

## **Almond Twentieth Century Club Library Board Meeting Minutes – October 27, 2022**

**In attendance:** Elva Owlett - Library Board President, Eric Ewald – Library Board Vice President, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee, Rhiley Langworthy - Bookkeeper, Mary Jo Murray - Library Board Trustee, Jackie Wilson - Library Director, Connor Dirlam - Library Assistant, Susan Steere - Library Friends Group Representative

### **Meeting called to order at 6:29 p.m.**

September meeting minutes approved - Eric motioned, Linda seconded.- passed.

There was a bit of discussion regarding the proper street address for the Library. This has been problematic for years. Valerie will reach out to Julie Phillips at the Village office and see if she can tell us what the fire department shows as the proper listing.

### **Bookkeeper's report** - see attached documents.

- The whiteboard allowed for by the computer grant has been ordered and will ship to Mary Jo's home to ensure that someone will be present to receive it.
- Rhiley has spent some time working with the Quicken software and was able to upload last year's budget into the software to provide a descending balance sheet for better budget tracking.
- Tax Cap paperwork will need to be filed in the next month or two. As the Board will be asking for a major increase, it was suggested that Rhiley reach out to Brian Hildreth for guidance before filing.

Bookkeeper's report was accepted - Eric motioned, Linda seconded.

### **Friends of the Library news**

- Election Day - Mary Fairchild and Elva are working on basket donations. Louise Schwartz is planning out the luncheon and getting necessary arrangements put into place. Jan Leathersich is making calls for donations towards the luncheon and volunteers to help on the day of the event. Susan will submit announcements to the local newspapers. David Owlett will be able to assist with deliveries. Eric offered to assist him. Mary Fairchild has suggestions on tickets for the large basket raffle. Susan will get in contact with her to work out the details.
- Stearns Chicken fundraiser scheduled for October 29th, 12pm- 2pm.
- Mystery Theater event was well-attended. The event ran a little longer than anticipated but seemed to go well overall. Linda will be emailing those attendees who left email addresses to solicit feedback on the event.
- A discussion was held on the need to more clearly separate fundraising event duties from library staff duties.
- A discussion was held about the evaluation of our fundraising activities. We are doing a lot of work for not a lot of return in some cases. It was decided that all present should

reflect on which fundraisers should be kept and which should not, keeping in mind that while changes need to be made, some traditions are worth keeping. Jackie & Connor will gather feedback from the community as well. We will revisit this at the next meeting.

**Director's report** - see attached document

- Amazon Prime membership has lapsed and is \$69/yr to renew. Jackie requested that it be reinstated as it will help cut back on shipping expenses. Eric motioned that we pay for this membership, Mary Jo seconded - passed.
- Patron computer needs evaluation - Computer usage has been low. After a brief discussion, it was decided that we will scale back to the 2 desktops and 1 laptop (not to leave the premises) that were ordered through the computer grant. One of the existing computers will be dedicated to be used by patrons for StarCat searches as well as Libby demonstrations.
- A serious security risk has been discovered regarding the computers. Jackie is working with STLS IT department to resolve the issue(s).
- Suggested inclusivity upgrades - There is a need to make updates to the library to make it more easily accessible to all. Some suggestions are: change out the lift door for a door with a lighter pull weight (not to exceed 4 lbs), signage to route people where they need to go, improved stair lighting.
- Railing safety - One of the railings on the front stairs is loose. Eric has contacted Dan from Miller & Richard Masonry for repair. It is expected that this will be fixed within a week's time.
- Snow Removal - Matt G. is unable to continue performing snow removal service for the library. Jackie investigated the possibility of the Scouts handling our snow removal. Scouts need to be supervised so this is not a viable option. A replacement was suggested with the understanding that expectations need to be made clear and adhered to. Jackie will approach this community member to see if he might be interested.
- Jackie is meeting with Amber DiGerlando on Saturday to finalize details on her Math Literacy program. Jackie will purchase 2 tables from Demco so that we have adjustable tables that will work sufficiently for the targeted age groups. Amber will need use of the blue room and a secure spot to store kits/materials.
- There are balances available for use in the circulation & programming areas of the budget. Jackie would like to see these used to jumpstart programming events for the coming year. The Board supports this use of funds.
- The downstairs has been rented out for Saturday, November 26th, 11 am - 4 pm. Elva will be on site for the final hour of the gathering so that a library representative is available at all times.
- STLS trainings - Jackie recently attended an emergency/first aid training in Canadaigua. She is now certified in Youth Mental Health First Aid. The next training she will attend is Gather & Grow, a virtual event on ideas for low cost programming.
- Isaac's was out to fix heating system. Still waiting on an additional part.
- Generator - According to Brian at STLS, grants for such purchases are coming available in April. Jackie is going to gather more information on these grants. Once we have said information, we can investigate the possibility of pausing the purchase of the generator.

