

Almond Twentieth Century Club Library Board Meeting Minutes – May 24, 2023

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Trustee, Linda Staiger - Library Board Trustee, Connor Dirlam - Director of Internal Operations, Rhiley Langworthy - Bookkeeper, Bec Cronk - Director of Programming & Outreach

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

Ally Whittall from Big Woods Bookkeeping was present to introduce herself and answer questions from the Board in regard to what she can offer us in terms of a bookkeeping service.

Bookkeeper's Report - see attached document

- STLS ARPA grant came in. Bec will follow up on the status of the computers.
- Construction grant money has been moved so balances in accounts should be correct.
- 990 was filed and accepted
- Credit card application was completed; however, Elva needs a new access code to make changes to the address and phone number as they are incorrect. She has tried contacting the company but has not been successful in connecting. Rhiley will reach out to the original contact and see if she can make any progress.

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

April meeting minutes were approved - Eric motioned, Linda seconded - passed.

Director reports - see attached documents

Connor:

- Has been spending time on organizing projects & paperwork.
- Working on creating diversity in our collections.
- Blake has been very helpful in unloading big items from the shed. It was suggested that a gift card would be an appropriate thank you gift for his help. Eric motioned, Linda seconded - passed.

Bec:

- Summer Reading Kick-Off is Friday, July 7th. An outdoor movie kit has been reserved.
- Website has been updated.
- STLS has been very helpful and supportive.
- Grant writing workshop was very helpful. It was suggested that starting with mini-grants and working up to bigger grants might be helpful for gaining confidence/experience.

- Attended IT webinar - STLS is changing from using PINs to passwords, which has caused some patrons difficulty (so far, our patrons seem to be doing fine).
- A detailed outline of the Summer Reading program was provided. It will be a fun and very busy time.
- Book clubs are scheduled to begin in June - one will be a cover to cover book club, the other will be a cookbook club.
- It was noted that our rental policy and patron code of conduct needed to be updated.
- The library will be closed Friday, June 9th so that Connor and Bec can attend the Spring CE in Corning. Board members are also encouraged to attend.
- Progress is being made in making the downstairs area usable again. A workday has been scheduled for June 17th, beginning at 10 a.m.
- Furnishings will be needed to round out the Heritage room. Bec has created a wish list which she will share at the next meeting.
- A discussion was held regarding writing articles for the Alfred Sun to promote Summer Reading and other happenings at the Library.
- Bec has put together a letter addressed to a local quilting group, asking if they might consider helping us with a quilt for a future quilt raffle.

Directors' reports were accepted - Eric motioned, Linda seconded - passed.

Friends of the Library news

- The curtains for the downstairs have been returned. They are in rough shape and need to be replaced.

Old Business:

- Policy review work meeting was held April 29th at 10 am. See attached list of policies that have been updated and approved - Eric motioned, Linda seconded - passed.
- Discussion was held regarding adding an additional employee. Bec & Connor will discuss where additional help may be needed if at all and let us know what they come up with at the next meeting.

New Business:

- As we are considering hiring a bookkeeping service as opposed to an "in-house" bookkeeper, Eric suggested that it would make sense to have a Board member appointed as the Finance Officer to oversee bookkeeping transactions and be a main point of contact for the bookkeeping service. Mary Jo motioned that Eric should be said Financial Officer, Linda seconded - passed.

Next meeting will be held Thursday, June 29, 2023, 6:30 p.m.

Meeting adjourned to Executive Session 8:49 p.m. Eric motioned, Valerie seconded.

Almond Library March Director's Report

Wednesday, May 24, 2023

Stats	March 2023	April 2023	Percent Change
Door Count	150	122	-19%
Computer Use	8	8	0%
Program Attendance	0	5	500%
Circulation	432	312	-28%
Registrations	1	1	0%
Items Added	31	20	-35%
Holds Filled	133	92	-31%
Holds Received	166	111	-33%
Monthly Website Visits	121	116	-4%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	84	46	-45%

Spent time organizing my continual projects, in part by creating spreadsheets to sort the information as well as organizing folders for my paper "clutter" that I need intermittently. One project I was better able to work on was purchasing books to provide more DEI (diversity, equity, inclusion) to our collection. I also spent a lot of time working with our volunteer to bring in some of the bulkier items from the shed in an effort to start getting the downstairs arranged.

