**4/24/19: Almond 20th Century Club Library**

***Board of Trustees Minutes***

***April 24, 2019***

**Present: Elva Owlett, Johanna Stanton, Val Ewald, Eric Ewald, Linda Staiger**

**Call to Order at 6:28**

**Minutes from March mtg. read. Motion made to accept the minutes by Eric, second – Julie. Passed.**

**Bookkeeper Report**

**Insurance: Yoga is not covered unless they have their own insurance. Other events are. We are not to provide chairs, tables for events outside of building. Bring your own. Add a Disclaimer on the rental agreement—library cannot be held liable for any injury outside our premises. The wine mystery program is covered as long as we do not charge. If a winery comes in and pours, charges, they must have their own insurance.**

**Motion to pay the bills, Julie. Second, Eric. Passed.**

**Val contacted Wendy Dailey re: audits. Last full audit done in 2014. Motion made by Eric that a third party come in 2020 to audit the books. Second, Linda. Passed.**

**The 990 has been signed and completed.**

**Refund from Paychex , now Heartland has it.**

**Motion to accept Bookkeeper’s report, Eric. Second, Julie. Passed.**

**Eric’s report on Annual Budget: Compared expenses and income .. total for year, 1st quarter, variance.**

**Club Report**

**Tri-fold pamphlet completed for Library newsletter. Susan is in contact with Alfred State re: printing costs. No details yet. Also, how to get the addresses to be given to ASC. Discussion re: how to place addresses. Linda will contact ASC printing.**

**HotDogDay..we will have table.**

**Banquet is May 13, JC’s. $13.50 to Jo or Liz.**

**Director’s Report**

**Circulation down a small amount. Door Count is up as is computer use.. Space is needed.**

**Eric made motion the Jo decide on books outdated, etc. Second, Linda. Passed.**

**Should we open a Go Fund Me account for building. Jo will look into how the plan works, do we pay a fee. Concern mentioned re: inundating the public. New printer has been connected. Sandwich board replacement. Letters needed for it. Expensive to replace board. Revisit when Jo sees a need.**

**Request for donation for MORP..after prom. Donate two Kindle Fires. Eric moved to approve donation of 2 kindle fires for prom. Second, Julie. Passed.**

**Calendar for May is complete.**

**Research a register for historic building designation.**

**Jo will be here on Tuesdays now.**

**Motion to accept Director’s Report, Eric. Second, Linda . Passed.**

**OLD BUSINESS  
Harassment training will be June 13 with pizza at 5:30. Participation is REQUIRED by NYS.**

**Updated room rental policy. Renters give $100 deposit, and if all is OK at end they receive $75 back. No use of stove or oven. Motion to approve, Eric. Second, Julie. Passed.**

**5 Year Plan: set up a work session to set up a new plan. Elva suggested that each of us come to next meeting on June 6 with something we think we should do in the next years. Eric brought up the Architect’s Report..which really is a good portion of the plan. Maintenance, programming ideas. Elva will bring the old 5 year plan.**

**Building Permit; Eric has arranged that contractors actually get the proper permit.**

**Disaster Policy consolidation work bee. We have the policies on separate papers, but we would like to put them in one document. Jo has offered to work on consolidation.**

**Chair dolly has been assembled.**

**NEW BUSINESS**

**Update on Construction bids. A vote on how much to do.**

**Kyle Winans Proposal for stove hood: hood, proper ventilation--goes out one window. $2,325. Eric has instructed Kyle to put the ducting in such a way that if we re-do the whole kitchen in future, the ducting just has to be flipped and all is in order. 50% deposit will be paid. Motion to approve, Linda . Second, Julie. Passed.**

**Question re: request made of Muhleisen’s to donate a tv to the children’s room in Library. This was not approved by the board, a patron took it on himself to approach the business even after being told that requests must go through the Board.**

**STLS sent Eric an email stating that we must be ADA CERTIFIED, not just Compliant. Jo will check with them to see what is actually true.**

**Vehicle Raffle discussion: contact all the car businesses. Plus, John Deere, Massey, Maddies, Harley’s etc….. We need to set up a plan. Compose letters, approach corporate…perhaps look at combination donation—half from corporate, half from local. Need a team to work on this project to create a plan. Mary Fairchild, Dan Hegarty, Lois Curran, Linda Staiger…**

**Motion to adjourn, Eric. Second, Julie. Passed.**

**Submitted by Linda Staiger, Secretary**