Almond Twentieth Century Club Library
Board Meeting Minutes – April 28, 2022

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Mary Jo Murray – Library Director, Linda Staiger - Library Board Trustee (joined late), Julie Phillips - Library Board Trustee, Valerie Ewald – Bookkeeper, Rhiley Langworthy - Bookkeeper

Absent: Susan Steere - Library Club Representative

Meeting called to order at 6:39 p.m.

March meeting minutes approved - Eric motioned, Julie seconded.

Director’s report - see attached document
- Book Challenge policy - We need to have a book challenge policy so that patrons have a mechanism to request that certain materials be considered for removal from circulation. The policy includes extensive paperwork for the patron to complete. Once submitted, it will be up to the Committee (as defined by policy) to review request and examine material(s) in question. A template policy was provided by STLS.

Eric motioned that we accept the policy template provided, Julie seconded (with protest) - motion passed.
  - Mary Jo is adding a new children’s series and promoting it on Facebook.
  - Kitchen grant is set to be closed. Final photos of hot water heater have been submitted and we are now waiting for final approval.
  - Mary Jo suggested that perhaps we could have a pie sale as a fundraiser.
  - April programming - Birds of Prey - the company did not show up for the event. They are willing to come back and do a program for free to make up for the scheduling error. Mary Jo is working with Melanie (BoB) to determine an alternate date should they choose to move forward with this offer.
  - Egg Hunt - was fun and well attended.

Director’s report was accepted - Eric motioned, Julie seconded.

Bookkeeper’s report - see attached documents.
- Banking switchover to take place Monday, May 2nd. Elva and Rhiley will meet at 10a.m. at Community Bank in Alfred to add Rhiley to the accounts and remove Valerie.
- 990 is completed and will be sent out for review. Rhiley will use the inventory figure from last year due to time constraints. A complete inventory of the library’s collections should be performed in the very near future so that we can update this figure. STLS may be able to help us pull an inventory report.

Bookkeeper’s report accepted - Julie motioned, Eric seconded.
Club news

- Stearns fundraiser is scheduled for May 7th, pick-up 12-2pm. We will meet at 11am to begin assembling meals. Val & Eric & Elva will be there at 11am, Julie will arrive late, Rhiley will try to join us, Linda is also planning to help.
- Follow up to last month’s quilt discussion: Julie’s friend is not available to make the quilt. Eric will check with some Amish friends who might be able to assist (for a fee). Rhiley is also checking with a cousin who may be able to help.
- Elva brought cards for all to sign. These will be sent to former Club members who were recently hospitalized or are homebound. We also discussed the need to reach out to a few others that aren’t doing well.
- Newsletter: Susan sent template to Mary Jo who has been working on content. It is almost finished and there is hope that it will be completed in time to distribute at the Chicken BBQ fundraiser.

Old Business:

- Outdoor light - seems to be working fine.
- Window shades - Still researching possibilities. A discussion was had as to whether or not curtains were needed in the kitchen as it gets very bright in there. Shades/curtains often collect grease & grime. Perhaps window tinting would be a good option to explore.

New Business:

- Hot water tank for the kitchen project is in and working (see attached emails for Board discussion/vote on project).
- With the kitchen completed, we are going to begin holding pancake breakfasts, ideally on a monthly basis. The first one is scheduled for Saturday, June 11th, 9-10:30 am. We will need people to arrive at 8 am to begin preparing. A discussion was had regarding how much to charge, what to provide, etc. The Board will research prices and share on-line so that we can make a decision at the next meeting.
- No public comment
- Linda would like to move forward with the next Murder Mystery which we will discuss more at the next Board meeting. We would still use the Circus theme that we decided on prior to the beginning of the pandemic and most likely hold it on a Friday night, some time this summer.
- We need to work on recruiting new volunteers and/or Board members.

Next Board meeting will be held May 26, 2022.

Meeting Adjourned 8:43 p.m..
Linda motioned, Eric seconded.
Almond Library March Director's Report

Thursday April 28, 2022
Mary Jo Murray, Library Director

<table>
<thead>
<tr>
<th>Stats</th>
<th>February 2022</th>
<th>March 2022</th>
<th>Percent Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>Door Count</td>
<td>135</td>
<td>152</td>
<td>13%</td>
</tr>
<tr>
<td>Computer Use</td>
<td>1</td>
<td>9</td>
<td>800%</td>
</tr>
<tr>
<td>Program Attendance</td>
<td>35</td>
<td>11</td>
<td>-69%</td>
</tr>
<tr>
<td>Circulation</td>
<td>352</td>
<td>477</td>
<td>36%</td>
</tr>
<tr>
<td>Registrations</td>
<td>3</td>
<td>5</td>
<td>67%</td>
</tr>
<tr>
<td>Items Added</td>
<td>37</td>
<td>90</td>
<td>143%</td>
</tr>
<tr>
<td>Holds Filled</td>
<td>118</td>
<td>148</td>
<td>25%</td>
</tr>
<tr>
<td>Holds Received</td>
<td>131</td>
<td>164</td>
<td>25%</td>
</tr>
<tr>
<td>Monthly Website Visits</td>
<td>136</td>
<td>129</td>
<td>-5%</td>
</tr>
</tbody>
</table>

Digital Stat’s
OverDrive (ebooks, audiobook, video checkouts, magazines) 38 38 0%

Note: Program Attendance = Take n Makes

In the month of March, the door count rose slightly. Circulation, Registrations and Holds all increased from February. We added more items to our collection. I have promoted these new items on Facebook.

