

Belmont Literary and Historical Society Free Library Trustee Meeting

January 16, 2025, 3:30 pm

Present: Molly Pike, Caroline Mapes, Pat Presutti, Barb Woolston, Gene Smith, Bobbi Patello, Nichole Gambino, Ash Gardener

Other Present: None

Absent: None

The meeting was called to order by President Molly Pike at 3:37 PM.

Secretary's Report

- Approval of December minutes
 - Molly made a motion to approve the December minutes and Ash seconded the motion. The motion passed unanimously.
- Correspondence
 - Caroline will send thank you notes.

Treasurer's Report

- Received reimbursement from the library grant.
- Payroll is still getting set up through Complete Payroll.
- Gene is going to reach out to Caitlin about the cleaning schedule.
- Barb will reach out to Glenn about the library's annual report.
- The treasurer's report was accepted as read.

Director's Report

- The position of director was vacant at the time of this meeting.

Old Business

- Internet upgrade Challenge update-Gene. Moving Router, Mesh and pod, server
 - Gene will get the router moved this weekend.
 - He ran a new ethernet in the basement and called spectrum and verizon to get new quotes.
- Policy for safety issues during events - chairlift operation, lighting, signage for bathrooms, etc.
 - Policy committee will meet and draft this during the month.
- Decided to put a hold on canceling Baker and Taylor, new director can address this.
- Little Library
 - Pat is going to look into the repair of the little free library.

New Business

- New furnace.
 - Not critical that we repair it right now, but need to plan for this purchase in the future.
- "Corporate Identity/logo" for library.

- Molly will email the information to the board.
- Annual report due in February
 - Barb will reach out to Glenn about this. Sue is also working on this.
- Budget referendum language for ballot to school district.
 - Brian sent a template for this and Molly edited the template for the library.
- Holiday policy
 - We will use the calendar that was decided upon previously by committees - Caroline has this in Google Calendar.
- Award letter received for building grant 2023.
- Wireless security system and service - could be paid for with endowment money.
 - Will discuss with new director.
- Feather flags for library promotion.
 - Quote: We could purchase 2 feather flags for \$37
 - We tabled the feather flag purchase until we have a new card.

Public Comment: None

Executive session

Molly made a motion to enter an executive session to discuss the hiring of a new library director. Caroline seconded the motion and it passed unanimously.

President Molly Pike adjourned the executive session.

Caroline made a motion to offer Erica Moses the job of library director - Ash seconded the motion and it passed unanimously.

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

President Molly Pike adjourned the meeting at 5:14

Respectfully Submitted,
Caroline Mapes
Secretary

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 policies 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

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 Brodart 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

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 9th. 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 14th I will have submitted an official resignation letter to the Genesee Area Library with a last day of May 31st. 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

Belmont Literary and Historical Society Free Library Trustee Meeting

May 15, 2025, 3:30 pm

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

Other Present:

Absent: None

The meeting was called to order by President Molly Pike at 3:35 PM

Secretary's Report

- Approval of April minutes
 - Bobbi made a motion to approve the April minutes and Nichole seconded the motion. The motion passed unanimously.
- Correspondence
 - Thank you note for Alan
 - 501(c)(3) paperwork received. Determination letter regarding the library.

Director's Report

March Patron Count: 172 (3 new)

Items Added: 43

Items Discarded: 322

Total Circs: 155

Holds Rec'd: 35

Holds Filled: 133

Computer Use: 3

Libby Checkout: 145

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 165 session/ 39 unique clients

Out of Sys Loans: 0

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

Endowment Fund Policy

Financial Review & Audit Policy

Photography and Videography Policy

- Pat made a motion to accept the following policies and Caroline seconded. All were in favor and the motion passed unanimously.

Submitted a 1K grant to the Judith F. Krug Memorial Fund Programming Grants available to fund Banned Books Week projects.

Submitted a grant to the Ralph Wilson Jr Foundation for the computers.

- Molly made suggestions about rearranging the computer stations to increase use. Perhaps moving a computer to the non-fiction room.

