

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

In attendance: Elva Owlett - Library Board President, Mary Jo Morrison - Library Board Vice President, Valerie Ewald – Library Board Secretary, Eric Ewald - Library Board Finance Officer, Lee Berry - Library Board Trustee, Cole DiGerlando - Potential Library Board Trustee, Bec Cronk - Director of Programming & Outreach, Connor Dirlam - Director of Internal Operations

Guests: Amber DiGerlando

Not present: Linda Staiger - Library Board Trustee (joined us at very end of meeting).

Meeting called to order at 6:34 p.m.

Cole DiGerlando was sworn in as a new Board member.

March meeting minutes were approved - Eric motioned, Mary Jo seconded.

Director reports - see attached documents

Connor:

- Has been adding lots of books, shifting collections to make more space..
- A community member has offered to take on lawn mowing. Elva will reach out to discuss this possibility. The mower in the shed is proving a bit difficult to work on but not giving up yet. The Board was asked to consider “No Mow May” to promote the health of pollinators such as bees and butterflies..
- Connor requested April 27, May 30 - June 1, June 14 - 22 as time off. Would like to use PTO for June 14 - 22. Eric motioned to approve, Valerie seconded - approved.
- We ended up with \$72 in the memorial movie fund. Connor has green light to spend.

Connor’s report was accepted - Eric motioned, Mary Jo seconded - passed.

Bec:

- There was a good turn out for the egg hunt (around 40).
- Turn out for 3D printing event was small but the event itself was very enjoyable. Hope to have Stewart back at a later date. Bec requested that we purchase a \$50 gift certificate as a thank you. Valerie motioned to make the purchase, Mary Jo seconded - passed.
- STLS workshop for Summer Reading was very helpful. STLS is sponsoring an additional Summer activity - StarQuest - to encourage people to visit every library within the system.
- The AIM program worker has requested to return to work at the library again as he has more hours available. Eric motioned to approve his return, Mary Jo seconded - passed.
- Bec has been working on the PortalBurn proposal. She has put together a request for cash or gifts in kind, focusing on craft supplies, letter writing supplies & storage cart, and other items that would be supportive of our programming efforts.

- The printer has been replaced and the new one is working well. It was suggested that Bec put the word out on Facebook that the old printer is available to anyone who would like it.
- Progress has been made regarding information needed to proceed with sign project. Bec met with the code enforcer. He is checking on what is needed. He did give her a number for the State DOT for their input. So far, the only known restriction is that we could only advertise library things. No size requirements/limitations have been noted. Eric suggested that the sign be mounted on a red brick pillar to match the library.
- Cleaner has started and is going well overall, just needs a bit of fine tuning.

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

Financial Reports - see attached documents

- Eric reviewed the descending balance sheet and discussed the overall financial health of the library.
- Eric also discussed some of the maintenance items that would need to be planned for.
- Eric has a call into Anderson Shortell to see if they would take over boiler/AC maintenance.
- Frontier phone rates have increased 65% - are there other options out there? Does STLS offer anything similar to what we have for the internet?
- Construction Grant intent to apply deadline is June 14th. Bec will attend workshop on May 2nd. Eric is still trying to get a quote.

Eric's reports were accepted - Mary Jo motioned, Cole seconded - passed

Old Business:

- We have a quilt in the making! Linda, the Director at the Andover Library has agreed to make a quilt for us. Materials have been purchased. It may well be smaller than previous quilts but we are happy to have it just the same.

New Business:

- Valerie and Eric announced that they would be resigning from the Board of Trustees due to Eric's continuing health issues. Their last meeting will be the June meeting. They distributed a list of duties that they currently cover so people can start thinking about where they can fill in.

Next meeting will be held May 30, 2024, 6:30 p.m.

Meeting adjourned 8:44 pm - Valerie motioned, Eric seconded.



**Almond Library March Director of Internal
Operation's Report**
Thursday, April 25, 2024

Stats	February 2024	March 2024	Monthly Change	March 2023	Annual Change
Door Count	275	282	3%	150	88%
Computer Use	40	27	-33%	8	238%
Program Attendance	15	103	587%	0	#DIV/0!
Circulation	419	354	-16%	432	-18%
Registrations	9	1	-89%	1	0%
Items Added	35	75	114%	31	142%
Holds Filled	134	109	-19%	133	-18%
Holds Received	85	59	-31%	166	-64%
Monthly Website Visits	142	160	13%	121	32%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	64	72	13%	84	-14%
Reference Questions	1	1	0%	0	#DIV/0!
Room Rental	1	0	-100%	0	#DIV/0!

