Belmont Literary and Historical Society Free Library
Board of Trustees
Meeting Minutes for August 20, 2026

Attendees: Molly Pike, Erica Moses, Ash Gardener, Deb Burger, Miranda Hemphill, Linda Healy, Anna Hribar, Gene Smith

Other Present:

Absent: Nicole Gambino, Caroline Mapes

Meeting Called to Order at 4:00 PM by Molly Pike

Public Comment

None

Announcements:

- From Molly, new items: new printers, security cameras, Library of Things, Library Pet

Secretary's Report

- Approval of June minutes
  - Motion: Anna
  - Second: Deb
  - Result: All in favor
- Correspondence
  - Per Erica–thank you note to Wendy Kenyon, the Belfast Historian, donated $15 cash to library from the Belfast Museum for Caroline to prepare

Treasurer's Report

- Approval of June & July report
  - Motion: Deb
  - Second: Ash
  - Result: All in favor

Account	Previous Balance	Deposits/Credits	Checks/Debits	Ending Balance
General	$96,769.59	$615.40	$6,289.05	$91,095.94
Renovation	$8,139.88	$0	$0	$8,139.88

Account	Previous Balance	Deposits/Credits	Checks/Debits	Ending Balance
General	$91,095.94	$8,281.53	$15,892.47	$83,485
Renovation	$8,139.88	$0	$1,348.78	$6,792.10

**Full detailed ledger reports and balance sheets are maintained at the Belmont Literary and Historical Society Free Library and are available for public inspection upon request in accordance with NYS Committee on Open Government guidelines.*

- Motion made by Molly and seconded by Miranda to ratify the funds dispersed to Five Stones
- Discussion about Audit–tabled until September meeting

Director's Report

(See attached for full report)

- Public Computer Warranties
- Out-Reach to GenValley
    - Teen D&D, discord page, Library of Things pamphlet
- Summer Reading
    - Great numbers overall, expanding our teen reach is worthwhile
- Labor Law Poster
    - Received and hung
- Historical Preservation
    - Erica in communication with
- Meeting Room
    - No use in July or August. Three in June.
- 2027 Prelim Budget Discussion
- Fire Inspection Fee
    - $100
- ARSL Conference
    - Erica will be gone the week of September 14, will still have access to phone and email
- Visit from Erika Jenns
    - Board meeting in September
- Winter Projects
    - De-Dewing the entire non-fiction collection
    - Diversity audit on the collection

Grant Updates:

- Western New York Rural Library Grant
- Construction Aid Grant
- Believe in Reading
- American Conversations Project
- Archival Needs Assessment
- Extended School Day
- COSAC Outreach Mini Grant
- DEI Micro Grant

Committee Reports

- Finance Committee
    - Budget needs passed come November

- Building and Grounds
    - bees

    - Miranda has joined the Building and Grounds

- Strategic Planning Committee
    - Report presented by Deb
    - Board Member survey results to be given by next month's meeting
    - 3-5 year priorities from each of the committees for input
    - On track to be in compliance come December

- Policy, Personnel and Nominating
    - Plan to meet before Erica's trip

Unfinished Business

- Community Quilt Preservation Project
    - Total is approximately $4335 + $50 for shipping
    - Eligible for a grant through a non-profit organization, grant application has been completed and will be submitted by Erica tomorrow
    - Grants will be awarded in December and will cover the entire cost
- Old Clock Face Project Status
    - Reminded Erica to communicate dimensions to Eva
- Open House Review
    - Magic show was a hit, the children loved it, and was well worth the $400 it cost
    - Open House did not draw unique attendees, but several people participated from the Magic Show
- Golden Bear "donation"
    - Gene will be in communication with the Allegany County Sports Museum

New Business

- Update to Community Room Policy
    - Motion made by Ash to accept changes, seconded by Miranda, passed unanimously
- New Library of Things Policy
    - Motion made by Deb to accept changes, seconded by Gene, passed unanimously
- Patron Library Cards
    - Hours are incorrect on the current cards
    - Price is approximately $600 and includes cards and key tag
    - Erica will plan to redesign and bring a mock-up to January's meeting
- Budget
- AC Update
- Honeybees and Starlings in the Wall
    - Dark hollow to come next week. We want to remove and clean the area
    - We do not have a quote and may need to close the library longer than Wednesday depending on how extensive the infestation is
    - Sale of honey
    - Assess what composes insulation in the walls
    - Discussion to proactively approve the quote given by Dark Hollow and we will retroactively specifically approve it at October's meeting
- All board members want electronic copies of Erica's reports instead of physical copies
- Committees
    - Should be meeting at least once per quarter
    - Each committee should have a leader

    - Notes need to be kept from each meeting and retained by the Committee
    - Committee presents reports to the Board and the Board votes
    - Community members are permitted to participate in Committee
- Preliminary Budget
    - Finance committee met and decided on one of three Preliminary Budget Proposals
        - Proposal presented to the board for consideration and more definitive conversation to be had come October

Next Meetings:

Thursday, September 17, 2026 at 4 PM

Adjournment:

Molly Pike adjourned the meeting at 5:17

Prepared in collaboration with Ash Gardener

Respectfully Submitted,

Ash Gardener on behalf of:
Caroline Mapes
Secretary
BL&HS Free Library

BELMONT LITERARY AND HISTORICAL SOCIETY FREE LIBRARY

Director's Report — Aug 2026 Board Meeting

Reporting Period: June & July 2026 | Submitted by: Erica Moses, Director

1. Monthly Statistics

Metric	June 2026	May 2026	± Mo.	June 2025	± Yr.	YTD
Patron Visits	315	273	**+42**	157	**+158**	**1604**
New Patrons	10	3	**+7**	4	**+6**	**32**
Total Circulations	363	332	**+31**	219	**+144**	**1836**
Holds Received	55	63	**-8**	25	**+30**	**397**
Holds Filled	93	99	**-6**	110	**-17**	**644**
Computer Use	7	6	**+1**	7	**0**	**45**
Libby Checkouts	221	207	**+14**	154	**+67**	**1238**
Kanopy	0	0	**0**	0	**0**	**0**
Mango	0	0	**0**	0	**0**	**2**
JobNow	0	1	**-1**	0	**0**	**1**
WiFi Sessions	133	151	**-18**	150	**-17**	**854**
WiFi Unique Clients	30	25	**+5**	30	**0**	**140**

2. Collection Update

	This Month	YTD 2026
Items Added	70	359
Items Discarded / Weeded	205	218
Net Change to Collection	**-135**	+141
Total Collection Size	**7,675**	—

3. Programs — June 2026

	Programs	Total Attendance
Adult	1	3
Teen/YA	3	16
Children	1	8
Multi-Generational	0	0
YTD 2026	30	164

1. Monthly Statistics

Metric	July 2026	June 2026	± Mo.	July 2025	± Yr.	YTD
Patron Visits	370	315	**+55**	287	**+83**	**1974**
New Patrons	9	10	**-1**	5	**+4**	**41**
Total Circulations	345	363	**-18**	439	**-94**	**2181**
Holds Received	51	55	**-4**	54	**-3**	**448**
Holds Filled	110	93	**+17**	145	**-35**	**754**
Computer Use	16	7	**+9**	7	**+9**	**61**
Libby Checkouts	187	221	**-34**	183	**+4**	**1425**
Kanopy	0	0	**0**	0	**0**	**0**
Mango	0	0	**0**	0	**0**	**2**
JobNow	0	0	**0**	0	**0**	**1**
WiFi Sessions	160	133	**+27**	132	**+28**	**1014**
WiFi Unique Clients	25	30	**-5**	20	**+5**	**165**

2. Collection Update

	This Month	YTD 2026
Items Added	**84**	443
Items Discarded / Weeded	2	220
Net Change to Collection	**+82**	+223
Total Collection Size	**7,810**	—

3. Programs — July 2026

	Programs	Total Attendance
Adult	1	3
Teen/YA	3	9
Children	7	83
Multi-Generational	0	0
YTD 2026	41	259

Upcoming Programs: Outreach at GenValley, Stitch Burners, D&D, Coffee & Conversation, Littles and Lattes

4. Grant Updates

- **Western New York Rural Library Grant**
  - Status: check deposited and purchases made, some items are fully cataloged, waiting on STLS for others. Two kits are in process and then will be sent to STLS for cataloging. All receipts have been sent to STLS, and a list of purchases is attached
- **Construction Aid Grant**
  - Submitted on August 6th
- **Believe in Reading**
  - Status: no updates
- **American Conversations Project**
  - Conversations were scheduled, no one came
- **Archival Needs Assessment**
  - Submitted 6/26 to DHPSNY (Documentary Heritage and Preservation Services for New York)
- **Extended School Day**
  - Preliminary information was sent to the GVCSD and they're working on securing the contract so it can begin.
- **COSAC Outreach Mini Grant**
  - Will be submitted in August, outreach to GVCSD
- **DEI Micro Grant**
  - Will be submitted in August for diverse collection building.

5. Director's Updates

Items below are for board information unless otherwise noted.

- **Public Computer Warranties**
  - Renewal was submitted. Invoice sent to Glen for payment in June
- **Out-Reach to GenValley**
  - Joining "Meet the Teacher Night" in August. Will offer library card signups on the spot and a few things to hand out to parents and students.
- **Summer Reading**
  - Summer reading was awesome! Great numbers for July
  - Next year's theme is "Mystery Awaits at Your Library"
- **Labor Law Poster**
  - Received and hung
- **Historical Preservation**
  - In contact with Claire Lovell from SCRLC (South Central Regional Library Council)
  - Molly and I are attending a workshop at STLS on document digitization on August 11th.
- **Meeting Room**
  - We had reservations for the meeting room on 6/6, 6/14, and 6/27.
  - There was a misunderstanding of the fees for one of registrations, but it was taken care of.
- **2027 Prelim Budget Discussion**
- **Fire Inspection Fee**
- **ARSL Conference**
- **Visit from Erika Jenns**
- **Winter Projects**
  - De-Dewing the entire non-fiction collection
  - Diversity Audit on the Collection

6. Items Requiring Board Action or Vote

The following items require board discussion, motion, or vote at this meeting.

- **Update to Community Room Policy**
- **New Library of Things Policy**
- **Patron Library Cards**
- **Honeybees in the Wall**
- **Payment to Five Stones for fixing the AC**
    - Needs ratification by board

Submitted in advance of the August 2026 Board Meeting. Questions may be dir directed to the Director prior to the meeting.