Update on the Scaling History Grant I submitted back in February: they're currently on hold because they were being funded through IMLS.

Attended the award dinner with Molly and received our check from the Foundation for Southern Tier Libraries. The grant was to purchase stem kits from Penworthy. They funded \$1000 of the \$1500 that was asked for. Here are the kits I plan on purchasing:

Kit	Price
Animal Games Kit	\$130
Brain Training Kit	\$176
Building and Design Kit	\$99
Everyday Science Kit	\$166
Electronic Learning Kit	\$215
Electronic Coding Learning Kit	\$200
Total:	\$986 (can use the remaining \$14 for batteries if needed)

These kits target kids ages 9 and up/grades 4+. By keeping with one age group, you give them options so when they love the first, they have more to come back and try.

- Bobbi made a motion to purchase the above items with the grant money and Ash seconded. All were in favor and the motion passed unanimously.

Hours Suggestions:

	With Saturday Hours	Weekday-Only (Lunch Hour Focus)	CURRENT HOURS
Monday	1:00 PM - 5:00 PM (4 hrs)	12:00 PM - 5:00 PM (5 hrs)	1:00 PM - 5:00 PM (4 hrs)
Tuesday	1:00 PM - 6:00 PM (5 hrs)	12:00 PM - 6:00 PM (6 hrs)	1:00 PM - 7:00 PM (6 hrs)
Wednesday	Closed	Closed	Closed
Thursday	9:00 AM - 3:00 PM (6 hrs)	9:00 AM - 3:00 PM (6 hrs)	9:00 AM - 3:00 PM (6 hrs)
Friday	1:00 PM - 5:00 PM (4 hrs)	12:00 PM - 5:00 PM (5 hrs)	1:00 PM - 5:00 PM (4 hrs)
Saturday	9:00 AM - 12:00 PM (3 hrs)	Programming	Closed
Total Hours	22	22	20

- Ash made a motion to adopt the weekday-only (lunch hour focus) hours starting June 1st and Bobbi seconded. All were in favor and the motion passed unanimously.

Talked to Brian about alcohol and the meeting room. Wellsville has a detailed alcohol meeting room policy. Brian said that whomever is holding the meeting needs to get a permit allowing them to serve alcohol. He could have his lawyers look into a policy about it.

- Molly asked about event insurance and what our current insurance policy is upstairs.
- The board decided to keep the policy that does not allow alcohol in the upstairs meeting space.

Albuquerque conference - Erica will be attending. She would like airfare and hotel covered.

- Molly made a motion to approve up to \$2000 for hotel and airfare costs and Caroline seconded. All were in favor and the motion passed unanimously. Will be listed under continuing education costs.

New Business

- Slate of officers
 - Barb motion to nominate Molly for president - Pat seconded. All were in favor and the motion passed unanimously.
 - Molly made a motion to nominate Pat for vice president - Bobbi seconded. All were in favor and the motion passed unanimously.
 - Molly made a motion to nominate Barb for treasurer - Ash seconded. All were in favor and the motion passed unanimously.
 - Ash made a motion to nominate Caroline for secretary - Bobbi seconded. All were in favor and the motion passed unanimously.

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: \$91,752.35
 - Deposits/Credits: \$412.75
 - Checks/Debits: \$6,987.50
 - Ending Balance: \$85,177.60
- Ash made a motion to approve the March treasurer's report and Caroline seconded the motion. All were in favor and the motion passed unanimously.
- Ash made a motion to approve the April treasurer's report and Nichole seconded the motion. All were in favor and the motion passed unanimously.

Old Business

- Wireless security system and service.
 - What do we need?
 - Erica has ordered door chimes.
 - We want cameras that are able to be connected to smartphones.
- Credit card status
- Follow up on Red List notice. School said to contact law enforcement

Public Comment

President Molly Pike adjourned the meeting at 4:33

Next Meeting: June 12th, 2025

Respectfully Submitted,

Caroline Mapes

Secretary

Official Copy at Library

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.

