

Almond Twentieth Century Club Library Board Meeting Minutes – July 26, 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, Connor Dirlam - Director of Internal Operations, Bec Cronk - Director of Programming & Outreach

Not Present: Linda Staiger, Library Board Trustee

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

June meeting minutes were approved - Eric motioned, Mary Jo seconded

Director reports - see attached documents

Connor:

- We had a number of discards that were in decent shape and thus offered to other directors within the STLS system.
- Connor presented the idea of using one of the donation collection boxes for covering replacements of damaged items to ease the burden of cost for some of our patrons. It was agreed that this could be done.

Connor's report was accepted - Eric motioned, Mary Jo seconded

Bec:

- Allegany County Youth Employment opportunity fell through. Candidate was unable to participate for various reasons.
- The Alfred Sun is on break so no recent submissions have been made to the paper.
- Trained on BlueCloud and has working knowledge of the system. While this is more Connor's area, it is worthwhile for both directors to have basic knowledge of the system.
- Summer Reading Program is moving along. Bec is finding that kids who read don't participate in the programming part and vice versa. The movie kit was nice but took a bit to put together. The movie night ended up being moved inside to provide enough darkness for viewing. It might be wise to invest in a heavy duty power cord for such events. Eric has offered to provide a hose for water day.
- Bec is working on fleshing out the mini-grant available through STLS to be used for after school snacks & basic school supplies and taking the angle of the library being available as a safe space for doing homework. She is also investigating the possibility of partnering with Wegmans to provide fresh fruit/veggies. Once the grant has been approved, the funding should come through in October.
- Working on procuring a replacement battery for the AED. If we have it, we will need to have staff trained to use it. Bec will look into what this entails.

- Kindles that were purchased several years ago were found to still be on the premises. Bec is working to see if she can factory reset them so that they can be used for giveaways.
- Bec and Connor proposed the following extended hours:
T-F 1-8pm, Sat 11am - 3pm with Bec covering the 1-6pm shift and Connor 3-8pm. Eric motioned to accept, Mary Jo seconded - passed.
- Would we be interested in participating in the Great Give Back? This is an opportunity to have people help with projects at the library. Bec will get more information.

Bec's report accepted - Eric motioned, Mary Jo seconded - passed

Financial Reports - see attached report

- Eric proposed moving the savings account to Community Bank so that all accounts would be at the same bank. He will open a CD for Capital Projects at that point in time. Mary Jo motioned, Valerie seconded - passed
- Eric revived the conversation on creating a way to give back to the community and is looking into the possibility of a scholarship opportunity for an Alfred-Almond student. He consulted with our Financial Advisor and was told this could be possible by using the interest from the memorial CD plus other non-taxpayer funding.
- Now that Heartland has paid the fees for the late filing, we are working in earnest to transfer the payroll responsibility to Ally.

Financial report accepted - Mary Jo motioned, Val seconded - passed.

Friends of the Library notes:

- Elva has been asked if the library intends to participate in Community Day. We will not be doing the sausage stand but would like to still have a presence so are considering doing coffee and donuts like we did last year. Connor and Bec are also agreeable to participating in the parade.
- What is the plan for Election Day? Louise Schwartz is planning on organizing the event. Elva will talk to Mary about baskets and will see what else she can find out about people who are willing to help with the event.
- After Community Day, we would like to hold a dish-to-pass at the library. We are thinking that Friday, September 29th at 6pm may be a good time for this.

Old Business:

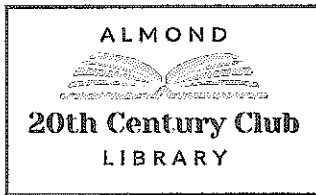
- The attached policy for Patron Photography & Filming was presented. Eric motioned to accept, Mary Jo seconded - passed.
- Please be prepared to discuss the Room rental and Chairs/Tables rental policies at the next meeting.

New Business:

- Bec will ask Brian who we need to contact about moving the fiber so that our next construction project will not be held up once contractors begin working. It was acknowledged that we need to time this well so that it incurs minimal disruption to staff.

Next meeting will be held August 31, 2023, 6:30 p.m.

Meeting adjourned 8:24 p.m. Valerie motioned, Mary Jo seconded.



Almond Library June Director of Internal
Operation's Report

Wednesday, July 26, 2023

Stats	May 2023	June 2023	Percent Change
Door Count	130	170	31%
Computer Use	4	8	100%
Program Attendance	0	0	0%
Circulation	288	408	42%
Registrations	3	6	100%
Items Added	64	27	-58%
Holds Filled	100	112	12%
Holds Received	52	144	177%
Monthly Website Visits	108	95	-12%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	64	52	-19%

In June I spent a while starting my project of reorganizing, updating, and relabeling the Graphic Novel section. I separated the "Classics" renditions and the series from the stand alone books, wrapped the nonfiction paperbacks, recategorized all the books accordingly in the system and labeled them properly. After the first batch of GN were complete I switched my focus to the YA section for some much needed TLC. I was able to create a list of books that haven't been checked out since 2015 and found that quite a few cannot be discarded as we are the only library in the system to have them. We were able to discard a fair number of them though which created enough shelf space to better organize and manage the section, and hopefully allow for more current and interesting YA books to be added.

