

Almond Twentieth Century Club Library
Board Meeting Minutes – December 9, 2021

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Julie Phillips – Library Board Trustee, Mary Jo Murray – Library Director, Valerie Ewald – Bookkeeper, Rhiley Langworthy – Candidate for Bookkeeper Position

Absent: Linda Staiger – Library Board Trustee, Elizabeth Sherwood – Library Board Secretary, Susan Steere – Library Club representative

Meeting called to order at 6:37 p.m.

Introduced Rhiley Langworthy to the group.

Discussion of new NYS Open Meeting requirements regarding format and posting of minutes and related documents.

October meeting minutes were approved with corrections – Julie made motion, Eric seconded.

Liz submitted her letter of resignation to Elva via email, effective immediately. It was with great regret that the Board accepted said resignation – Eric made motion, Julie seconded.

Director's report – see attached document for statistics.

- Take & Make program is going well. Offered 6 activities, 45 went out in all.
- Alfred Box of Books has gone to curbside pickup. Mary Jo does not feel this is necessary for Almond at this point in time.
- Weeding of Adult Non-Fiction and Juvenile Series is going well.
- Craft closet has been cleaned and reorganized.
- Received email from Division of Library Development re: Library Façade Renovation construction project. Requested that post-construction pictures be labeled as “restored” or “repaired”. Revisions have been made and submitted.
- Broken hand railing at front steps has been repaired free of charge by Miller & Richard Masonry.
- Mary Jo has received 8 applications for Library Assistant position and has begun interviewing.

Director's report was accepted – Eric made motion, Julie seconded.

Bookkeeper's report – see attached document for details with the following notations:

- Question was asked how October Chicken BBQ fundraiser compared to spring fundraiser. Valerie to look up and report back. (**\$232 vs \$333.25**)

- There was a question as to whether the amount listed as quilt Election Day deposits were for the day or the entire amount. \$1289 was collected the day of the event, \$1568 is the total of all quilt receipts to date.

Bookkeeper's report was accepted – Julie motioned, Eric seconded.

Club report

- Elva gave the Club report in Susan's absence.
- Susan has emailed Club members times for Kitchen Clean up – Saturday, December 11, 1-3pm and Saturday, December 18, 11am-1pm, if needed. Eric and Rhiley both offered boxes if needed for this project.

Club report was accepted – Eric motioned, Julie approved.

Old Business

- Bookshelves for Children's Room Grant project should be completed and installed by the end of the week. Pictures of progress have been emailed to group. Expenses went over by approximately \$50. Julie made a motion to use library funds to cover overage. Elva seconded and the motion was approved. Eric abstained as he has been directly involved in this project.
- Date for kitchen remodel to begin – January 3, 2022.

New Business

- It was decided that holiday schedule would be added to agenda of Executive Session.
- There was no other new business remaining.

Adjourned to Executive Session – Personnel 7:33 p.m. – Eric motioned, Julie seconded.

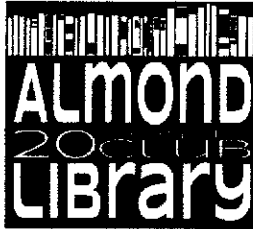
Valerie was requested to remain for Executive Session discussion.

Meeting reconvened 7:50 pm to announce decisions made in Executive Session

- Rhiley Langworthy officially offered position of Bookkeeper.
- Library will be closed Christmas Eve, Christmas Day, New Year's Eve and New Year's Day. These will be paid holidays.
- Due to a recording error, the Board re-approved for the position of Library Assistant to be posted and filled.

Next meeting – January 6, 2022, 6:30 p.m.

Meeting adjourned 7:55 p.m. – Julie motioned, Eric seconded.



October

Almond Library September Director's Report

Thursday December 2, 2021
Mary Jo Murray, Library Director

Stats	September 2021	October 2021	Percent Change
Door Count	122	152	25%
Computer Use	5	2	-60%
Program Attendance	100*	45*	-55%
Circulation	333	314	-6%
Registrations	0	4	
Items Added	15	42	180%
Holds Filled	142	157	11%
Holds Received	86	85	-1%

*Take n Makes for the Month - 6 different activities (I Spy's, Scavenger Hunt's, Craft, etc)

Weeding Adult Nonfiction - Connor is pulling the books, examining condition, researching newer editions, researching circulation statistics - makes notes for me; then I will examine again, read notes and decide if we want to keep in our collection.

Connor is going through the Juvenile series books, checking condition, and updating call number in catalog so that it is easier to find juvenile series.

I have cleaned out "craft closet" upstairs and reorganized items into categories for easy retrieval.

Received correspondence from contact from Division of Library Development regarding construction project #0386-20-8646 (Library Facade Renovation). They requested that I replace "repair" to "restore" or "renovate" on all post-construction pictures. Notified contact that this was revised and she will send project forward for approval.

November 2021 Bookkeeper's Report

1. Donations - McEvoy \$50, MacIntosh \$100, Network for Good \$70
2. Chicken BBQ \$333.25
3. Filed tax cap 11/09/21
4. Election Day deposits - baskets \$560, luncheon \$712.08, quilt \$1568
5. School tax check \$75,507.53

11/28/2021	Bills to be paid	
Date Due	Payee	Amount
12/1/2021	Servisoft - misc expense	\$25.00
	Ingram - circulation books (2 mos)	\$288.41
	AmEx/Lowes - bookshelf materials	\$442.98
	Louise Schwartz - reimb Election day	\$94.92
12/4/2021	Cardmember Services	\$69.75
	Prog - \$31.93	
	Off Sup - \$6.82	
	Bank Chg - \$31.00	
12/5/2021	Amazon	\$364.05
	Circ Dvd \$38.03, Circ Book \$134.99	
	Off Sup - \$91.26, Prog - \$16.80	
	R&M - \$82.97	
Oct Bills	Cardmember Services	\$ 201.32
	Amazon	\$ 137.05
		\$1,623.48

Auto-Pay

	Frontier	\$55.61
	NYSEG	\$87.55
	National Fuel	\$24.92
		\$168.08