- 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

Belmont Literary and Historical Society Free Library Trustee Meeting
July 17, 2025, 3:30 pm

Present: Erica, Molly, Pat, Gene, Barb, Ash, Nichole (Remote)

Other Present:

Absent: Bobbi, Caroline

The meeting was called to order by President Molly Pike at 3:42

Secretary's Report

- Approval of June minutes Motion made by Molly, Seconded by Pat, Passed
- Correspondence: No known correspondence

Treasurer's Report

- Approval of June report
- Account Balances
 - Renovation Account
 - Previous Balance: \$17,701.13
 - Deposits/Credits:
 - Ending Balance:
 - General Account
 - Previous Balance: \$80,621.61
 - Deposits/Credits: \$31.00
 - Checks/Debits: \$6012.23
 - Ending Balance: \$74,640.38

Gene made a motion to accept the report, Ash seconded, motion passed

Director's Report

June Patron Count: 157 (4 New)

Items Added: 59

Items Discarded: 1843

Total Circs: 219

Holds Rec'd: 25

Holds Filled: 110

Computer Use: 7

Libby Checkout: 154

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 150 session / 30 unique clients

Out of Sys Loans: Currently suspended

Erica mailed a letter to the Moogan Family Foundation asking for support in purchasing new computers, waiting for response.

Newsletter seems to be doing well with roughly a 35% open rate.

Talked to Brian about the budget and I'm including his edit suggestions for our endowment policy. Will discuss fully at the meeting but if we want to go over the tax cap for next year, it's not a difficult process. More reasonable process than previously understood to be. Brian is recommending a large increase again this year as we have not had a significant increase since 2017. I'll have some suggestions for the next meeting for the 2026 budget.

I did change the dates of the book sale slightly. It'll run from the end of July, through Amity Daze and we will be open that Saturday from 9am until 2pm. We need to discuss item prices. Molly proposes \$1.00 for hardcover, \$.50, \$5.00 for a bag of books. Do we want to fill out the Community Yard Sale listing? Yes, Molly is submitting.

Spectrum and STLS was in on June 27th and hooked up our fiber connection. Bill was erroneously sent to us, it was forwarded to Mandy at STLS and things should be resolved going forward. Paid to STLS quarterly.

Need to decide on a meeting date when everyone is available to have Brian come out for CE.

I am presenting at the Association for Rural and Small Libraries on September 18 so Erica will be absent from the September meeting. Erica will be reaching out to Brian to see if he can be present at that meeting. We should discuss travel time, meal reimbursements, etc.

Breakfast and lunch usually covered by convention. We will pay Erica's time worked, mileage to and from Buffalo airport, ride-share/cab from NM airport to convention center, \$20 per meal (dinner) not to include alcohol.

Toddler Story time is going well. We had 5 toddlers the first time and 4 the second time. The homesteading program only saw 2 of the 4 people that signed up, but I already have 4 signed up for July's program.

Erica seeks purchasing additional browsing bins using Book heater for bed bug infestation prevention. \$229.

Christina is interested in training, Erica believes 10 hours should be enough to train Christina sufficiently, training to be paid. Erica will be available via phone call if concerns arise.

sam.gov under Curtis's name, forms need to be notarized and submitted to the federal government in order to have his name expunged and have Erica added to the account. Erica to work on process.

Endowment Fund Policy Clarification. We can use the endowment for computers/technology updates if the Moogan Foundation declines our request. Ash made a motion to accept proposed changes to endowment policy, Gene seconded, unanimous vote.

Old Business

- Balcony repair- Alva Robbins has worked on the project off-site over the fall and is currently working on the balcony now, repairs currently pending.
- Insurance increase
 - Molly and Barb working to get into communication with Sloan at Gallagher Insurance–inquire regarding Directors/Officers Insurance
- Directors/Officers insurance
- Crystal Clear Estimate for Window Cleaning Estimates

New Business

- Issue with upstairs air conditioner units. Erica will inquire with Tony Hilliard. Put us on a yearly maintenance schedule for HVAC
- Student at GV doing the Summer Youth Employment Program working very well.

