

## **Belmont Literary and Historical Society Free Library Trustee Meeting**

**April 17, 2025, 3:30 pm**

**Present:** Erica Moses, Molly Pike, Barbara Woolston, Nichole Gambino (via Zoom), Pat Presutti (via Zoom), Caroline Mapes, Bobbi Patello , Ash Gardener, Gene Smith

**Other Present:** None

**Absent:** None

The meeting was called to order by President Molly Pike at 3:30 PM

### **Secretary's Report**

- Approval of March minutes
  - Ash made a motion to approve the March minutes and Gene seconded the motion. The motion passed unanimously.
- Correspondence
  - Thank you notes have been sent.

### **Treasurer's Report**

- Account Balances
  - Renovation Account
    - Previous Balance: \$17,701.13
    - Deposits/Credits: \$0.00
    - Ending Balance: \$17,701.13
  - General Account
    - Previous Balance: \$95,971.38
    - Deposits/Credits: \$26.50
    - Checks/Debits: \$4,245.53
    - Ending Balance: \$91,752.35
  - Donations
  - Credit Card
    - Barb is continuing to work on the application for the credit card.
  - RG&E Bill
    - Barb to ask Glenn about the double autopay bill for March.
  - Complete Payroll Item
    - Barb to ask Glenn about specific details of checks to Complete Payroll.
- Accepting this report was tabled until next month's meeting, when we have these answers from Glenn.

### **Director's Report**

March Patron Count: 154 (2 New)

Items Added: 46

Items Discarded: 203

Total Circs: 159

Holds Rec'd: 42

Holds Filled: 109

Computer Use: 9

Libby Checkout: 103/49

Kanopy: 1

Mango: 0

JobNow: 0

Wifi Usage: 184 session/44 unique clients

Out of Sys Loans: 0

Still drafting policies for review/approval. Here is what is currently ready for approval:

- Community Room Meeting Space Policy
  - Board agreed that we should have a separate policy and form for alcohol and to keep it to wine and beer only. Erica will look into this and check with other directors about their policies and Brian about legal concerns.
  - Access to the ramp for community members using the event space. A key to the library door is needed for accessibility.
    - Agreed that we need to add language specifying that folks using the ramp should not be using the library space for anything else.
- Display Areas and Bulletin Boards Policy
- Library Materials Donation Policy
  - Grammatical corrections were made on this policy
- Obtaining a Library Card Policy
  - Grammatical corrections were made on this policy
- Lending Policy
  - Caroline expressed concerns about involving the police when library materials are not returned. The board decided to leave the policy as is.
- Library Card Registration Form
- Public Communication Policy
- Record Retention and Destruction Policy
- Social Media Policy
- Unattended Minors Policy
  - Board agreed that the language could be changed to "line of sight and active supervision."
  - Board agreed to add language that clarifies that the NYS police may have to be called if the Belmont PD is not available.
  - Board discussed the possibility of changing the unattended age from 10 and under to 12 and under.

Reviewed the Credit/Debit Card Policy from last month as there is a dollar amount needed that we did not discuss.

- We decided on \$100 for the blank in this policy

Pat made a motion to accept all policies with corrections and Barb seconded. All were in favor and the motion passed unanimously.

I got a quote back from Gardner Fire Co. Total will be \$430 which gives us a total of 5 extinguishers and signage. They all come tagged and inspected, with a 6-year warranty. Gardner also comes out once a year to maintain the extinguishers at a small fee.

- Ash made a motion to buy this policy and Caroline seconded. All were in favor and the motion passed unanimously.

I went to signup for NYLA but their form currently isn't online. I sent an email to their membership staff and will complete that registration when I can. I double checked my ARSL membership and I don't expire until the end of September.

I did get the Foundation for Southern Tier Libraries Grant submitted.

I purchased roughly 500 plastic eggs, items to go inside them, and two baskets with age-appropriate goodies. I don't think the books I've ordered from First Book will arrive in time to use, but I will make sure I have books to go in the baskets as well.

I forwarded information from Brian about Officers and Directors insurance onto Molly.

- Will be added to next month's agenda.

Started updating the website and working on getting things posted on social media.

I completed interviews for the cleaner position and have two candidates to present.

- Erica presented both candidates to the board.

I signed up to go to the Spring CE event on Friday, May 9<sup>th</sup>. It's an all-day event in Corning, and while we don't have a travel policy yet, as per the February meeting, it was agreed that mileage would be reimbursed and because it is for a work event, that I would be paid from the time I left my house/library, until I returned. Just confirming that I have that information correct.

- Erica has since found that this is under the personnel policy.

On April 14<sup>th</sup> I will have submitted an official resignation letter to the Genesee Area Library with a last day of May 31<sup>st</sup>. This puts me here and only here starting the first week of June. I am hoping to have an idea on what summer hours should look like for May's meeting. Sue and I have been tracking patron visits since the end of March.

I submitted a conference proposal to ARSL.

Spoke with Matt O'brien about the Summer Youth Program and that we are interested. If they find someone who would be a good match, they'll let me know and we can go over next steps from there.

- This is to have an area teen come in and work at the library over the summer.

We should be good to hold a book sale in June, though it might just be children's books. If we hold off until August, I think I can get the entire collection weeded and we can hold a "back to school" book sale.

- Over 5,000 items that could be weeded for a book sale.
- Board agreed that we should wait until August.
- Could there be a fundraiser opportunity, such as a basket auction?

Easter Egg Hunt will be on Saturday Morning

- Caroline and Erica will be there at 10 to hide eggs.

Would like to purchase browsing bins for the children's space.

- 32 large bins and 12 bins that are better for the leveled readers for ~\$620. Could use children's grant money.
- Ash made a motion and Bobbi seconded the motion. All were in favor and the motion passed unanimously.
- Ash made a motion to purchase an additional dozen Wonderbooks for the library and Gene seconded. All were in favor and the motion passed unanimously.

### **Old Business**

- Wireless security system and service.
  - Molly and Bobbi presented two quotes.
    - Doyle - \$2300.00 and \$6800 monitoring service
    - SimpliSafe - \$1331.00 Including installation.
  - Molly and Bobbi will reach out to SimpliSafe to confirm that this quote includes outdoor cameras and to ask about individual key codes for getting into the library.
  - Brian Hildreth has communicated that this could be a part of the construction aid grant.
  - Erica received a question from Ken (STLS IT Department) about wifi and the alarm system that will need a response from us.
  - Erica gave a quote for two door sensors and one door chime unit.
    - \$35
  - Erica gave quotes for a stanchion rope for the upstairs space.
    - \$30 for a stand or \$90 for an attached rope.
  - Final decision about security tabled until next meeting.
- New computers
  - No new updates.

### **New Business**

- Use of endowment funds
  - Erica would like to overhaul the collection and get rid of items that are outdated or not being checked out frequently.
  - Erica will create a policy about endowment fund use.
- Mandatory trustee training
  - Brian Hildreth would be willing to come to a meeting and provide training that will count for this.
  - Spring CE in Corning offers trainings. These can be found on the STLS website on their calendar.

**Public Comment**

**Next Meeting** - May 15, 2025 at 3:30pm

President Molly Pike adjourned the meeting at 5:05 PM

Respectfully Submitted,

Caroline Mapes  
Secretary

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