

Almond Twentieth Century Club Library Board Meeting Minutes – June 29, 2023

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Financial Officer, 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.

May meeting minutes were approved - Eric motioned, Linda seconded

Director reports - see attached documents

Connor:

- Had a few questions regarding pieces of mail that had come in
- Stats have been a bit interesting this month with door count up but circ numbers down.
- Donation pile has been weeded and several items were able to be added to our collection.
- A discussion regarding digital collections revealed that digital checkouts tracked according to a patron's library card ("home" library).
- Elva offered to help Connor if needed while Bec was out.

Bec:

- Working with Allegany County Youth Employment program to hash out details such as start date. Currently scheduled to start on the 11th but investigating the possibility of starting sooner.
- New computers have arrived - 2 desktops for patron use, 1 laptop. One of the older computers has been set up to use as a dedicated catalog search computer. The remaining older computer will be disposed of.
- Attended Spring CE and found it very informative & worthwhile. Bec has several new ideas to explore.
- Bec learned that Alfred-Almond Central School is offering a summer reading program and determined that the best day for our program will be Fridays. She was able to get a very simple flier out to students promoting our Summer Reading program. Next step will be to write an article for the Alfred Sun.
- Cookbook Club and Cover to Cover book club have been moved to July.
- Bec has asked for help on July 7th & July 21st as she could use some extra hands for these programs.
- We received two youth passes to the Buffalo Zoo that are available to patrons for checkout.

- Bec intends to apply for a mini-grant available through STLS to be used for after school snacks & basic school supplies. This should be helpful in getting comfortable with the grant writing process.
- Connor & Bec had been asked for their input on whether an additional employee would be helpful at this point in time. There were concerns that there would not be enough to keep a third person busy at this point. This can be revisited at a later date. Bec shared that she & Connor were open to the idea of extending hours by off-setting their work hours slightly and the Board was receptive to this.
- Eric inquired as to whether work had been done on the mural project. Connor will begin working on gathering the books together.

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

Bookkeeper's Reports:

- Duties have been transitioning from Rhiley to Ally this month so our traditional reports were not available. Things should be a bit more normal next month. Valerie will email the reports that were received to the rest of the Board for review.
- PFL/DBL insurance has been paid.
- We will be switching from Heartland Payroll to Ally's service at some point this coming month.
- Eric & Rhiley will have a final conversation with Heartland regarding the fine received for their filing error. Eric made a motion that if we cannot get resolve with Heartland in paying this fine, we will pay the fine to avoid additional penalties. Valerie seconded - motion passed.
- The credit card application is becoming more complicated than it should be. Eric motioned that we withdraw our application with CharityCredit and search for another alternative. Mary Jo seconded - motion passed.
- A huge thank you to Rhiley Langworthy for all of her hard work and dedication to our library. We appreciate all that she has done for us and will miss her. She will remain on the payroll for the month of July while we work to wrap up any loose ends.

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

Old Business:

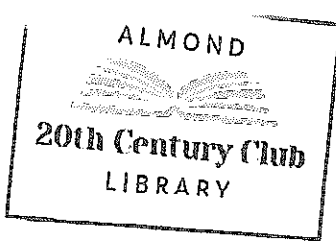
- We have not received a response to Bec's letter to the quilting group so we may have to explore other options.
- Eric & Elva will go to the banks tomorrow to add Eric to our accounts and remove Rhiley as a signatory.
- Eric will work with Dan over the summer so that we can be prepared for the next round of construction grants. He will be soliciting input from Bec & Connor during the process.
- Policy meetings will resume after summer, perhaps in September.
- Eric will also work on obtaining quotes for digital signage.

New Business:

- While emptying the cabinets to move them downstairs to the Heritage Room, several old papers and receipts were found. A discussion was held as to what to keep and what to toss. We definitely want to keep any of the Club's historical records. Valerie will send out our document retention policy for reference. It was recommended that we purchase archival materials for storing saved materials.
- Harassment training is due. Bec will check with STLS to see if they have training materials available or if there is a video or other tool they could recommend.
- Brian was very happy with the downstairs space when he used it for a recent meeting.

Next meeting will be held WEDNESDAY, July 26, 2023, 6:30 p.m.

Meeting adjourned 8:33 p.m. Eric motioned, Linda seconded.



Almond Library May Report
Director of Internal Operations
 Thursday, June 29, 2023

Stats	April 2023	May 2023	Percent Change
Door Count	122	130	7%
Computer Use	8	4	-50%
Program Attendance	5	0	-100%
Circulation	312	288	-8%
Registrations	1	3	200%
Items Added	20	64	220%
Holds Filled	92	100	9%
Holds Received	111	52	-53%
Monthly Website Visits	116	108	-7%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	46	64	39%

The numbers are a bit wacky this month, door count was up but the circulation and holds received were down. In other news, Bec and I spent a good hour or so sorting through our donation pile and boxed up a lot of books that did not meet our collection plan. We were able to find some really good additions, like an almost complete series of western books as well as a smaller variety of other novels and a good selection of Adult Nonfiction. Someone also really wanted us to have the complete Dog Man series and bought the several missing and donated them. (Its so satisfying to have a full series).

Update from the Director of Programming and Outreach

Bec-June 29th, 2023

Bec's Contact: Cell Number

Received two new computers and one laptop!

Update on Spring CE

- Sessions attended were:
 - Conflict Management
 - Project Planning and Management
 - Crisis Management
 - Trends in Youth Programming

Update on Outreach:

- Working with Alfred Almond Summer Reading Program
- Paper went home with kiddos on the last day of school for SRP
- Will continue to have something in the paper

Update on Programming:

- Pushed both cookbook club and cover-to-cover to July
- Zoo Passes through STLS
- Next month our display is focused on classics and "Staff Picks"
- Summer Reading Program
 - Movie Night (July 7th @ 6:00-event at 6:30)
 - Very long extension cord
 - Need extra help!
 - Tie-Dye (July 21-3:00 PM)
 - Could use extra hands!

Update on Summer Youth Employment

New Person

Reminder about Bec's week off in July for Camp

Update on Grants:

- Construction grant on hold until next year: planning should start in January!
- Mini-grant for after-school program supplies
 - Snacks, drinks, & basic school supplies