Public Comment

Next Meeting - August 14, 2025 3:30pm

President Molly Pike adjourned the meeting at 5:00

Respectfully Submitted,

Ash Gardener

Belmont Literary and Historical Society Free Library Trustee Meeting

August 14, 2025, 3:30 pm

Present: Molly, Pat, Nichole, Ash, Gene Erica, Barb

Absent: Caroline Mapes, Bobbi

The meeting was called to order by President Molly Pike at 3:37 PM

Secretary's Report

- Approval of July minutes: Motion Proposed by Ash, Seconded by Pat, All in Favor
- Correspondence
 - Thank You Note needed, Erica cannot remember who
 - Brian Stevens, the student employee is excited to stay on past Friday.
- How was lunch with Complete Payroll?
 - Lunch was "canceled" by Complete Payroll representative the day before planned meeting.

Treasurer's Report

- Approval of July report
- Account Balances
 - Renovation Account
 - Previous Balance: \$17,701.13
 - Deposits/Credits: \$0.00
 - Ending Balance: \$17,701.13
 - General Account
 - Previous Balance: \$74,640.38
 - Deposits/Credits: \$350.00
 - Checks/Debits: \$5,346.62
 - Ending Balance: \$69,643.76

Alva submitted bill of \$5800.00, Barb to pay out of Renovation Account.

\$800 and change for electric this month compared to \$200 and change last July, with a high of last year during August \$400.

Gene made a motion to approve Treasurer's Report, seconded by Pat, All in favor.

Director's Report:

July Patron Count: 287 (5 New)

Items Added: 67

Items Discarded: 5202

Total Circs: 439

Holds Rec'd: 54

Holds Filled: 145

Computer Use: 7

Libby Checkout: 183

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 132 session / 20 unique clients

Out of Sys Loans: Currently suspended

Still no reply from the Moogan Family about new computers.

Erica to reach out to STLS to get a new quote for new computers and an all-in-one printer. Erica will communicate with the board, the board will assemble a quorum and we will approve within the month to get ahead of the Windows expiration in October.

There is a Budget information session with STLS at the end of August that I plan on attending. It is supposed to go over budgeting, funding, and tax cap compliance.

Erica is also looking at communication companies for texting and newsletters.

Emailed Brian about visiting in September. Erika James will be out during our regularly scheduled meeting so that everyone can get their CE for the year.

Found a work around to renew our UEI with Sam.gov. We were renewed on 7/18 and are good until July of 2026.

Sexual Harassment Trainings need to be completed.

Barb, Glenn, and I set up a Venmo and Paypal accounts for the library. \$86.00 per year for the phone.

The entire library has been weeded. I had to ditch my original plan after I found books that were added in/around 2020 but were already 10+ years old. Since February, 8180 items have been discarded and equates to roughly half our collection that was either outdated, little to no circulation, or in poor condition.

JobTrack is going to come in after our book sale is over and remove all the books for us. Currently working on trips taking books.

Door handle for bathroom because a child accidentally locked themself in.

Erica to reach out to Lindsay's Plumbing to inquire regarding ongoing service.

Pre-conference workshop for strategic planning, additional \$60. Erica to attend.

Idea for Library Pet....Motion carried for a corn snake

Old Business:

- Balcony repair- Complete!!
- Directors/Officers insurance quote from Sloan
- Crystal Clear Estimate for Windows-\$400, need it scheduled
- Are we on a yearly maintenance schedule with Tony Hilliard for ac and heat?

