

Almond Twentieth Century Club Library Board Meeting Minutes – March 30, 2023

In attendance: Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Trustee, Connor Dirlam - Interim Director, Rhiley Langworthy - Bookkeeper, Linda Staiger - Library Board Trustee (Elva Owlett - Library Board President attended by phone)

Not present: Susan Steere - Library Friends Group representative

Meeting called to order at 6:31 p.m.

February meeting minutes approved with noted correction that Miller has not been paid in full- Eric motioned, Linda seconded.- passed. **Note: When minutes were corrected, I found no mention of Miller being paid in full. Finger Lakes Power was noted as paid in full - which was corrected as there is still a small amount owed to them.**

Director's report - see attached document

- Connor has been researching books that patrons would enjoy.
- Annual report requires a lot of detailed notes. Connor is creating a spreadsheet so that this information will be easier to track throughout the year.
- Eric asked if we had received the manual/key from Finger Lakes Power - nothing has been received to date.
- Elva spoke with Brian at STLS regarding the co-directorship. He said several libraries have been successful with this model and was happy with the job descriptions we had created for each director.

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

Bookkeeper's report - see attached documents.

- We are waiting for a check to be returned from Finger Lakes Power. They sent an invoice that included an amount we had already paid.
- Connor has been excellent at letting Rhiley know when there is something for her to pick up at the library. Thank you!
- Rhiley & the Ewalds are looking into an alternate credit card option designed for nonprofits that do not require a personal guarantee.
- Rhiley has been exploring the option of a local bookkeeping service. She is not going to be able to continue as our bookkeeper for much longer and so has contacted someone who might be able to meet our needs. She will send us the contact information.

Bookkeeper's report was accepted - Linda motioned, Elva seconded - passed

Friends of the Library news

No report.

- We need to schedule a work bee to put the downstairs back together. Elva will talk to Susan to see if any of the Friends group can be available to help. Due to busy schedules, choosing a date for this was tabled until the next meeting.

Old Business:

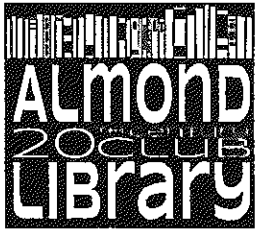
- Construction update: The heater for the foyer has yet to be installed. Otherwise, construction is finished. The Board would like to show their appreciation to the workers so Elva motioned that we purchase Amazon gift cards (1 - \$100 and 8 - \$40) to send to Dan to distribute to his crew. Linda seconded the motion - passed.
- Once construction has been completed and the work bee to clean up is done, we would like to have an open house to show off the new downstairs. If available, Rhiley offered to bring her photo booth to the event.

New Business:

- Bec Cronk has accepted the position of Director of Programming and Outreach. She will start on April 4th.
- We are waiting to see if our budget increase passes to determine if we can open up the library more hours and bring on an additional staff member and perhaps a cleaner. We have some candidates that would be interested in these positions.
- Brian is going to come by to meet with Bec and Connor the week after Bec gets started. He will also be in touch with Eric regarding grant revisions.
- Elva sent out information on an STLS (virtual) training on May 1st and encouraged all to register.
- Linda has been investigating donating money to fund an additional employee. We are waiting to see what happens with the budget vote to determine the best course of action.
- We need to schedule a time to meet to do policy revisions. The Ewalds will circulate an email to determine everyone's availability.

Next meeting will be held April 27, 2023

Meeting adjourned 7:30 p.m. Linda motioned, Eric seconded.



Almond Library December Director's Report

Thursday, March 30, 2023

Stats	January 2023	February 2023	Percent Change
Door Count	113	93	-18%
Computer Use	0	1	100%
Program Attendance	0	0	0%
Circulation	359	394	10%
Registrations	3	1	-67%
Items Added	10	18	80%
Holds Filled	147	119	-19%
Holds Received	136	158	16%
Monthly Website Visits	133	127	-5%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	63	54	-14%

February's primary task was learning and completing the Annual Report and getting ready for interviews. The Annual Report took about a week to complete fully and has taught me some of the things I previously overlooked are very important, such as detailed program attendance. Overall February was business as usual; trying to research more books we should get, looking into Summer Reading Program resources, trying to get all the displays switched for seasons and holidays.

March 2023 Bookkeeper's Report

1. Finger Lakes Power Invoicing error to be resolved this month and next
2. Donations received: \$388.18
3. Waiting for thank you cards to be delivered in order to start remittance.
4. POA Signed for Heartland to resolve the fees associated with the failure to file
5. Cardmember Service now known as Elan Financial Services
6. Credit card application for Rhiley denied, Card will stay under Valerie
7. Sales Tax Cap Filed 3/6/23
8. STLS ARC Grant received for \$1,459.43

3/30/2023	Bills to be paid	
Date Due	Payee	Amount
13-Mar	Finger Lakes Power	\$5,558.32
21-Mar	Access Elevator	\$375.00
17-Mar	Isaac Heat and Air Conditioning	\$268.33
13-Mar	Patriot and Free Press	\$34.40
13-Mar	Servisoft	\$13.00
28-Mar	Alfred Sun	\$80.00
31-Mar	Ingram	\$241.35
4-Apr	Elan Financial Services	\$140.30
	Circ-Books - \$26.49	
	Programs -	
	Office Supplies -	
	Supplies - \$113.81	
13-Mar	STLS	\$292.80
	Laptop and Monitors	
28-Mar	STLS	\$380.40
	TOTAL	\$7,383.90

Auto-Pay

21-Mar	Frontier	\$75.32
18-Mar	NYSEG	\$166.44
5-Mar	National Fuel	\$88.87
	TOTAL	\$330.63