

Almond Twentieth Century Club Library Board Meeting Minutes – February 24, 2022

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Mary Jo Murray – Library Director, Valerie Ewald – Bookkeeper, Rhiley Langworthy – Bookkeeper

Absent: Linda Staiger – Library Board Trustee, Julie Phillips – Library Board Trustee, Susan Steere – Library Club representative

Meeting called to order at 6:32 p.m.

December meeting minutes approved - Elva motioned, Eric seconded.

The meeting scheduled for January 28th was postponed so information for this meeting included business for January and February.

Director's report - see attached documents for statistics.

- As NYS masking requirements have relaxed, so have masking requirements for the library. It was decided that staff use masks based on patron comfort level (ie: if family came into library masked, staff would mask up as well.)
- Elevator repair company came in January to service lift. Lift is back to working well. Technician was able to remove broken key from outside lock. Rather than replace key, patrons needing to use the lift can ring bell for service and library staff will lower lift to them.
- Connor is working on weeding oversized children's books.
- COVID test/mask distribution: first round - supplies disappeared quickly, second round - Was scheduled for a Saturday to accommodate patron work schedules. Still some supplies remaining.
- Website visits and digital stats have been added to monthly report statistics.
- Pandemic operations policy was distributed and reviewed by Board members. We are still following the established protocol.
- Box of Books (Alfred) is considering hosting a Birds of Prey event and has asked if we would like to collaborate. Mary Jo is working with Melanie to arrange an event in late April.
- Snow shoveling has been paid to date. Matt would like to continue mowing the lawn but cannot do shoveling next season. Connor has expressed an interest in taking on the shoveling but we need to investigate the best way to proceed before we can make a decision as there is concern that a different rule set would apply for an employee vs. an outside party.

Director's report was accepted - Eric motioned, Elva seconded.

Bookkeeper's report - see attached documents.

- Bookkeeper's portion of the Annual report has been completed and delivered to Mary Jo for submission. Big thanks to Rhiley for her hard work in getting this completed, largely on her own.

Bookkeeper's report accepted - Elva motioned, Eric seconded.

Club report - Elva shared that there was a need to set up a date for a work-bee to restock the kitchen. March 12th at 10 am was suggested. Will decide at the March board meeting if additional time needs to be scheduled.

It was also discussed that a Stearns fundraiser should be scheduled. Eric will call to find out when the first BBQ date is.

Old Business:

- Proposition for school budget: Box of Books is asking for more than a 2% increase. Elva spoke to Brian at STLS about this as this information should have been communicated to us in advance of Elva's meeting with BoB president to draft proposal letter. Brian is confident that measure will pass. We are concerned if it fails, we will lose this year's much needed increase.
- Construction update: Kitchen has been completed and check for the balance due has been issued. Mary Jo has been instructed on how to light the pilot light for the stove, if needed.

New Business:

- Future projects: Eric asked for a wish list of what Mary Jo and Board members would like to see done at the library. Some suggestions are: new lighting upstairs (especially a light over the stairwell), A/C update, new window shades, humidifier, dehumidifier. During the course of this discussion, it was mentioned that the outside light is not coming on. Dan (contractor) took a look at it while working on the kitchen and cleaned the lens. Mary Jo will continue to monitor function. It was also decided that new window shades might be able to be purchased in the very near future. Mary Jo to obtain estimates.

Adjourned to Executive Session - Personnel at 7:59 p.m.

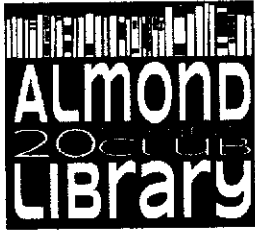
It was requested that Valerie stay to record the minutes.

Meeting reconvened to announce Executive session decisions at 8:06 p.m.

- Mary Jo will receive \$1/hr increase in pay, effective immediately.

Next meeting will be held March 31, 2022.

Meeting adjourned at 8:09 p.m. - Elva motioned, Eric seconded.



Almond Library January Director's Report

Thursday February 24, 2022
Mary Jo Murray, Library Director

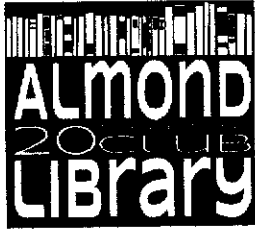
Stats	December 2021	January 2022	Percent Change
Door Count	120	163	36%
Computer Use	1	3	200%
Program Attendance	39	24	-38%
Circulation	399	405	2%
Registrations	0	3	
Items Added	34	47	38%
Holds Filled	114	118	4%
Holds Received	177	138	-22%
Monthly Website Visits	145	180	24%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	54	70	30%

Note: Program Attendance = Take n Makes

We have put a hold on weeding Adult Nonfiction right now. We are going through Children's Oversize books - weeding for non-use or damage. Since we have brand new beautiful bookshelves and the current Children's oversize section was getting crowded, we decided to move them to the new bookshelves.

I am working on Annual Report. It is due Feb. 28th, 2022.

January 29th - Received another distribution supply of COVID tests and KN-95 masks especially for those who work during the day and couldn't get to the other distribution event.



Almond Library December Director's Report

Thursday January 27, 2021
Mary Jo Murray, Library Director

Stats	November 2021	December 2021	Percent Change
Door Count	144	120	-17%
Computer Use	2	1	-50%
Program Attendance	56	39	-30%
Circulation	285	399	40%
Registrations	1	0	-100%
Items Added	15	34	127%
Holds Filled	134	114	-15%
Holds Received	30	177	490%

Note: Program Attendance = Take n Makes

Connor Dirlam is officially Library Assistant as of January 18, 2022.

Continued weeding Adult Nonfiction - Connor is pulling the books, examining condition, researching newer editions, researching circulation statistics, etc.

Elevator technician was here to look at elevator and do preventative maintenance. He lubed everything, checked everything thoroughly - it is working good now. Technician got the key from outside - ground level key hole. I am trying to get additional keys from Access Elevator. Right now, we are leaving key to elevator car out of the key hole. If a patron needs to use the elevator, they just need to ring the doorbell and we will assist them.

January 11 - We received 120 KN-95 masks and 66 COVID test kits based on population density. Test kits were gone within an hour and masks were gone by the time the library closed.

January 2022 Bookkeeper's Report

1. Funds received: Sinks \$575, and the Stove \$200
2. Donations received - Cartridge Guy \$5.45
3. Payroll service increase \$38.27 base fee, \$2.50 per check (was ~\$34.50 base, \$ employee over 3)
4. CD renewed at 0.3% for 12 mos.

1/27/2022	Bills to be paid
Date Due	Payee
2/1/2022	Servisoft - misc expense
	Ingram - circulation books
	The Library Store - circulation videos
	STLS - internet 3 mos.
	Village of Almond - water
	Cardmember Services
	Supplies- \$27.00
	Misc. Exp - \$104.94
	Amazon
	Circ-Books - \$265.07
	Programming - \$27.58
	Office Supplies - \$89.98
	Supp - \$9.69
	Circ-Video - \$40.94
	Postmaster - stamps
	Isaac Heating - (Aug)
	Demco

Auto-Pay

	Frontier
	NYSEG
	National Fuel