New Business:

- Committee updates
 - Policy and Personnel: Ash, Caroline
 - To meet and do a formal evaluation of Erica before November

- Building and Grounds: Molly, Gene, Nichole
- Strategic Planning and Finance: Barb, Molly, Bobbi (Erica will debrief on meeting)
- Events

Public Comment:

Next Meeting - September 18, 2025 3:30pm. Continuing Education training

Adjournment: 4:40

Respectfully Submitted,
Ash Gardener

Belmont Literary and Historical Society Free Library Trustee Meeting

September 18, 2025, 3:30 pm

Present: Molly Pike, Pat Presutti, Gene Smith, Barb Woolston, Nichole Gambino, Ash Gardener, Caroline Mapes, Bobbi Patello

Absent: Erica Moses

Erika Jenss from STLS presented on Trustee Roles, Responsibilities and Board Best Practices.

The meeting was called to order by President Molly Pike at 4:38 PM

Secretary's Report

- Approval of August minutes: Motion Proposed by Barb, Seconded by Nichole, All were in Favor
- Correspondence
 - Thank you note needed for Moogan Foundation

Treasurer's Report

- Approval of August report
- Account Balances
 - Renovation Account
 - Previous Balance: \$17,701.13
 - Deposits/Credits: \$0.00
 - Checks/Debits: \$5800.00
 - Ending Balance: \$11,901.13
 - General Account
 - Previous Balance: \$69,643.76
 - Deposits/Credits: \$621.75
 - Checks/Debits: \$5889.22
 - Ending Balance: \$64,376.29

Caroline made a motion to approve Treasurer's Report, seconded by Bobbi , All were in favor.

Director's Report:

August Patron Count: 234 (3 New)

Items Added: 29

Items Discarded: 313

Total Circs: 262

Holds Rec'd: 38

Holds Filled: 75

Computer Use: 6

Libby Checkout: 198

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 141 session / 18 unique clients

Out of Sys Loans: Still suspended

We received a \$500 check from the Moogan Family Foundation to help with the cost of new computers and printer.

New door handle was installed on the inside door, but I've held off the bathroom one because it's an odd size.

The budget meeting I was set to attend was canceled. Brian did say that a recording was going to be sent out to everyone with the information.

The tank and stand have been set up. Josh's frog sent us a portion of what we needed, and I sent them out pictures. They responded that they are sending us a few more items and I expect them by the end of September. I purchased some items as well as books to support passive programming. I'll be attending an expo on November 1st and will probably pick up our little friend at that time unless a local SPCA has one.

I am set to attend the Strategic Planning Workshop at ARSL.

Sue and I both have tried reaching Shea's and Lindsay's Plumbing and Heating but no responses.

I spent about three hours in Scio with Raeanne discussing budgets, security cameras and accountant information. I'm hoping to sit down with Molly and Barb when I come back from New Mexico. As for the rest of the budget, normally I would have had something for you at this meeting but pushed it back till next month. What I need to know is how many hours you'd like to have the library open each week? I've spoke with Christie about working Saturday's and she's all in which would mean creating a circulation clerk position. She would work 2-3 Saturday's each month and I would work the rest. Right now we are open 22hours a week, I work 25, Sue works 11 to 12 depending on how late Stitchburners runs to, and Christie works 3 for cleaning.

- Discussion around having a 11 -1 trial run of the library being open on Saturdays

Scio and Little Genesee both use Wize camera for security. They're nothing fancy or special, but Raeanne has them set up to cover just about every area in each library,

including the meeting rooms. A two pack of these cameras on Amazon was \$50 and they save to a memory card. Once the card is full, the old data is written over and she gets three days work of videos.

I've attached the new computers and printer. Total cost would be \$3278. The printer currently has a rebate offer which would give us free ink for 2 years. Laptop for the director's desk is so that it can be portable. Taken home if/when the need to work from home arises, or taken to conferences, meetings, etc.

- Discussion was had around the patron computers, and whether we want to replace those as well - will reach out to Erica for clarification.

Applied for the COSAC Outreach Mini-Grant. Asked for \$1000 to curate a starter collection of Hi-Lo books as well as items with dyslexic friendly fonts. Notification is in October.

Applied for Infinite Sums Rural & Small Libraries Cohort. It is a national grant with 15 selected winners and provides \$10,000 to support math- and science-focused programming for all ages in small and rural communities.

