

Almond Twentieth Century Club Library
Board Meeting Minutes – January 6, 2022

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 – Bookkeeper, Susan Steere – Library Club representative

Absent: Linda Staiger – Library Board Trustee

Meeting called to order at 6:44 p.m.

November meeting minutes (regular and executive sessions) were approved as written – Julie made motion, Eric seconded.

Director's report – see attached document for statistics.

- Stats have decreased a bit due to holidays.
- Connor is working on weeding Non-Fiction. Has volunteered 275 hours to date. Gift card of \$100 was given as a thank you.
- Elevator has not been working properly. Technician has been called and is scheduled to come tomorrow.
- County will be delivering masks and home test kits to area libraries as part of a NYS program to mitigate the spread of COVID-19. Almond has agreed to be a distribution site as a service to the community. Information is being posted on Facebook and website.
- Mary Jo has interviewed 2 candidates for the Library Assistant position. She has attempted to contact 2 additional candidates but they did not return calls. She would like to offer the position to Connor Dirlam as she feels he is the best candidate.

The Board voted to offer the position of Library Assistant to Connor Dirlam, start date to be 1/18/22. - Eric motioned, Julie seconded, Linda joined by phone and voted - passed unanimously.

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

Bookkeeper's report – see attached document for details

- Rhiley has started taking over duties as of 1/05/22. Will be responsible for reports, general entries, email to start.

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

Club report-

- Elva, Susan, and Linda spent the day working on cleaning up to prepare for contractor. Kathy Costello came the following weekend to finish.
- Club members worked together to get the word out regarding the sale of the sinks and stove.

- No meetings are currently scheduled.
- Susan is working on updating the constitution.
- Susan will write an article for the Alfred Sun with news of our new employees and kitchen construction update.

Club report was accepted – Eric motioned, Julie approved.

Old Business

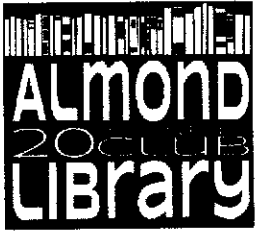
- Kitchen remodel work has begun and is moving right along. Eric has asked the contractor to submit a bid for replacing front doors to include in a future project. The current doors do not hold in heat and should be replaced with steel insulated doors with similar look.
- Final check for previous construction project has not been received to date.
- Due to the chaos surrounding the sale of the sinks/stove, Eric recommended that we begin advertising the radiators that will be removed as part of our next construction project now.
- Bookshelves have been installed and grant paperwork has been finalized and submitted.

New Business

- Elva will be working with Box of Books counterpart to submit letter to the School Board in regard to tax allotment request to be placed on May ballot. We will ask for \$89,193.00
- There was no other new business remaining.
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Next meeting – January 27, 2022, 6:30 p.m.

Meeting adjourned 7:51 p.m. – Eric motioned, Julie seconded.



Almond Library September Director's Report

Thursday January 6, 2021 (December)

Mary Jo Murray, Library Director

Stats	October 2021	November 2021	Percent Change
Door Count	152	144	-5%
Computer Use	2	2	0%
Program Attendance	45	56	24%
Circulation	314	285	-9%
Registrations	4	1	-75%
Items Added	42	15	-64%
Holds Filled	157	134	-15%
Holds Received	85	30	-65%

Note: Program Attendance = Take n Makes

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

As of 1/6/21 - Connor has volunteered 275 hours since 9/14/21.

Elevator is not working correctly. Technician will be here to look at it 1/7/22.

To mitigate spread of COVID-19, NYS has allocated KN95 masks and rapid at-home test supplies in which county governments asked if libraries were willing to distribute to community members. We merely distribute the supplies-we do not perform the test. I opted-in as I believe that this is a good way to service our community. There has been overwhelming response already from Steuben County - they have already depleted their supplies. Our supplies will be delivered next week. I will post on Facebook and our website when they are received. There are no residency requirements, accounting of kits/masks or collecting of data. Guidelines supplied by Steuben County Public Health as to how many kits/masks per family have been provided. County health departments have said they will continue to distribute to libraries as long as supplies are made available from state and federal governments.

December 2021 Bookkeeper's Report

- 1. Amazon bill - Oct items on Nov bill so overpaid \$137.05 (corrected this month)
- 2. Amazon Smile \$15.39
- 3. CD renews 1/06/22
- 4. Donations received - Hollis \$15, Woughter \$25 (mem- Carol Eve)
- 5. Received LLSA check \$1382, Paypal \$45.13 (STLS) *LLSA - Local Library Services Aid*

(State Aid for libraries that comes down thru STLS)

1/6/2022	Bills to be paid	
Date Due	Payee	Amount
1/1/2022	Servisoft - misc expense	\$12.00
	Ingram - circulation books	\$125.89
	AmEx/Lowes - bookshelf materials	\$110.29
1/4/2022	Cardmember Services	\$91.59
	Prog - \$31.93	
	Off Sup - \$6.82	
	Bank Chg - \$31.00	
1/5/2022	Amazon	\$5.64
	Circ - Books - 7.11	
	Programming - \$12.75	
		\$345.41

Auto-Pay

	Frontier	\$55.61
	NYSEG	\$96.23
	National Fuel	\$82.37
		\$234.21