

LAMONT MEMORIAL FREE LIBRARY

MINUTES FOR 10/21/2024

In-Person Board Meeting: 6:30 p.m.

Roll Call

Present: Maryalice Griffin, Colleen Rynders, Melanie Field, Heather Cobb, Director.

Absent: Linda Riccardi, Page Anderson, Allison Field, Rosann Morey

Guest: Cindy Buerkle (FOLMFL), Chris Buerkle

Meeting started at 6:30PM

Public Comments:

None

Chris Buerkle (wreath making):

Chris discussed wreath making. She estimates that we will need 50 lbs of clippings if we have 50 people attending. Chris's husband is cutting a tree down the weekend of 11/16. They will cut branches off and put them by their barn for us to pick up to clip into smaller pieces for the wreaths. She said we can start picking up the branches on Sunday 11/17 so we have the week to clip them before the event.

Friends of the Lamont Memorial Free Library (FOLMFL):

Cindy reported that their by-laws, certificate of incorporation and EIN are all complete and the MoU has been signed. They have filled out and submitted the 501C3 application. They still need to set up their bank account. At the next meeting they will start talking about fundraising, membership fees and levels, and creating a logo. They have also discussed the possibility of fundraising to pay for attendance to the NYLA conference. There are a lot of topics related to Friends of the Library at the conference. NYLA might be something that library board members might be interested in attending as well. Heather will start sending the board meeting agenda and minutes to Cindy and Giuliana.

Approval of Meeting Minutes:

Minutes for the September 16th meeting were reviewed. Motion to approve: Colleen, seconded by Mary. Approved.

Financial Reports:

★ Profit & Loss

- Heather pointed out that the Finger Lakes line item under Real Property Taxes Income includes the end of 2023 amount we received in 2024 and the budget amount was incorrect.
- Gifts and Donations - we received a memorial donation of \$50.00.
- Bullet Aid - this includes a check from 2023.
- Family Literacy Grant - the amount listed here is a mistake. It should be under Books.
- New Materials - We have spent almost all of the budgeted funds for the year and have gone over budget for a few line items.
- ★ **Transaction List** - We don't have the Endowment amount for September yet.
- ★ **Balance Sheet** - No discussion on this report.
- ★ Motion to approve: Melanie, seconded by Maryalice. Approved.

Director's Report:

- ★ Heather is happy with the numbers, except for internet usage. Everything else is remaining pretty steady.
- ★ 150 New Materials were added in September. This included books for the grant to purchase board books. 6 of the new materials were from donations.
- ★ Volunteers for September were our normal volunteers: Z. Thornton (Saturdays), T. Ripley (shelving books), C. Cobb and B. Cobb.
- ★ Programs:
 - The word is slowly getting out that Christa is leaving. With Christa leaving, there is no kids program for October. Her last Preschool story time will be on 11/1. At the previous story time we had 14 in attendance so we are finally getting some interest again. Preschool story time is usually the last Friday of the month at 10am.
 - Adult - There were 6 adult programs for September with 40 attending. (4) Knit & Crochet, (1) Book Club and (1) Senior Social. Only 4 people attended the senior social so it wasn't as attended as they had hoped.
 - Tween/Teen - none
 - Children - 1 program in September - Preschool story time. 14 attended.
 - Multigenerational - none
 - Non Library Programs - none.
- ★ Trainings & Meetings:
 - School Open Houses - McGraw schools - Heather, Melanie, Linda, Rosann
 - McGraw Business Advisory Committee - Heather was invited to attend this. Several local businesses attend. PlayD8 is one of the businesses in the area. We had some discussion regarding possibly working with PlayD8 to advertise our programs to try to increase attendance at our children's programs.
 - FLLS Directors' Meeting - Heather attended via Zoom.
- ★ Motion to approve: Mary, seconded by Colleen. Approved.

Unfinished Business:

- ★ Tree Lighting:

- December 14th from 4:30 - 6:00.
- New tree has been planted.

New Business:

- ★ McGraw Military Monumental Project: Mary asked if the library should make a donation to this project. Heather mentioned that the taxpayer monies we receive are for library services. After some discussion we decided to table this.
- ★ New Hire Timeline:
 - Heather mentioned starting the search in January. We discussed starting the search for Christa's replacement as early as November so we don't miss too many programs. We are concerned that we will lose interest and attendance if there is a big gap between programs. Heather figures 6 hours per month for storytime, which is 1 program per month. Senior Social is 2 times per month. Heather figures 5 hours for the program and 2 hours for the other social. Also considering having the new person run the Crafts & Creation program as well.
 - We discussed the idea of having interim "substitutes" filling in for these programs so perhaps we might not miss any programs.
 - Becky isn't doing any programs for the remainder of this year. Probably will only have her come back for the summer reading program, if she is interested.
- ★ Budget 2025:
 - We reviewed the first draft that Heather created.
 - Adult Program Coordinator was added under Personnel. Will include Craft and Creation program and 7 hours for Senior Social.
 - Children's Program Coordinator - added 6 hours per month for Preschool storytime and also Summer reading and story time. We discussed changing the rate from the current 15.80 per hour to 15.50.
 - Teen/Tween coordinator - added summer reading to this amount.
 - Adult Summer Reading - we discussed making this part of the Senior Social.
 - Removing Chess Club, Family Fun Night and Homeschool Learning Studio from the budget.
 - Program Contributions line and FLLS Outreach Mini Grant depend on whether or not we get any contributions earmarked for programs and whether we get the grant.
 - We will keep the Teen Summer Reading line item in the budget.
 - Heather is adding a budget item back in for the Adult Large Type Fiction so we can purchase more large type books.
 - We decided to keep the Science Center Membership in the budget for now.
 - We also discussed whether to have a budget line for FOLMFL donations. We currently have a budget line for Spring Book Sale. Do we keep this separate line now that we have a Friends group? The wreath making and book sale are considered income in our budget. We aren't sure how this will be handled but we would like the money from these things turned over to use for our general budget.
 - FLLS Collection Development line is going away.

- Heather will reach out to the Business Manager at the school for the PILOT information to get the correct figure for this budget line.

Next meeting will be on November 18th at 6:30PM

Meeting adjourned at 8:094PM

Respectfully submitted by Melanie Field, secretary