Our library will be hosting three separate exhibits provided by the South Central Regional Library Council. The first will be delivered on September 23rd and is titled "Making Sense of the Census in New York." It will be here through the month of October. The next will be for the month of January and is on Immigration in New York between 1650-1950 and the last one will be for March and is on the Women's Suffrage Movement in New York.

October 3rd is the STLS Annual Meeting held in the Penn Yan library. Sue is covering so that I can attend. I'll be in the library once the meeting is over.

There are two upcoming meeting room reservations, one at the end of the month, and one in October.

Old Business:

- Directors/Officers insurance quote from Sloan
- HVAC
- Bookshelf
 - We will check back in about this at next meeting
- Library cameras

New Business:

- Book Club
- Saturday hours
 - The board proposed that we change hours to be open every Saturday 11-1 PM
- Park Circle Tree

- Barb made a motion to spend \$20 for a Christmas tree in park circle, Nichole seconded and all were in favor.
- Wreath workshop
 - Bobbi will reach out to EastWind

Public Comment:

Next Meeting - October 16th, 2025 3:30pm.

Adjournment: 5:18 PM

Respectfully Submitted,

Caroline Mapes

Belmont Literary and Historical Society Free Library Trustee Meeting

October 16, 2025, 3:30 pm

Present: Molly Pike, Pat Presutti, Barb Woolston, Nichole Gambino, Ash Gardener, Caroline Mapes, Bobbi Patello, Erica Moses

Absent: Gene Smith

The meeting was called to order by President Molly Pike at 3:33 PM.

Secretary's Report

- Approval of September minutes: Motion Proposed by Ash, Seconded by Bobbi , All were in favor.
- Correspondence
 - Caroline will send a thank you note to the League of Women Voters for their donation.
 - Wreath Across America
 - Old Belmont School picture

Treasurer's Report

- Approval of September report
- Account Balances
 - Renovation Account
 - Previous Balance: \$11,901.13
 - Deposits/Credits: \$0.00
 - Checks/Debits: \$0.00
 - Ending Balance: \$11,901.13
 - General Account
 - Previous Balance: \$64,376.29
 - Deposits/Credits: \$1,283.90
 - Checks/Debits: \$14,895.10
 - Ending Balance: \$50,765.09

Ash made a motion to approve Treasurer's Report, seconded by Caroline, all were in favor.

Director's Report:

September Patron Count: 223 (5 New)

Items Added: 50

Items Discarded: 1

Total Circs: 267

Holds Rec'd: 52

Holds Filled: 95

Computer Use: 5

Libby Checkout: 194

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 150 session / 24 unique clients

Out of Sys Loans: Still suspended

Lindsey's came out and looked over the HVAC system. Nothing stands out to him as being a reason for our electricity to spike as much as it did. Suggested to call an electrician to see if they might be able to figure out what the cause is. While he was here, I asked if he could put together a quote for us on replacing the system and that we would be applying for a construction aide grant and the needs surrounding it.

After speaking with Robert's Electric, I looked at the RG&E bills. The bill for the current is right back down again.

Computers, monitors, and a new printer were purchased. I held off on purchasing the teleconference equipment for right now. The printer ended up going on sale and was \$100 cheaper than I quoted, however the computers and monitors ended up no longer being on sale. Computers ended up being about \$100 more than quoted, and I chose different monitors that were less than the quote cost. I quoted \$3278 and spent \$2982.

Our tank is completely set up and ready for our new friend to arrive next month. I'm still checking in with local shelters and on Petfinder, but most are too far away.

New door locks were purchased. I've created a log to keep track of who has keys to both doors.

I will be performing staff evaluations by our November meeting for review.

Created a job description for a circulation clerk, just needs to be approved.

Budget Discussion.

