

Almond Twentieth Century Club Library Board Meeting Minutes – January 26, 2023

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Trustee, Eric Ewald - Library Board Trustee, Connor Dirlam - Interim Director, Rhiley Langworthy - Bookkeeper

Not present: Linda Staiger - Library Board Trustee, Susan Steere - Library Friends Group representative

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

December meeting minutes approved - Eric motioned, Mary Jo seconded.- passed.

Director's report - see attached document

- A discussion was held on how to dispose of outdated equipment. Items that are in bad condition and can no longer be used should be thrown out/recycled (specifically the portable sign and electronics). It is allowable to see if any patrons would be able to use any of the outdated computer equipment before disposing of said equipment in the trash/recycling.
- Mary Jo will help Connor with the filing of the Annual Report, Rhiley will handle the financial section. The portal is not yet open. Deadline is in March.

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

Bookkeeper's report - see attached documents.

- There will be change orders made to the Construction Grant as Dan (Miller & Richard Masonry) found an exposed well & rotten floorboards in the bathroom, as well as a hidden electrical panel and window. He has corrected these conditions but this may result in additional expenses.
While discussing these discoveries, Connor pointed out that the windows on the side of the building (children's area) looks misshapen. Eric examined them and determined that the vinyl on these windows is separating from the glass.
- The Tax Cap filing has been completed. The amount we are requesting is \$119,193.00.
- Rhiley has created a descending balance sheet (Excel) to help better track expenses.
- Elva has been in contact with Mrs. Naga - a donation check was sent but never cashed. It has since been canceled and reissued. It should be arriving in the next 2 weeks.

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

Friends of the Library news

- No report.

Old Business:

- Generator will be installed the first week of February. Eric will be present that Tuesday and Wednesday while they are doing the install.
- We are still working on locating a handyman to do small odd jobs, such as change light bulbs and light maintenance.
- Dan and Eric are having trouble connecting with the elevator company, but will continue to try. Their input is needed for the downstairs project.

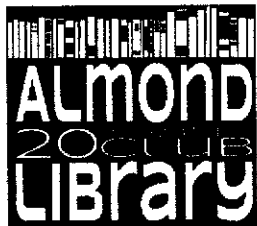
New Business:

- There is a ceiling problem in the main circulation area (it bows in spots). When the next construction grant becomes available, we need to use it to focus on projects in the main circ area.
- We will be meeting on Saturday, February 11th at 3pm to work on a new 5 year plan.
- We have 3 potential candidates for the Director's position. Mary Jo is going to update the job description on Indeed and advertise in the Sun and the Patriot. Elva will contact the current applicants and inform them we will be scheduling interviews in the next couple of weeks.
- Board members should be prepared to review our rental policy at the next meeting. Valerie will continue to assess policies (what we have and what we need) and send out a list of needed policies. We can discuss how to move forward with policy review at the next meeting.

Next meeting will be held February 23, 2023

Meeting adjourned 7:56 p.m.

Eric motioned, Mary Jo seconded.



Almond Library December Director's Report

Thursday, January 26, 2023

| Stats | November 2022 | December 2022 | Percent Change |
|--|---------------|---------------|----------------|
| Door Count | 188 | 115 | -39% |
| Computer Use | 3 | 2 | -33% |
| Program Attendance | 0 | 0 | 0% |
| Circulation | 561 | 411 | -27% |
| Registrations | 2 | 3 | 50% |
| Items Added | 19 | 18 | -5% |
| Holds Filled | 108 | 88 | -19% |
| Holds Received | 283 | 199 | -30% |
| Monthly Website Visits | 134 | | -100% |
| Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines) | N/A | 53 | N/A |

The first 2 weeks of December Jackie spent getting as many documents that she was working on finished and organized before her last day. Jackie walked me through the Ingram filing method and how to file Amazon orders for Rhiley. After her leaving I spent more time cleaning out and organizing the craft closet as well as cleaning up the vestibule windows. I took down all the old faded and water damaged signs and made new versions, then i thoroughly cleaned both the inside and outside of all 4 reachable windows before hanging up the newer signs. (I put the tape on the sides in hope that less bugs will stick to the tape).

Janurary 2023 Bookkeeper's Report

1. Construction Down Payment was made for 50% of total: \$44,280
2. State Aid Received for Constuction Aid: \$59,778
3. STLS LLSA funds received: \$1,434
4. School Tax Income Received: \$77,348.72

| 1/26/2023 | | Bills to be paid | |
|------------------|--|---------------------------|-----------------|
| Date Due | | Payee | Amount |
| 1-Feb | | Servisoft | \$26.00 |
| 4-Feb | | Village of Almond - Water | \$70.00 |
| | | | |
| | | | |
| | | | |
| 30-Jan | | Ingram | \$87.46 |
| 24-Jan | | Cardmember Services | \$242.58 |
| | | Circ-Books - \$78.98 | |
| | | Postage - \$60.00 | |
| | | Office Supplies - \$78.61 | |
| | | Supplies - \$24.99 | |
| | | | |
| | | | |
| 17-Jan | | STLS | \$399.00 |
| | | Internet 133/mo | |
| | | | |
| | | | |
| | | | \$825.04 |

Auto-Pay

| | | |
|--------|---------------|-----------------|
| 18-Jan | Frontier | \$74.08 |
| 20-Jan | NYSEG | \$148.23 |
| 4-Jan | National Fuel | \$247.40 |
| | | \$469.71 |