

Almond Twentieth Century Club Library Board Meeting Minutes – February 23, 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, Blake Feenaughty

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

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

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

Director's report - see attached document

- Discussion was held about turning the former “Blue Room” into a “Heritage Room”. Hutches currently upstairs would be moved to that room along with original Club related items and older, non-circulating books. One thing to keep in mind is that insurance will not cover valuables kept in basement as the Library is located on a flood plain. Strategic storage/display will need to be considered. It would be good to find someone who can assess the old books found in storage. Valerie will inquire at the University if they know of someone who could help with this.
- Annual report is completed and has been reviewed by the Board. Eric motioned to accept the report, Mary Jo seconded - approved.
- It was discussed that it would be nice to see book clubs meeting at the Library again, with groups for both adults and children.
- Connor learned that wooden bookshelves are acidic and therefore damaging to books (especially old books). This could be corrected with a sealant, metal, liners, or special paint.
- Connor asked if it was possible to have a co-directorship rather than the current Director/Aide dynamic, suggesting that this may make the position(s) feel a bit less overwhelming. The Board was not opposed to this, but we need to find out how that would fit under STLS requirements/Minimum Library Standards. Elva will contact Brian for more information. In the meantime, Connor should make a list of how they envision the division of duties.
- A discussion was held on the need to do more outreach for seniors. A survey should take place to find out what people of this age-group would like to see at the Library.
- Elva reported that she shared the amount of tax levy we are requesting with her counterpart at the Box of Books so a letter can be drafted and sent to the school.

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

Bookkeeper's report - see attached documents.

- Finger Lakes Power has been paid in full for the generator work.

- Correction of report: A book was donated **BY** Barnes & Noble to the Library
- A check for the reimbursement of the TV grant is on its way

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

Friends of the Library news

No report.

- It was suggested that rather than display the Heritage quilt where it could be exposed to damage (ie - sunlight), it may be better to photograph the quilt and display the photograph and place the quilt in the archival box as originally discussed.

Old Business:

- Thank you to Eric for being present while generator was being installed.
- We are still working on locating a handyman to do small odd jobs, such as change light bulbs and light maintenance. Eric mentioned that Chris Ewald would be willing to help out, at least until such time as a better solution could be found.
- Dan anticipates being 3-4 weeks away from completing the downstairs construction project, barring any major discoveries. The gas pipe has a leak and needs to be replaced. The extra work that has been done will translate to an extra expense, but we are confident that things are being done correctly and will head off problems in the future. The glass on the doors in the foyer will be replaced with tempered glass - the windows in that area are already tempered glass, just not stamped properly. A handrail on the right side of the basement stairs will also be installed. It was noted that the construction crew would be applying polyurethane to the floors in the coming week. If Connor felt that the fumes were overwhelming, they have the Board's permission to close the library and will be paid for this time.
- The Board met and created an updated 5-year plan. The draft was reviewed by all Board members. Eric motioned to accept the plan as currently written, Mary Jo seconded - approved. A dated copy will be distributed to all and a copy should be printed out and placed in the Policy Manual.
- A short discussion was held on the need to update our policies. It was decided that it would be best to plan a "policy workday" similar to what we did with the 5-year plan. We will schedule a date/time at the next Board meeting,
- We would like to do a thank you dinner for Dan and his crew. It was suggested that gift cards might be more appropriate.
- Brian will have grant revisions completed by next week (will probably add \$2-5K to our expenses).

New Business:

- There are 5 potential candidates for the Director's position. Elva will schedule interviews beginning the week of March 5th and spread the interviews out over 2 weeks. They will be scheduled in the evening so that all Board members may attend. It was requested that Fridays be avoided.

Next meeting will be held March 30, 2023

Meeting adjourned 8:05 p.m. Eric motioned, Mary Jo seconded.

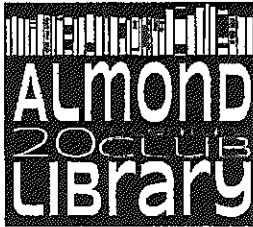
February 2023 Bookkeeper's Report

1. Construction Payment Status: 75% \$66,420
2. Nagabhushana Donation received \$500
3. Book Donated ~~to~~ Barnes and Noble

2/23/2023	Bills to be paid	
Date Due	Payee	Amount
1-Mar	Servisoft	\$13.00
28-Feb	Ingram	\$82.09
24-Jan	Cardmember Services	\$66.90
	Circ-Books -	
	Programs - \$35.66	
	Office Supplies - \$31.24	
	Supplies -	
21-Feb	STLS	
	ILS Cost Share Contribution	\$4,193.00
	Overdrive	\$695.00
		\$5,049.99

Auto-Pay

21-Feb	Frontier	\$75.32
19-Feb	NYSEG	\$174.08
5-Feb	National Fuel	\$313.37
		\$562.77



Almond Library December Director's Report

Thursday, February 23, 2023

Stats	December 2022	January 2023	Percent Change
Door Count	115	113	-2%
Computer Use	2	0	-100%
Program Attendance	0	0	0%
Circulation	411	359	-13%
Registrations	3	3	0%
Items Added	18	10	-44%
Holds Filled	88	147	67%
Holds Received	199	136	-32%
Monthly Website Visits	N/A	133	#VALUE!
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	53	63	19%

January was mostly business as usual. Time was spent dusting shelves that probably haven't seen a duster since before I came, rearranging display shelves, finding/making take-home materials for youth, and trying to make our Instagram account more lively. I spent time practicing reading aloud in preparation for any future children's programs like story time. (I barely remember what I actually did in January).