Old Business:

- Directors/Officers insurance quote from Sloan-out for quote
- Security update
 - The board discussed security camera options, including Eufy and Owl.
- Heating/Cooling

- The bill went down, however, does the thermostat need to be moved upstairs for cooling? The system may be working harder than necessary because it is sensing incorrect temps.
- New Position
 - Christina is interested in the new position for Saturday hours.
 - Jan. 3rd is the start date for the new position.
- Old Shelf/Computers
 - Still had not been sold. Erica will contact JobTrack to see if they will take it.
 - Erica will contact BOCES to see if they would like the old computers for teaching purposes.

New Business:

- Budget
 - Discussed expenses from current year.
- Vote to override tax cap
 - Bobbi made a motion to override the tax cap, Ash seconded, all were in favor.
- Vote to transfer funds for current year-2025
 - Motion was made by Caroline to withdraw \$20,000 from the endowment fund to cover these expenses and Bobbi seconded. All were in favor.
- Ornaments for tree in Park Circle
 - Snake themed tree - discussed ornaments.
- Floral activity for Christmas/Thanksgiving
 - Bobbi reported on prices for floral activities.
 - Swag florals are \$30 for one or two for \$50
 - Centerpieces are \$50 for one
 - Little cup florals are \$25-30
 - Ash made a motion to offer the swags as an event, with patrons covering \$30 for one swag or \$50 for two swags and pre-paying with a reservation on Wednesday November 19th, Nichole seconded and all were in favor.
 - Bobbi will reach out to EastWind to see what their capacity is for the number of attendees.
 - The board discussed setup and volunteering for the event.
- Resignation of VP Pat Presutti
 - Molly read Pat's note to the library board.
- Discuss number of trustees
 - The board discussed the number of trustees on the board - 7 vs 9.
- Book Club
 - Request from Annie for a key to the library. She will need to stop in and fill out a form. She can pick up the key each month for book club and return it the next day.
- Storytime
 - Taylor Stuck from Angelica will do storytime at Belmont

Public Comment:

Executive Session

- The board went into executive session at 4:34 to discuss raises for staff for 2027 budget
- The board came out of executive session at 4:37

Next Meeting - November 20th, 2025 3:30pm.

Adjournment: President Molly Pike adjourned the meeting at 4:43

Respectfully Submitted,

Caroline Mapes

Belmont Literary and Historical Society Free Library Trustee Meeting

November 20, 2025, 3:30 pm

Present: Molly Pike, Erica Moses, Barb Woolston, Nichole Gambino, Gene Smith, Bobbi Patello, Caroline Mapes

Absent: Ash Gardener

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

Secretary's Report

- Approval of October minutes: Motion Proposed by Barb , Seconded by Gene, All were in favor.
- Correspondence
 - Thank you notes sent

Treasurer's Report

- Approval of October report
- Account Balances
 - Renovation Account
 - Previous Balance: \$11,901.13
 - Deposits/Credits: \$20,000.00
 - Checks/Debits: \$0.00
 - Ending Balance: \$31,901.13
 - General Account
 - Previous Balance: \$50,765.09
 - Deposits/Credits: \$363.86
 - Checks/Debits: \$5,399.55
 - Ending Balance: \$45,729.40
- Caroline made a motion to approve Treasurer's Report, seconded by Bobbi , All were in favor.

Director's Report:

October Patron Count: 230 (3 New)

Items Added: 109

Items Discarded: 1

Total Circs: 253

Holds Rec'd: 50

Holds Filled: 82

Computer Use: 2

Libby Checkout: 216

Kanopy: 0

Mango: 0

JobNow: 0

Wifi Usage: 153 session / 28 unique clients

Out of Sys Loans: Still suspended

- Kanopy, Mango and JobNow all have advertisements on FB and the website. Flyers have also been posted.
- Discussion around publishing a Library Update in the JAG Newsletter.

D/O quote from Sloan came in with a premium of \$284. It gives us \$1 million in coverage without any of the extra options.

Eufy cameras \$440. Gives us 4, battery operated cameras and the home base which is 1TB of storage.

Staff evals were done and given to Ash and Caroline.

Old computers, printers, and fax machines were donated to the CTC students.

