

Belmont Literary and Historical Society Free Library Trustee Meeting

February 20, 2025, 3:30 pm

Present: Erica Moses, Molly Pike, Pat Presutti, Caroline Mapes, Barb Woolston, Gene Smith, Bobbi Patello

Other Present: None

Absent: Nichole Gambino, Ash Gardener

The meeting was called to order by President Molly Pike at 3:34 PM

Secretary's Report

- Approval of January minutes
 - Bobbi made a motion to approve the January minutes and Barb seconded the motion. The motion passed unanimously.
- Correspondence
 - All thank you's have been sent.

Treasurer's Report

- Account Balances
 - Renovation Account
 - Previous Balance: 6,429.13
 - Deposits/Credits: \$11,272.00
 - Ending Balance: \$17,701.13
 - General Account
 - Previous Balance: \$107,005.27
 - Deposits/Credits: \$363.60
 - Checks/Debits: 8,436.98
 - Ending Balance: 98,931.89
- Profit and Loss sheet needs changes
 - Separate programming and payroll categories.
 - Create an "Office Supplies" category to include all supplies.
 - Erica will bring a copy of a sample profit and loss to our next meeting.
 - In the future, Erica and Glenn will connect about the profit and loss sheet and she will communicate any recommended changes.
- Caroline made a motion to approve the annual report and Bobbi seconded the motion. The motion passed unanimously.
- No donations this month

Director's Report

- January Patron Count: 124 (0 new)
New Items: 16
Deleted Items: 0

- Corporate Identity/Logo: does the library have a branding identity? Does it include typography? What social media accounts are currently utilized? Do we have a Canva account?
 - Erica will contact the BOCES graphic design program to find out if they can assist with a logo and marketing package for the Belmont Library.
 - Facebook page needs posting permissions updated. Erica will investigate. Instagram is connected.
- Annual Report is tentatively done. There is one question I need a finance number for though. Also, I wanted to make sure that the finance person is still inputting all the financial numbers.
- Budget: Will contact Brian for the template if needed. Need a profit and loss statement from 2024, a copy of any previous budgets that were presented to the school district would also be helpful. I also need a copy of this years budget as well as what is remaining in regard to office supplies, programming, and collection.
 - Referendum language is complete. Erica will send to Pam Winterhalter.
- Holidays: Looks like these were decided before my hire date and on public shared calendar? Where can I find this? Closed dates should be entered into workflows.
 - Erica will look at the Google Calendar and make recommendations for library closures.
- Grant: Looking for information on the children's grant that was won. Is there any paperwork on where the funds need to be allocated? Reporting dates etc? Looks like there was also a building grant?
 - Erica made recommendations for how to spend the remaining grant money for children's materials - Wonderbooks, Launchpads tablets.
 - Gene made a motion to purchase \$500 of Wonderbooks using the remaining grant money and Caroline seconded the motion. The motion passed unanimously.
- I am going to start going through the paperwork that I have come across and it is my hope to have a complete (or mostly complete) policy book by the March meeting. With the talk of getting a credit card for purchases, I have included a director's spending policy for this month. I have been able to find very few polices so far, but as stated, I haven't gone through all the paperwork yet.
 - Molly made a motion to accept the following policies and Barb seconded the motion. The motion passed unanimously.
 - Director's spending policy

- Request for Reconsideration Form
 - Collection Development Policy
 - Request for Reconsideration of Library Materials Policy.
- Currently working with Baker and Taylor to change contact information from Carrie and Curtis to myself, as well as stopping any standing orders. Once confirmed, I'll start placing monthly book orders. Orders will be placed with B&T and Brodart once an account is fully set up.
 - Set up an account with First Book Marketplace which supports educators and program leaders serving children in need. It has two parts, the marketplace, where books typically have a 50% or more discount and the book bank which are new books and other items that are typically donated by publishers and companies. Book Bank items are essential "free," the cost coming from shipping and processing.
 - Met with Mandy Fleming on 2/7 and went over the basics of workflows. Brian Hildreth will be out on 2/14. Mandy is looking to have others out sooner than normal for training.
 - Applied for a community archives grant. Winners are announced in May.
 - With the support for Window's 10 ending in the next few months, I took a look at the computers. They were purchased in 2018 and neither can support windows 11. I can have recommendations for replacements at the next meeting.
 - Erica will reach out to STLS for quotes on new computers.
 - Should also reach out to local Foundations to see if we can get assistance for these purchases.
 - Does the library reimburse for memberships for the director?
 - Erica will get quotes for the next meeting.
 - Molly made a motion to include the travel time to and from library or system related meetings as paid time for the director and Caroline seconded the motion. The motion passed unanimously.

Old Business

- Wireless security system and service.
 - Tabled to the next meeting
- Open flag
 - We will use the sandwich board from now on.
- Little library out for repair. Who is the steward for the little library?
 - We are looking for volunteers to steward the little free library.

New Business

- Credit card for library
 - Getting credit card through Community Bank

- Barb and Erica will connect about this before the next meeting to finalize the paperwork for the bank.
- New Cleaner
 - 3 resumes - Erica will hold interviews.

Public Comment

- None

Executive Session - Personnel

President Molly Pike adjourned the meeting at 5:23.

Next Meeting - March 20, 2025 at 3:30pm

Respectfully Submitted,

Caroline Mapes
Secretary