

**Almond Twentieth Century Club Library  
Board Meeting Minutes – January 25 , 2024**

**In attendance:** Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Bec Cronk - Director of Programming & Outreach

**Absent:** Eric Ewald - Library Board Financial Officer, Linda Staiger - Library Board Trustee, Connor Dirlam - Director of Internal Operations

**Meeting called to order at 6:30 p.m.**

**December meeting minutes were approved** - Mary Jo motioned, Valerie seconded.

**Director reports** - see attached documents

Connor: To be presented at next meeting

Note: Connor has been drafting an Amazon list of movies for the Priscilla Feenaughty memorial collection.

Bec:

- Snow Globe craft has been a big hit.
- Working on scheduling a 3D printing presentation in March that will consist of a demonstration and giveaways.
- Planning lots of programming for the eclipse on April 8th. Working on obtaining glasses and working out a plan for distribution. Working out a date to book storyteller Perry Ground as a program for people of all ages.
- Working on ideas for Summer Reading program. Has booked the Reptile People for the kickoff event. Allegany County Directors are putting together some rough ideas of hikes/walks that could be sponsored by different libraries within the area as a part of Summer programming.
- Bec will work on an agreement so that we can move forward with allowing the Friday Friends group to begin meeting. She had put forward a revised Volunteer policy through email. Valerie motioned that we accept said policy, Mary Jo seconded - passed.
- Annual report party - Bec is willing to go if it is felt we need to have a representative there. As Bec is not the one who will be working on the report, it was felt that while appreciated, this isn't necessary.
- There was a discussion regarding the community member who has expressed interest in taking on the cleaning responsibilities at the library. We could either hire them as an employee and run their hours through payroll, or have them work as an independent contractor meaning they would need to complete a W-9 and present monthly invoices. It was decided that the second option would be preferable. We need to put together an outline of what the expectations would be.

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

**Financial Reports:**

Eric was not present - report will be presented at next meeting.

Note: The tax cap filing was completed and filed with the State.

**Friends of the Library notes:**

- The quilt is still a possibility but some additional details need to be ironed out before we know for sure.

**Old Business:**

- Murder Mystery Theater is currently scheduled for March 22 at 7pm. Sign ups are being taken at the circulation desk and online. Advertising has begun on Facebook and work has started on alternate forms of advertising. Elva has been working on recipes. Bec is working on decorations. Linda has been working on getting the cast lined up.
- No news to report on the digital signage project.

**New Business:**

- Elva and Mary Jo will be setting up times with Bec and Connor for their reviews.

**Next meeting will be held February 29, 2024, 6:30 p.m.**

**Meeting adjourned 7:55 pm - Valerie motioned, Mary Jo seconded**

## Update from the Director of Programming and Outreach

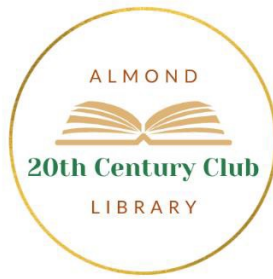
Bec-January 2024

### Update on Programming:

- Cover to Cover will be Wednesday, January 31st @ 6:00 PM: Flowers for Algernon
- This month our display was focused on Winter books
- February display will be love/relationships/Black History Month
- Passive program: Fox scavenger hunt
  - Valentine's scavenger hunt
- Candy guess
- Snow Man craft/Valentine's craft
- 3D Printing Event in March
- Eclipse Programming: Perry Ground-Storyteller (Onondaga Nation)
  - March 30<sup>th</sup> (Easter Weekend)
- Macramé Program in April

### Other:

- Group that wants to meet on Fridays (Friday Fellowship)
- Volunteer Policy
- Annual Report Party (Feb 16 @9 AM or Feb 22 @1 PM)
- Library Advocacy
- Cleaning Person
- Ally had a baby!
- Memorial Movies



## **Almond 20<sup>th</sup> Century Club Library**

**PO Box D, Almond, NY 14804**

**Phone: (607) 276-6311**

**Email: [almond@stls.org](mailto:almond@stls.org)**

### **VOLUNTEER POLICY**

The Almond 20<sup>th</sup> Century Club Library is dedicated to providing creative, life-long learning opportunities to the community we serve. Volunteers are integral to sustaining this creativity and energy. Your support and advocacy help the Library do more for the community. Above all, you help educate your community about the Library so that more people can benefit from our diverse resources and services. Volunteers help the Library expand and enrich its services by assisting with annual fundraising events and outreach opportunities. Volunteers are not used to replace the work done by paid library staff. The Library welcomes support from the community. Volunteers cannot be used to replace or augment paid staff or their activities.

- Volunteers will not be compensated for their efforts.
- Each volunteer must complete the Library Volunteer Application Form which will be kept on file at the library. Volunteer talents, experience, availability, and interests will be considered in job assignments.
- Volunteers primarily will assist with special projects, events, or activities and typically will not have ongoing duties.
- Library staff will manage volunteers and their activities.
- Volunteers are required to complete a log sheet of the hours volunteered.
- Library volunteers are bound by the rules contained in all library policies and guidelines, especially those that relate to patron privacy and confidentiality.
- Volunteers must be age 14 or older. Volunteers who are under the age of 18 must have written consent from a parent or guardian.
- Volunteers must adhere to the Code of Conduct and other applicable policies of the Almond Library. The policy manual is available on the Almond Library website or upon request at the Library.

#### **Training and Supervision:**

Designated Library staff will coordinate and supervise volunteers.

Volunteers will receive an orientation and specific training in their assigned duties from the Library staff members who directly supervise their work.

Volunteers will receive information on the Library's harassment policy, patron conduct policy, and other necessary policies and procedures.

**General Provisions:**

Nothing in this policy shall be deemed to create a contract between the volunteer and Almond Library. The volunteer, and the Library, have the right to terminate the volunteer's association with the Library at any time, for any reason, with or without cause.

The Library will not provide health, workers' compensation, unemployment, or disability benefits for volunteers.

In the event that a volunteer is unable to adequately perform the duties assigned, and no other appropriate tasks are available, the volunteer may be removed from service. Volunteers can be released from volunteer duties at any time at the discretion of the Library.

Volunteers may announce their separation at any time.

*It is the policy of the Library to provide and maintain a workplace environment free from discrimination or harassment based on age, race, creed, color, national origin, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, status as a victim of domestic violence, arrest record or conviction record, or sincerely held practice of religion and any other class protected by New York State or Federal Law.*