Applied for an ALA Sustainable Librarianship grant. It a four-part asynchronous e-course that helps to teach sustainable practices within a library setting. 100 public library workers will be chosen.

We won partial funding for the COSAC Outreach Mini-Grant that I applied for back in September. This was to start an “Accessible Reads” program that would bring hi-lo and dyslexic friendly font books into the library. They funded \$600 of the \$1000 that was asked for. The check has been received and deposited.

We have received five applications for Board Members.

Matt O’Brien from Allegany County Employment & Training is working with DSS to find volunteer sites, I let him know that we are more than happy to help.

I was asked to serve on an 8-person advisory committee for the upcoming ARSL project: Overcoming Obstacles: Enhancing Access to Professional Development for Solo Librarians. The project runs from December 2025 to September 2027 and is to explore the barriers solo librarians face when it comes to continuing education and professional development. The findings are to help with the creation of more accessible, field-informed training opportunities tailored to the realities of rural and small library professionals. This project is ILMS funded and I’ll be receiving a small honorarium for my time.

In addition, I’m also serving on ARSL’s advisory committee for 2026 and will be a mentor to a new librarian through ARSL.

Erica received a request for support for a local sports group who is looking to apply for grants.

- The board communicated that the library's EIN cannot be given out for this purpose.

Old Business:

- Directors/Officers insurance quote from Sloan
 - Molly made a motion to set up an insurance policy through Sloan insurance, Caroline seconded, all were in favor.
- HVAC-Estimate/for buildings grant in spring
 - Tabled for a future meeting.
- Security
 - Bobbi made a motion to purchase 4 cameras from Eufy, Caroline seconded, all were in favor.
- Budget Vote
 - Bobbi made a motion to accept the 2026 budget, Nichole seconded, All were in favor.
- Tax Cap
 - Whereas, the adoption of this 2026 budget for the Belmont Literary and Historical Society Free Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-c adopted in 2011; and
 - Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution approved by a vote of sixty percent of qualified board members; now therefore be it
 - Resolved, that the Board of Trustees of the Belmont Literary and Historical Society Free Library voted and approved to exceed the tax levy limit for 2026 by at least the sixty percent of the board of trustees as required by state law on November 20th, 2025.
 - Gene made a motion to override tax cap, Bobbi seconded, All were in favor.
- Floral activity for Christmas/Thanksgiving
 - 11 in attendance.
- Ornaments for tree in Park Circle
 - Will purchase new green stringed twinkle lights.
- Appoint new VP
 - Molly appointed Nichole Gambino as vice president.
- Discuss choosing new trustees
 - Molly read the applications of applicants to the board.
 - Discussed interview questions
- Received notification that the book club will no longer be using the upstairs space.

New Business

- Library Christmas Dinner
 - December 11th at L'Italia
- Open Hours and schedule for 2026
 - Bobbi made a motion to change the current library hours to a schedule where it is open for 23 hours in the winter and 25 in the summer and Gene seconded. All were in favor.

- Paid Federal Holidays
 - Gene made a motion to change the current paid holiday policy, Caroline seconded and all were in favor.

Next Meeting - January 15th, 2026 at 3:30 PM.

Adjournment: President Molly Pike adjourned the meeting at 5:20 PM

Respectfully Submitted,

Caroline Mapes

Belmont Literary and Historical Society Free Library Trustee Meeting

Special Meeting - December 9, 2025, 5:00 pm

Present: Molly, Erica, Caroline, Deb, Gene, Nichole, Ash, Barb, Bobbi

Absent: Erika

Agenda:

Call to order at 5:04 PM by President Molly Pike

- Furnace Repair
 - Heat exchanger has broken on one furnace. Lindsay's got back to us with quote: \$4800.00.
 - Estimate for AC unit is \$5000.00 for future meeting.
 - Gene makes a motion to spend \$4800.00 from the renovation account to repair the furnace through Lindsay's and Ash seconded. All were in favor.

Adjournment at 5:14 PM