Old Business

- By-laws discussion will be tabled until the June meeting (6/25)
- Spring CE is next Friday, June 5; Library will be closed for staff development; Linda will be driving Elva, Connor and Adrien; Bec, Mary Kay and Cole will all drive themselves
- Budget Vote Date is Tuesday, June 16 from 2:00 to 9:00 pm at the AA school auditorium; can get absentee/early voting from Melanie at Box of Books; Elva asked about getting more flyers to post locally to make sure people know the vote is happening at the school; one person attended the public hearing but had no questions
- Linda, Mary Kay, and Lee need to have sexual harassment training; Philip and Cole had the training at work; Bec has completed it, but Connor hasn't yet; Adrien is scheduled for this week

New Business

- Policies for Approval: ALA Freedom to Read policy—*Mary Kay motioned to approve; Linda seconded; all approved*
- ALA Freedom to View policy—*Cole motioned to approved; Mary Kay seconded; all approved*

- Almond Collection Management policy—*Linda motioned to approve; Mary Kay seconded; all approved*
- Copiers and Copyright policy—*Cole motioned to approve; Linda seconded; all approved*
- Connor pointed out that we need to start thinking about Election Day and our fundraiser; Elva mentioned that book club was interested in helping with making pies; Bec said we really need to pinpoint what we want our big-ticket raffle item to be so that we can be ready to promote it for Community Day and the Strawberry Festival on June 22; discussion on whether to do another Bills basket, and Bec suggested possibly doing a Sabres package; Elva will contact Mary to find out about her willingness to volunteer for this event
- Connor will be applying for a mini-grant and micro-grant from STLS upcoming

June meeting to be held on June 25 at 6:30 pm

Cole made motion to adjourn; Linda seconded; all approved; meeting adjourned at 8:27 pm