

Belmont Literary and Historical Society Free Library Trustee Meeting

June 12, 2025, 3:30 pm

Present: Molly Pike, Caroline Mapes, Pat Presutti, Gene Smith, Nichole Gambino, Erica Moses

Absent: Ash Gardener, Bobbi Patello

The meeting was called to order by President Molly Pike at 3:36 PM

Secretary's Report

- Approval of May minutes
 - Barb made a motion to accept and Nicole seconded the motion. All were in favor and the motion passed unanimously.
- Correspondence
 - Card for Alan has been sent.
 - Barb and Erica are going to lunch with Complete Payroll.

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: \$85,177.60
 - Deposits/Credits: \$1,079.29
 - Checks/Debits: \$5,635.28
 - Ending Balance: \$80,621.61
- Credit cards have arrived - 1 for Erica, 1 for Gene
- No donations
- GVCS budget was approved in May.
- Approval of May report
 - Caroline made a motion to approve the treasurer's report and Gene seconded the motion. All were in favor and the motion passed unanimously.

Director's Report

May Patron Count: 164 (6 New)

Items Added: 64

Items Discarded: 290

Total Circs: 238

Holds Rec'd: 47

Holds Filled: 125

Computer Use: 9

Libby Checkout: 192

Kanopy: 6

Mango: 0

JobNow: 0

Wifi Usage: 171 session/ 38 unique clients

Out of Sys Loans: 0

Grant updates:

Judith F. Krug Memorial Fund Programming Grant - did not win

Ralph Wilson Jr Foundation - did not win

Foundation for Southern Tier Libraries - kits are ready to go

Scaling History Grant - did not win

- We need a new plan for purchasing new computers for the library. Estimate of cost is about \$2500.
 - Erica will look into other grants for this purpose.

I should be hearing soon about the Summer Youth Employment Program. They're conducting interviews and will reach out within the next couple weeks to let us know if they have someone.

- Brian is set to start after July 4th. He will be in the library with another staff member and will be helping with weeding and relabeling and working the book sale.

Our first newsletter went out on June 1st.

- If your email is in the system then you get one to your email.

I'm working on creating a brochure with basic information on it such as our lending policy, hours, etc.

Policies to review and approve this month:

Meeting Room (update and discussion)

Unattended Belongings and Packages

Library Sponsored Programs

- Barb made a motion to accept the Meeting Room Policy and Gene seconded the motion. All were in favor and the motion passed unanimously.
 - Pat made a motion to accept the Unattended Belongings and Packages Policy and Pat seconded the motion. All were in favor and the motion passed unanimously.
 - Molly made a motion to accept the Library Sponsored Programs Policy and Gene seconded the motion. All were in favor and the motion passed unanimously.
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- New Crosby's wants historical images for the location to hang on the wall. They will stop by to get those images.
 - Erica is buying stanchion ropes for the upstairs space.
 - STLS Digital Library Contributions - Next year it could be increased.
 - New sign has the new hours on it.

Old Business

- Wireless security system and service.
 - New door chime is great and is working well
 - Buying cameras was tabled until next year.
- Balcony repair- Alva Robbins gave estimate in Fall
 - We could replace it next year under the grant.
 - Molly will reach out to Alva about sign painting and about balcony repair quotes for next year.
 - Crystal Clear company in Cuba may be able to clean the windows. Molly will get an estimate.
 - Back stairwell light switches have been fixed.
 - Generator quotes should be looked into for next year.

New Business

- Elections:
 - Molly Pike - President
 - All were in favor and the motion passed unanimously.
 - Pat Presutti - Vice President
 - All were in favor and the motion passed unanimously.
 - Barb Woolston - Treasurer
 - All were in favor and the motion passed unanimously.
 - Caroline Mapes - Secretary
 - All were in favor and the motion passed unanimously.
- Budget amendment
 - What is the process to amend next year's budget? Erica will need to know for next year. Erica will reach out to Brian to clarify this.
- Directors/Officers insurance
 - Tabled until next meeting.
- Amity Daze - Library should have open hours on the 9th. Book sale will run from the 4th - 15th of August.
- Utica Insurance
 - Premium is increasing by a large percentage, we are shopping around for a better policy.
- Sexual Harassment Training - Mandatory for board members
 - If you have it through another organization, send Erica a certificate.

Public Comment

Next Meeting - July 17, 2025 3:30pm

President Molly Pike adjourned the meeting at 4:36 PM

Respectfully Submitted,

Caroline Mapes