

# **LAMONT MEMORIAL FREE LIBRARY**

## **MINUTES FOR 3/24/2025**

In-Person Board Meeting: 6:00 p.m.

### **Roll Call**

**Present:** Page Anderson, Allison Field, Rosann Morey, Linda Riccardi, Colleen Rynders, Melanie Field, Heather Cobb, Director.

**Absent:** none

**Guest:** Karl Klein, VP FOLMFL

Meeting started at 6:00PM

### **Public Comments:**

None

### **Guest Speaker:**

None

### **Friends of the Lamont Memorial Free Library (FOLMFL):**

Karl reported that they are doing a membership drive. Also, their annual meeting is Tuesday, April 29th and the library board is invited to attend. Cindy Buerkle, Megan Wildman and Giuliana Figliomeni have resigned from their offices on the FOLMFL board so Meghan Aagaard is serving as Interim President and Anne Farrell is Secretary/Treasurer. Cheryl Kenyon is still on the board and Nancy Hazel joined the board.

### **Approval of Meeting Minutes:**

Minutes for the January 27th and February 25th were reviewed. Motion to approve: Rosann, seconded by Allison.

### **Financial Reports:**

- ★ **Profit & Loss:** Heather will be contacting the school regarding district wide funding and PILOT funding. We received the funding from the Town of Cortlandville. We also received 2 donations from people that normally donate to the Fall Fund Drive. Also, the remainder of the FLLS Outreach Mini Grant has been received. Heather needs to make a journal entry for that.
- ★ **Transaction List:** We had an increase for the Endowment in January and February.
- ★ **Balance Sheet:** no discussion on this report
- ★ Page questioned whether the monthly investment report from Tompkins Trust could be included in our report packet. Heather will try to do that.
- ★ Motion to approve: Melanie, seconded by Allison.

### **Director's Report:**

- ★ Circulation is a little down but ILL and ILL to Other Libraries are doing well. Overdrive is going up. Library visits are good. Internet sessions are down. We don't have WiFi numbers due to the email issues that Heather has been experiencing.
- ★ We received 83 new materials for January with 27 of those from donations. We had 65 new materials for February with 10 from donations.
- ★ Our volunteers for January and February were T. Ripley and Z. Thornton.
- ★ Programs:
  - Adult - 7 programs for January and 7 for February. One more program in Sr Social after this Thursday's program. Heather is hoping to have someone in place for the Adult programs in April.
  - Teen/Tween - One program (Project Takeover) in February. 10 attendees.
  - Children - 2 Preschool Storytime for January and February. Total of 14 attendees.
  - Multigenerational - 1 program (Library Crawl) in February. 36 attendees.
  - Non-Library - Tutoring, Girl Scouts, McGraw Business Advisory, VITA Tax Prep and Friends occurred at the library in January and February.
- ★ Trainings & Meetings: reviewed training and meetings attended by Heather and the Board members for January and February. This included the Trustee Essentials training presented by FLLS at our library.
- ★ Motion to approve: Melanie, seconded by Allison.

#### **Unfinished Business:**

- ★ Board of Trustee Terms: Reviewed the information given for the board members and updated information as needed.
- ★ Meeting Schedule and Special Events: Reviewed the schedule for 2025. We have been approved for 3 days of the book sale at the Community building. So, we will start the sale on Thursday instead of Friday. We also received confirmation that we can do the wreath making even at the Brewery on November 22nd.

#### **New Business:**

- ★ Job Descriptions: Reviewed the job descriptions for the program coordinators. Right now we just need to fill the Adult Coordinator position. Mindy is the Children's Coordinator and Rebecca Cornell is the Teen/Tween Coordinator.
- ★ Investment Policy: We need to review and make changes to our Investment Policy. We will have Mike Zoanetti from Tompkins Trust coming to speak to us about our investments so we will wait until May to sign the policy. Page questioned the guidelines specified in the Library Trustee handbook in regards to our investment policy. Heather will reach out to Sarah at FLLS and will discuss with Mike as well.
- ★ NYS Prenatal Leave: We reviewed the NYS Paid Prenatal Leave Law Policy. Rosann made the motion to adopt this policy as our library policy for Prenatal Leave. Seconded by Allison. All in favor. Motion carried.
- ★ Rosann talked with Mindy Young and Mindy mentioned putting a sign out front to attract more people to the library events. We have a sandwich board that Heather usually puts out front the week prior to library events like Preschool Storytime. It would be nice to have a more permanent sign, perhaps like the one at the Community Center, but we

probably wouldn't have funding for something like that. In the meantime, we will utilize our sandwich board. Other suggestions for advertising our programs is to put an ad on Spectrum Channel 2 and also advertise on the local radio stations.

**Next meeting will be on Monday, May 19th at 5:30PM Mike Zoanetti will attend.**

Meeting adjourned at 6:40PM

Respectfully submitted by Melanie Field, secretary