

Belmont Literary and Historical Society Free Library Trustee Meeting

March 20, 2025, 3:30 pm

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

Other Present:

Absent: Nichole Gambino

The meeting was called to order by President Molly Pike at 3:38 PM

Secretary's Report

- Approval of February minutes
 - Barb made a motion to approve the February minutes and Ash seconded the motion. The motion passed unanimously.
- Correspondence
 - Caroline will write a thank you note for the library logo artist.

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: \$98,931.89
 - Deposits/Credits: \$607.40
 - Checks/Debits: \$3,567.91
 - Ending Balance: \$95,971.38
 - Credit Card Update
 - Barb will go to the bank tomorrow to check on this.
 - We will get a debit card ASAP for Erica
 - Bobbi made a motion to get a debit card for Erica and Ash seconded the motion. The motion passed unanimously.
 - No new donations
- Molly made a motion to accept the treasurer's report and Caroline seconded. The motion passed unanimously.

Director's Report

February Patron Count: 153 (3 New)

Items Added: 1

Items Discarded: 320

Total Circs: 172

Holds Rec'd: 18

Holds Filled: 150

Computer Use: 8

Wifi Usage: 159 session, 33 unique clients

Out of Sys Loans: 0

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

Bylaws

Computer and Internet Usage

Confidentiality of Library Records

Conflict of Interest/Disclosure Form

Credit/Debit Card Policy and Procedure

Library Code of Conduct/Patron Behavior

General Policies: phone, pet, food

Inclement Weather & Emergency Closings

Open Meeting

Patron Code of Conduct

Personnel – this one covers a lot of different areas relating to employees

Public Comment – pertains to board meetings

Purchasing – in reference to large dollar items, obtaining bids, etc

Sexual Harassment

- Erica will speak to Brian about our sexual harassment training and board education.
- Caroline made a motion to approve the following policies with corrections and Ash seconded. The motion passed unanimously.

Give extra attention to any areas that are in red. These are items where discussion may be needed, extra clarification, items that were discussed but never really decided etc. In the Bylaws, I took the bullet points received from Caroline and turned it into a mission statement.

Most items discussed during last month's meeting can be found in the policies.

Wonderbooks were ordered and have arrived. Will have them cataloged and out on the shelf soon.

- Waiting on STLS to officially catalogue these into the system.

Received a quote back from STLS on getting two new computers and monitors. I also asked for video conferencing capabilities (integrated mic/webcam) in order to attend meetings while here at the library. Total for that was: \$2,405. This is over the allowed amount for the STLS grant so I will look into contacting one of the other groups to help cover it. An email from the IT dept does say that currently, windows 11 is not supported by workflows. STLS will begin deploying a secured version of Windows 11 on staff WorkFlows computers after the Symphony upgrades they are currently working are completed. New public computers from STLS will be begin being deployed with secured version of Windows 11 soon.

- New information - Windows 11 will support WorkFlows starting in April.

Out of the three applications received for the cleaner position, I contacted one but did not hear anything back. Spoke with TJ from NY job bank, and he posted it there which automatically sends out emails to applicants based on what we're looking for.

- Erica received more applications and will start interviewing the new applicants next week.

I do have a brand identity style guide to share.

- Ash made a motion to accept the new brand identity and Gene seconded. The motion passed unanimously.

Here is a breakdown of the association costs that were requested:

ALA: \$125/yr

PLA: \$85/yr

YALSA (Young Adult): \$62/yr

ALSC (Children): \$55/yr

Total: \$327

NYLA: \$100/yr

ARSL: \$30/yr

- Molly made a motion to sign Erica up for subscriptions she feels are necessary and Caroline seconded. The motion passed unanimously.

Sue is currently weeding the children's section. We'll either need to hold a book sale, or come up with ways to dispose of weeded books. Once that is done, I would love to get browsing bins for the picture books, possibly using grant funds? As the weeding progresses into juvenile and ya/teen areas, I am planning on reorganizing how it is all set up. Currently, we have juvenile items mixed in with ya/teen and in the children's room, but it will take a while to get everything done.

- Erica will circle back about this at the next meeting, but tentatively we will do the book sale in June.

I will be submitting a Foundation for Southern Tier Libraries Grant by the end of March in order to purchase STEM/STEAM based kits

Library Law poster will be ordered soon for the library.

Erica is looking into ordering books for summer reading program. She recommends \$500 be put towards ordering these.

- Ash made a motion to spend \$500 on books for the summer reading program and Caroline seconded. The motion passed unanimously.

Fire extinguishers need to be updated and maintained. Erica will contact Gardener Fire Equipment about a contract.

Signing up for library cards. Right now we use the form that is used by STLS. Do we want to require a form of ID when folks sign up for a library card? We were in agreement that some form of identification would be appropriate to confirm that they live at their stated address.

- Erica will write a new policy for creating library cards.

Director Brodard Collections event on April 24 - Sue will cover and Erica is attending.

Easter Egg Hunt in the library next month? Erica recommends that we do this event on April 19th. We agreed and Erica will plan for this event.

Old Business

- Wireless security system and service.
 - Bobbi investigated Simplisafe security systems and found a system for \$900.
 - We will have a separate work session in two weeks to discuss this in the future.
April 3rd at 3:30 PM.

New Business

Public Comment

Next Meeting - April 17, 2025 at 3:30pm

President Molly Pike adjourned the meeting at 5:17 PM

Respectfully Submitted,

Caroline Mapes
Secretary