I am in the process of organizing the library website. I have borrowed some instruction manuals on WordPress from other library’s to help me navigate building and maintaining the website.

The Kitchen remodel grant is set to be closed - pictures of tankless hot water heater were uploaded to portal and FS-10-F forms will be sent out soon.

LOOKING AHEAD -
Stearn’s Chicken BBQ - Saturday, May 7 - 12pm to 2pm
Community Day - Saturday, May 14 @ 3pm by Andrew Beiler
Almond 20th Century Club Library Challenge to Library Materials Policy

Almond 20th Century Club Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Almond 20th Century Club Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Almond 20th Century Club Library or any of its employees, volunteers, or trustees act in loco parentis (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Almond 20th Century Club Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Almond 20th Century Club Library in care of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two librarians not involved in the selection of the material.

Within two weeks the committee shall:
1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (http://www.alav.org/bbooks/online-challenge-reporting-form) and the New York Library Association (director@nyla.org) of any challenges.

The Almond 20th Century Club Library Director will respond in writing by certified mail to the patron within 10 days of the committee’s decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

Adopted by the Almond 20th Century Club Library Board of Trustees [Date of meeting where adopted].
Almond 20th Century Club Library Request for Reconsideration of Library Materials

Please fill out following form completely and mail to Library Director, Almond 20th Century Club Library, PO BOX D, Almond, NY 14804.

Name: ____________________________ Date ____________________

Address: _____________________________________________

City: ____________________________ State ______ ZIP ______

Phone: ______________ E-Mail _________________________________

Do you represent yourself? _____ An Organization? __________________________

Resource on which you are commenting:

Book _____ Video/DVD _____ Audiobook _____ Multi-media Kit _____ e-Book _____ Electronic information/network (please specify) __________ Other (please specify) __________

Title: _____________________________________________

Author/Producer: __________________________________

Library owning this title: __________________________________

What brought this title to your attention?

___________________________________________________

1
Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Signature: ________________________________________________________________

Reconsideration action:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date request received: __________________________

Findings of Reconsideration Committee:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date response sent to patron: __________________________

Adopted by the Almond 20th Century Club Library Board of Trustees [Date of meeting where adopted].
### April 2022 Bookkeeper's Report

1. AmazonSmile: $13.27
2. Late processing payroll period 3/27 - 4/09 due date 4/15 processed 4/18 (measures taken to ensure this will not happen again)
3. Marathon Energy notification received for rate change based on increased tariffs (new rate will be received at a later notice)

<table>
<thead>
<tr>
<th>Date Due</th>
<th>Payee</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>3-Apr</td>
<td>Demco - Supplies</td>
<td>$36.46</td>
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<tr>
<td>7-Apr</td>
<td>Servisoft - misc expense</td>
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<td>7-Apr</td>
<td>The Library Store - Supplies</td>
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<td>7-Apr</td>
<td>Isaac Heating &amp; Air</td>
<td>$268.33</td>
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<tr>
<td>20-Apr</td>
<td>Village of Almond - Water</td>
<td>$70.00</td>
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<td>20-Apr</td>
<td>Ingram</td>
<td>$210.08</td>
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<tr>
<td>4-May</td>
<td>Cardmember Services</td>
<td>$0.00</td>
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<td>20-Apr</td>
<td>Amazon</td>
<td>$109.26</td>
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<td>Circ-Books - $47.38</td>
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<td>Tech - $18.92</td>
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<tr>
<td>13-Apr</td>
<td>C &amp; K Bill - Fire Extinguisher Insp.</td>
<td>$25.00</td>
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<tr>
<td></td>
<td>STLS</td>
<td>$399.00</td>
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<tr>
<td>7-Apr</td>
<td>Internet 133/mo</td>
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<tr>
<td></td>
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<td>$1,205.55</td>
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### Auto-Pay

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<td>18-Apr</td>
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<td>21-Apr</td>
<td>NYSEG</td>
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<tr>
<td>6-Apr</td>
<td>National Fuel</td>
<td>$229.73</td>
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<tr>
<td></td>
<td></td>
<td>$378.28</td>
</tr>
</tbody>
</table>
Re: Hot water heater

From: david owlett (david_owlett@yahoo.com)
To: lstaiger@stny.rr.com
Cc: ewalds@frontiernet.net; phillips.julie1161@gmail.com
Date: Monday, April 4, 2022, 05:39 PM EDT

Eric voted aye. Motion was carried.

On Monday, April 4, 2022, 05:28:18 PM EDT, Linda Staiger <lstaiger@stny.rr.com> wrote:

Aye👏👏. Linda

Sent from my iPhone

On Apr 4, 2022, at 5:19 PM, david owlett <david_owlett@yahoo.com> wrote:

Eric made the motion that we have the hot water heater installed for 1000.00$. It will be done by the same contractor that did the kitchen. It was seconded by Linda. All in favor say aye. Opposed Nay.
Re: Hot water heater

From: Julie Phillips (phillips.julie1161@gmail.com)
To: david_owlett@yahoo.com
Cc: lstaiger@stny.rr.com; ewalds@frontiernet.net
Date: Monday, April 4, 2022, 06:28 PM EDT

Aye

On Mon, Apr 4, 2022, 5:19 PM david owlett <david_owlett@yahoo.com> wrote:

Eric made the motion that we have the hot water heater installed for 1000.00$. It will be done by the same contractor that did the kitchen. It was seconded by Linda. All in favor say aye. Opposed Nay.