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

**Old Business:**

- Budget - Eric motioned that the proposed budget be accepted, Mary Jo seconded - passed. It was acknowledged that the creation of the budget should not fall to one member of the group and, going forward, would be handled as a committee made up of Board members and the Director.
- Filing cabinets - Elva will contact the donor of the filing cabinets to arrange a time for pick up.

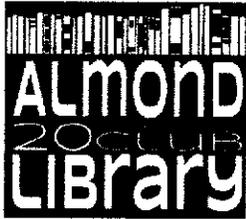
**New Business:**

- It was noted that our policies are out of date. Jackie has access to the Alfred Box of Books policy book which we will use as a guideline. We will review 3 policies per meeting in an effort to accomplish these updates in a timely manner. We also need to schedule time to get a 5 year plan in place.

**Next Board meeting will be held November 17, 2022.**

**Meeting adjourned 9:11 p.m.**

Eric motioned, Valerie seconded.



## Almond Library August Director's Report

Thursday October 27, 2022

Stats	August 2022	September 2022	Percent Change
Door Count	172	130	-24%
Computer Use	2	11	450%
Program Attendance	10	0	-100%
Circulation	484	413	-15%
Registrations	12	5	-58%
Items Added	19	46	142%
Holds Filled	117	106	-9%
Holds Received	131	123	-6%
Monthly Website Visits	168	45	-73%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	77	127	65%

October was spent front-office housekeeping (books entered, weeded, organization) familiarizing myself with the filing system, and reading over internal and external policies. I also networked with a few other directors regarding contemporary policy and the budget creation process. Plans were made for a math and early literacy program to launch in early November. I met with a chess coach and an art teacher to discussed juvenile/YA program development. I reached out to the school district's librarian to ask for her input on high-interest topics. I attended virtual seminars for internet security, Libby registration, and patron health information protection. I attended an in-person seminar in inclusion and diversity in the library and mental health first aid training.

# October 2022 Bookkeeper's Report

1. Donations: \$471.15
2. Community Days: \$810.81
3. Pancake Breakfast Event (SEPT) profit of \$40
4. TV Purchased \$2084.90

<b>10/27/2022</b>	<b>Bills to be paid</b>	
<b>Date Due</b>	<b>Payee</b>	<b>Amount</b>
20-Oct	Servisoft	\$13.00
20-Oct	Village of Almond	\$70.00
20-Oct	Isaac Heating and Air Conditioning	\$871.15
20-Oct	STLS	\$399.00
26-Oct	ALA Membership Renew	\$175.00
4-Nov	Cardmember Services	\$183.28
	Postage -	
	Technology - \$141.04	
	Supplies - \$21.90	
	Late Fee & Interest - \$20.34	
	Programs -	
5-Nov	Amazon	\$3.97
	Circ-Books -	
	R&M -	
	Office Supplies - \$71.99	
	Shipping - \$5.15	
	Adjustment - (\$73.17)	
31-Oct	Ingram	\$254.23
24-Oct	STEPOPP LLC	\$2,084.90
		<b>\$4,054.53</b>

## Auto-Pay

19-Oct	Frontier	\$63.17
22-Oct	NYSEG	\$193.23
5-Oct	National Fuel	\$20.77
		<b>\$277.17</b>