

**ALMOND 20<sup>TH</sup> CENTURY CLUB LIBRARY**

**BOARD OF TRUSTEES MEETING**

**APRIL 24, 2018**

**Present: Elva, Val, Eric, Jill, Deb and Gina.**

**Meeting called to order by Board President, Elva, at 6:36.**

**Minutes of the last meeting were reviewed. Motion to accept the minutes made by Jill, seconded by Eric. Motion passed.**

**Bookkeepers report presented by Val. She reported that we received the final installment for the school taxes, \$12,000. This money was deposited into savings. Dump pass has been purchased. Val is working on the 990 and expects to have it completed by end of month. There had been a question as to whether we have an elevator contract and we do for maintenance but not for service. We still don't know if the vendor is bonded and certified. Gina will look into this further. Motion made by Jill, seconded by Eric to pay the bills as presented for this month. Motion passed. Motion made by Eric, seconded by Deb to accept the Bookkeeper's report. Motion passed.**

**No Club Report this month.**

**Director's report given by Gina. She passed out the stats for Saturday as well as Tuesday through Friday. She will continue to keep a count of people coming in by day and hour for a while longer. The calendar for May was passed out. Storytime attendance is down but she did have 9 kids participate in the scavenger hunt. Better World will be taking 10 boxes of our donated books, making us \$250-\$300. Habitat for Humanity will take the rest of the books as well as the old refrigerator. Suggestion made to contact Charlie Gaynor to see if he would take the old air conditioner. Upcoming grant opportunities include the Dollar General, STLS construction aid and an outreach mini grant. Gina will be working on these. She would like to target seniors 55+ for the outreach mini grant. Potential idea was a painting workshop. Several names of local artists as possible instructors given to Gina. Another idea was delivery to homebound seniors and expanding our large print collection. It was not clear if we were ever approved for the STLS construction grant we applied for last year. Gina will check with Margo at STLS. May is Mental Health Month and Jo and Gina will do a wellness talk on May 19<sup>th</sup>. Gina also discussed the need for a security camera with monitor for the downstairs area to fuller utilize that space. Teens could then use the area and be monitored without need for a permanently stationed staff member. Gina reported that all the old books with some value have been placed in a cabinet. Discussion on whether these books need to be in a locked case. Gina will look to see if there is a key for the cabinet. Motion to accept the Director's report made by Jill, seconded by Eric. Motion passed.**

**As discussed at last meeting, Elva and Gina met with Corey and outlined the expectations of his work responsibilities that need to be met before his time sheet can be submitted. Gina reports the library looking much improved when opened on Tuesday. Corey asked for some type of Rubbermaid garbage bin so the garbage can be outside instead of blocking off the handicap passageway. Eric also suggested we could get critter proof cans. Eric will get prices on both options. Corey also requested some type of light at the top of the stairway. Eric will check with Burdick's. The bug issue on the**

outside of the building will be assessed by Elva's husband and he will spray the area if that is the solution.

Elva read a letter regarding an upcoming meeting on the 2017 Defibrillator project. Jo has been trained to use the defibrillator but Gina has not. Elva's husband will train Gina. Elva will check with Linda to see if she would like to attend the meeting next week.

Eric presented various concerns with the building maintenance, referencing the architectural building condition assessment done April 21, 2017. The air conditioners and heaters need to be serviced every year. He will contact Burdick's to get this scheduled. Eric was particularly concerned with the structural issue of the building as pointed out in this assessment. He feels we need to contact a structural engineer to come in to assess the foundation of the building. Gina will contact the architect firm that did the assessment for recommendations of a structural engineer. Eric suggests we put caps on the chimneys to prevent further deterioration. He will contact Burdick's for an estimate. Because the building has a historical designation and any building modifications require approval, Gina will search to see how we go about that. Eric also inquired as to who does basic maintenance on the computers. Gina thinks STLS does this and she will check into it.

Next Meeting: May 29, 2018 at 6:30.

Motion to adjourn made by Jill, seconded by Eric.

Respectfully submitted,

Deborah Pierce (fill in secretary)