March was a major book month, but before I really started getting into that I had worked on setting up some spreadsheets to better organize for the Annual Report. I started off the book binge with an Ingram/Amazon order of over 50 books, one of the first times I had really done that. I've been branching out to buying more Juv, YA, and Adult fiction, as well as DVDs. For the first year as a director I was mostly buying Easyreaders and Nonfiction, trying to fill gaps there. I sorted through 2 boxes of easyreader donations, a lot of Arthur and Clifford, and added the ones we didn't keep to our cart of free books. At this point I had made another order for a series that a regular patron had requested, and the other orders had come in and my desk was officially an ocean of books, in case you heard the news I was drowning. (P.S. the 75 books added are not including the 26 that were on my desk and the 15 in a box behind me.)

Update from the Director of Programming and Outreach

Bec-April 2024

Update on Programming:

- Easter Egg Hunt was great!
- 3D Printing Event was great!
 - Gift Card for Stewart (\$50)
- Book Club will be Wednesday, May 15th at 6:00 PM: Vera Wong's Unsolicited Advice for Murderers
- April display featured some poetry, some humor, some inventors
- May display will feature butterflies, birds, and gardening
- May is Asian American and Pacific Islander Heritage Month
- Passive Programs:
 - Flower take and make craft
 - Scavenger Hunt in Children's Library
- Macramé Event: April 26th at 6:30 PM
- Community Dinner (dish to pass) on May 24th at 6:00 PM
- Summer Reading Program update

Other:

- AIM Independent Living Center (Corning) worker: Adrien
- PortalBurn Proposal (see other sheet)
- Printer
- Sign
- Cleaning

Bookkeepers report

deposit 313.50 - 72.00 movie donations, 231 mystery theater 10.50 petty cash
 Phone bill increased 48 dollars per month which is 63 percent increase per month.
 Donation for employee fund 20,000 deposit to savings till can be deposited to employee CD
Utica Insurance dividend check deposit to savings 471.75
Utica Insurance dividend check deposit to savings 30.01
Water bill is going up 5 dollars going forward
Report date 4/23/24

Check #	Date	Bills paid	Accounting notes	Dollar amount
5215	4/13/24	Servisoft water	Mis	\$26.00
5216	4/13/24	STLS	tech	\$399.00
5217	4/13/24	Ingram	Circ	\$654.40
5218	4/13/24	Community Bank Credit Card		\$1,200.28
		Circ	286.18	
		Supplies	90.1	
		Program	426.87	
		Tech	397.13	
		total	1200.28	
5219	4/23/24	Village of Almond	Water bill	\$70.00
			Total	\$2,349.68
Auto Pay		NYSEG		\$143.08
		National Fuel		\$282.29
		Frontier Phone		\$127.09
		Big Woods Bookkeeping		\$430.00
		Big Woods Bookkeeping		\$57.00
			Total	\$1,039.46
			Total bills Paid	\$3,389.14

Tasks that will need to be taken over:

-Trash disposal

- Secretary position

-take minutes at meetings

-distribute minutes to Board & Directors within 2 weeks of meeting

-make sure Disclosure of Interest forms are completed annually

-Finance

- Reconcile petty cash monthly and scan receipts & reconciliation to Ally

This is currently done with Connor and Eric meeting to count PC & reconcile.

-Banking (deposits, replenish petty cash as needed, scan deposit slips & bank statements to Ally). Generally, banking can be done once a month.

-Pay bills

-Write checks & mail (usually up to 5 or so per month)

-Keep list of payouts to create Bookkeeper's report for Board meeting & to send to Ally to confirm categorization of charges.

- Send acknowledgements for gifts over \$300

There is a form letter for this which we will share will all.

-Budget

Eric currently does this but it is something we negotiated into Ally's contract. She can prepare a suggested budget for you to review & make adjustments.

-Contact for Ally

-Act as liaison between Ally & library, making sure she has all documentation she needs to complete reports. (It is better to have one point of contact so nothing gets missed).

-Maintain QuickBooks access login so library has access should we part with Ally's services or you need to look something up.

-Make sure filings are completed (will provide schedule)

-Email

I currently have a Gmail account that was used for bookkeeping purposes. Will work on redirecting mail to either Library Gmail account or Ally depending on what it is.

-Paperwork Retention

We keep finance files for 7 years, then sort according to Retention policy. Destroy what we don't need to keep, file what we do in boxes in office. (annually)

Things we would be willing to do if it would help:

-Eric can put together a maintenance schedule for the building

I will create a flash drive with all important documents (copies of minutes, 5 year plan, policies, important correspondence, etc) and will store with permanent files.