Update from the Director of Programming and Outreach

Bec-July 26th, 2023

Update on Outreach:

- Will continue to have something in the paper

Update on Training:

- Kylie from STLS did BLUEcloud Analytics training with Bec

Update on Programming:

- Pushed cover-to-cover to July (Thursday, July 27th)
- Cancelled Cookbook Club due to low engagement-Try again another time
- This month our display is focused on classics and "Staff Picks"/Patron Picks/Disability Pride
- Summer Reading Program
 - Movie Night:
 - Talk about how it went (2)
 - Tie-Dye
 - Talk about how it went (4)
 - Friendship Bracelets/Rock Painting
 - Friday, July 28th at 3:00 PM
 - Game Day
 - Friday, August 11th at 3:00 PM
 - Could use one extra person!
 - Bingo/Escape Room Game
 - Friday, August 18 at 3:00 PM
 - Water Party
 - Friday, August 25th at 3:00 PM
 - Will need hose and buckets!

Update on Summer Youth Employment

Update on Grants:

- Mini-grant for after-school program supplies
 - Snacks, drinks, & basic school supplies
 - Ask about previous participation /partnerships

Other questions/comments:

- Kindles
- Blake gift card
- Mural update
- Extended hours
- AED
- Great Give Back

July 2023 Bookkeeper's Report

1. Heartland has paid filing fine to State. We should received confirmation letter soon. (have verbal confirmation from State.)
2. Next step, work on extracting payroll records from Heartland account and switch to having Ally process payroll.
3. Eric is now on bank accounts along with Elva.
4. Deposited School Tax check \$11,844.28. This completes tax revenue for 2022 taxes collected.
5. Received check from NYS \$6642.00. Balance for downstairs grant?

7/31/2023	Bills paid	
Check # & Date	Payee	Amount
#5161 7/09	Servisoft - bottled water	\$13.00
#5162 7/09	C&K Bill (fire extinguisher inspection)	\$25.00
#5163 7/17	Replenish petty cash	\$241.35
#5164 7/22	STLS - internet (3mos)	\$399.00
#5166 7/22	Elan Financial Services	\$306.33
	Circ-Books - \$135.17	
	Summer Prog - \$58.85	
	Supplies - \$14.99	
	Program - \$97.32	
#5167 7/22	Village of Almond - water	\$70.00
#5168 7/22	Ingram - circ-b	\$67.64
		\$
	TOTAL	\$1122.32

Auto-Pay

	Frontier	\$74.14
	NYSEG	\$86.04
	National Fuel	\$116.18
	TOTAL	\$276.36

* ck 5165 - void

Patron Photography & Filming Policy

The Almond Library is considered a limited public forum in accordance with legal precedent. As such, we have an obligation to protect the right to privacy and confidentiality of library staff and patrons. (See Section 3, NYS Civil Practice & Rules Section 4509 Confidentiality Law for Library Records). Therefore, photography and filming inside the library are subject to restrictions.

Photography

Limited, casual photography is permitted without the need for permission. However, patrons taking photographs inside the library should take care not to infringe upon others' privacy and confidentiality and should inform other patrons in the areas they are photographing and obtain their consent if they are likely to be captured in any images. The library reserves the right to restrict photography to certain areas inside the library in order to protect the privacy and confidentiality of others.

Patrons observed or reported as not complying with these measures will be asked to refrain from taking photographs and, if they fail to comply, may be subject to suspension of library privileges. As a safety precaution, patrons taking photographs are not to use added equipment such as lighting or tripods.

Filming

Filming by members of the general public is not permitted anywhere inside the library building without prior written permission of library staff. This includes taking cell phone videos. To obtain written permission, apply to the library director or other designated employee expressing the purpose of the filming. Requests to film in the library can be denied at the staff's discretion. With written staff consent, filming is permitted only with the consent of patrons present in the area of the library where filming is to occur, and only in locations approved by library staff.

NOTE: At the discretion of the library director or staff, real-time verbal permission may be granted to film at particular times and/or places inside the library, such as during certain programs or presentations.

At all times, filming must not disrupt or impede regular library services and procedures or threaten patron safety and confidentiality. Patrons observed or reported as not complying with

these measures will be asked to refrain from filming and, if they fail to comply, may be subject to suspension of library privileges.

Minor children cannot consent to be photographed or filmed. Photography or filming of children in one's own care is permitted, provided all other measures are observed; photography and filming of children not in one's care is prohibited.

Photography or filming by accredited news media must be approved by the library director or other designated employee. Requests should be made a reasonable amount of time before the photography or filming is to occur. All other measures outlined in this policy must also be observed.

Photography or filming for commercial purposes is prohibited.

Policy Summary (for display somewhere in the library)

We love to talk about our library. If you want to record, photograph or film inside the library, kindly alert the staff. We can direct you to our Photography and Filming Policy that provides information about granting such activity while at the same time respecting patron privacy and not disrupting normal library operations.

Photography/Filming Announcement (to be read at public gatherings in the library)

Ladies and gentlemen, we're happy to allow photography and video at this activity/event, but please understand that we have an obligation to protect the privacy and confidentiality of everyone in attendance. When taking photos or videos, our policy requires that you feature only those for whom you have permission to include.