

## **Almond Twentieth Century Club Library Board Meeting Minutes – August 31, 2023**

**In attendance:** Elva Owlett - Library Board President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Financial Officer, Linda Staiger - Library Board Trustee, Connor Dirlam - Director of Internal Operations, Bec Cronk - Director of Programming & Outreach

**Not Present:** Mary Jo Morrison, Library Board Vice President

**Meeting called to order at 6:26 p.m.**

**July meeting minutes were approved** - Eric motioned, Linda seconded

**Director reports** - see attached documents

Connor:

- In addition to what is listed on Connor's report, it was requested that if the stats are available, Connor adds a column to their report comparing statistics from this year to previous year (ie: July '22 to July '23).

Connor's report was accepted - Eric motioned, Valerie seconded

Bec:

- Summer Reading is wrapping up - drawings for prizes will be held tomorrow. Overall, program was successful, especially for a first try. Already has ideas of some changes to make for next year.
- Patrons have been requesting a workshop on Excel. Looking for someone who might be able to lead a training on this. It was suggested that the local schools and/or colleges may be a useful resource.
- EFNEP cooking classes will begin September 14th at 1:30pm. The classes are an introduction to cooking and nutrition and run in 8 week segments. It is hoped that this will gain traction and become an ongoing offering.
- Great Give Back - October 21. Would consist of providing people an opportunity to help the Library with projects we need accomplished. A couple of ideas are moving things for the new bookcase and painting the new picnic table. Please think of other projects that we may need assistance with.
- Leadership Allegany will place a collection box for the Women's Shelter at the library. They are asking for personal care items & clothing.
- Furniture - had planned to share visuals but when the meeting ran long it was decided that Bec would send out the information via email for the Board to review.
- Mini-Grant - The afterschool snack/school supplies idea was determined to be unsustainable so Bec submitted the grant using program supplies as the focus. Whether or not the grant is funded, Bec felt that this was a very good learning experience.

- AED/Red Cross training - Minimum of 7 required for in-person training. Has extended offer to Alfred BoB and Hornell Library. Waiting to hear more from the Red Cross. Battery was ordered, but has not yet arrived.
- The discussion of AED/CPR training reminded us that Harassment training is due. It is currently scheduled for Saturday, October 7th at 10:30 am.
- Bec & Connor are all set to participate in the Community Day parade.
- It was mentioned that a bike rack would be a good addition to our outside area. This may help with bikes & scooters that are currently being scattered in the walkway.
- Computer policies need some updating. We have a few different policies floating around so Val will send Bec & Connor what she has for them to review/revise/comment on and then we will work together to create a more cohesive document.
- Porch light is not coming on at night (sometimes). We need to look into repair/replacement.
- There have been several complaints regarding displays of LGBTQIA+ books. Bec has explained our policy of providing materials for all patrons in our community and how our system of displaying new books works. She has provided "Request to Reconsider Library Materials" forms to the complainants. She has also spoken to Brian at STLS who advised her to follow our policies. No action is required from the Board at this time.

Bec's report accepted - Val motioned, Eric seconded - passed

#### **Financial Reports - see attached report**

- All accounts have now been moved to Community Bank.
- Ally has taken over processing payroll. Eric is in the process of ending our relationship with Heartland.
- Next big endeavor will be to change credit card companies. Eric & Elva will arrange a time to get the application dropped off at Community Bank.
- We should have regular financial reports available next month. The changeover has been quite a process but we should be pretty close to done now.
- Linda anticipated that her donation will be arriving by the end of September.

Financial report accepted - Val motioned, Linda seconded - passed.

#### **Friends of the Library notes:**

- The Library will have a table at the park on Community Day, offering coffee and donuts. Susan will pick up donuts and Elva will be at the park.
- The Election Day Luncheon will be on November 7th. Mary Fairchild will organize the baskets. Elva will confirm if Louise Schwartz is still planning to organize the luncheon. Mary suggested that our big basket offering have a Thanksgiving theme, which was a well-received suggestion.
- A dish-to-pass dinner will be held at the library on Friday, September 29th. A poster has been made to advertise the event.
- Bec received a response from the Quilt Guild she had contacted a few months ago and they are interested in helping us with a quilt. It is probably too late to have something for

this Election Day, but Bec will contact them as we would like to restart this tradition, even if it has to wait until next year.