Update from the Director of Programming and Outreach

Bec—May 24, 2023

Bec's Contact: Cell number

Update on training:

- Bec met with Erika on 5/3/23 about the website/social media
- Bec met with Keturah on 5/16/23 about services/outreach
- Bec participated in a webinar about grant writing on 5/10/23
- Bec participated in a webinar about IT updates on 5/17/23

Update on outreach:

- Attempted to touch base with Alfred Almond School Librarian but have not been able to connect
- Heard back from the group conducting the blood drive but they have changed location to the school

Update on Programming:

- This month is Mental Health Awareness month
- June is PRIDE month
 - June is also Audiobook appreciation month/Juneteenth
- Summer Reading Program Update!
 - Dates
 - Activities
 - Prizes
- Cover to Cover-The Glass Castle by Jeannette Walls
- Cookbook Club- So Easy by Ellie Krieger

Public Policies:

- Patron Code of Conduct
- Room/chair renting policy

Dates needed off:

- Friday, June 23/Friday, June 16-would need to leave early for graduation
- July 11-14-Camp week

Spring CE:

- Friday, June 9th in Corning
- All-day event with lots of good sessions
- Would need to close the library for the day

Downstairs:

- Date needed for "work day" to get things set up/moved
- May need to pay someone to move large, heavy, and delicate items
- May need to purchase some items to complete space

May 2023 Bookkeeper's Report

1. Transition to accounting service is still ongoing
2. STLS Check for ARPA Grant received
3. Credit Card application for non-profit has been completed
4. 990 has been filed!
5. Funds have been transferred to correct a deposit in the wrong account

5/25/2023	Bills to be paid	
Date Due	Payee	Amount
23-May	Servisoft	\$13.00
9-May	Miller & Richard Masonry, Inc.	\$850.00
12-May	Isaac Heating & Air Conditioning	\$183.30
4-Jun	Elan Financial Services	\$235.30
	Circ-Books - \$174.08	
	Supplies - \$61.22	
	Programs -	
23-May	Ingram	\$243.40
	STLS	\$0.00
		\$1,525.00

Auto-Pay

19-May	Frontier	\$74.14
19-May	NYSEG	\$87.83
6-May	National Fuel	\$297.79
		\$459.76

Almond Twentieth Century Club Library - Policies

Policy	Reviewed	Modified/For Adoption	Approved
Collection Development & Materials	4/29/2023		5/24/2023
Collection Weeding Policy	4/29/2023		5/24/2023
Challenge to Library Materials	4/29/2023		5/24/2023
Display Policy	4/29/2023		5/24/2023
Service Animal Policy	4/29/2023		5/24/2023
Conflict of Interest Policy	4/29/2023		5/24/2023
Document Retention Policy	4/29/2023		5/24/2023
Emergency Closing	4/29/2023		5/24/2023
Whistleblower Policy	4/29/2023		5/24/2023
Free Direct Access Plan			2022-2026
Pandemic Operations Plan	4/29/2023		5/24/2023
Sexual Harrassment	4/29/2023		5/24/2023
Tobacco, Drug & Alcohol Free Workplace Policy	4/29/2023		5/24/2023
ALA Library Bill of Rights		4/29/2023	5/24/2023
ALA Freedom to Read		4/29/2023	5/24/2023
ALA Freedom to View		4/29/2023	5/24/2023
Patron Confidentiality & Law Enforcement Inquiry Procedure	4/29/2023	4/29/2023	5/24/2023
Copier & Copyright Policy		4/29/2023	5/24/2023
Equipment Policy		4/29/2023	5/24/2023
Incident Reporting Policy & Form		4/29/2023	5/24/2023
Open Meeting Policy	4/29/2023		5/24/2023