**Old Business:**

- The room rental agreement was discussed briefly but more work is needed to update this.

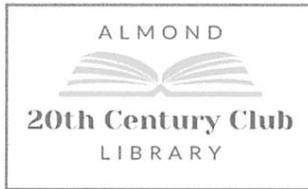
**New Business:**

- Linda asked us to begin thinking about a theme for our next Murder Mystery event. We would like to return to the tradition of hosting this event in February and are considering having two offerings - same play but one night with wine, one without.
- Eric suggested it might be nice to have a karaoke machine that would help with this event and other programming offerings.

**Next meeting will be held September 28, 2023, 6:30 p.m.**

**Meeting adjourned 8:45 p.m.** Eric motioned, Val seconded.

\*\*A discussion was held after the meeting about the possibility of changing the meeting times, depending on Board member availability. With the library now opening at 1 pm, we need to investigate avenues to keep meetings shorter but still effective.



Almond Library July Director of Internal  
Operation's Report

Thursday, August 31, 2023

Stats	June 2023	July 2023	Percent Change
Door Count	170	168	-1%
Computer Use	8	12	50%
Program Attendance	0	16	100%
Circulation	408	341	-16%
Registrations	6	5	-17%
Items Added	27	24	-11%
Holds Filled	112	118	5%
Holds Received	144	60	-58%
Monthly Website Visits	95	MIA	no idea
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	52	88	69%

July was a very mixed month for me. I started the month working on identifying all the Mural books, locating the ones we have and ordering the ones we didn't. It took a bit of teamwork but we finally figured out all of them. After that it was mostly sorting out the details on the new dynamic with the bookkeeping and other general library upkeep. Repairing broken books, wrapping paperbacks, cataloging new books, removing old nonessential papers from my desk, creating spreadsheets for program record keeping, etc.

## Update from the Director of Programming and Outreach

Bec-August 2023

### Update on Outreach:

- Will continue to have something in the paper

### Update on Training:

- PINS to Passwords

### Update on Programming:

- Pushed cover-to-cover to Sep. due to scheduling (Sep. 8th)
- This month our display was focused on Book/Movie pairings
- September will be: National Literacy/Self-Improvement/Hispanic Heritage
- Summer Reading Program
  - Water Party
    - How it went
  - Prizes and wrapping up
- Excel Workshop
- EFNEP (Cornell Cooperative Extension) class
  - September 14<sup>th</sup> at 1:30 lead by Stacy
- Great Give Back (Oct. 21)

### Furniture

### Update on Grants:

- Mini-grant for program supplies
  - Arts and crafts supplies

### Other questions/comments:

- AED/Red Cross
- Computer Policies
- Parade
- Questions and complaints about diverse books

## August 2023 Bookkeeper's Report

- 1            A donation made by the Cartridge guy. \$ 28.21
- 2            Banking accounts all moved to Community Bank.

Report date    8/28/2023

Check #	Date	Bills paid	Accounting notes	Dollar amount
5169	8/19	STLS	Technology Domain	\$21.17
5170	8/19	Servsoft	Bottled water Misc	\$26.00
5171	8/19	Ingram	Circulation Books	\$67.64
5172	8/28	Elan Credit card		\$277.19
			Office Supplies \$129.65	
			Supplies            \$42.23	
			Circulation        \$80.31	
			Misc                \$25.00	
5173	8/28	Postmaster	Stamps postage	\$66.00
			<b>Total</b>	<b>\$458.00</b>
<b>Auto Pay</b>		<b>NYSEG</b>		\$110.51
		<b>National fuel</b>		\$24.63
		<b>Frontier Phone</b>		\$74.20
			<b>Total</b>	<b>\$209.34</b>
			<b>Total bills Paid</b>	<b>\$667.34</b>