

4/24/19: Almond 20th Century Club Library

Board of Trustees Minutes

April 24, 2019

Present: Elva Owlett, Johanna Stanton, Val Ewald, Eric Ewald, Linda Staiger

Call to Order at 6:28

Minutes from March mtg. read. Motion made to accept the minutes by Eric, second – Julie. Passed.

Bookkeeper Report

Insurance: Yoga is not covered unless they have their own insurance. Other events are. We are not to provide chairs, tables for events outside of building. Bring your own. Add a Disclaimer on the rental agreement—library cannot be held liable for any injury outside our premises. The wine mystery program is covered as long as we do not charge. If a winery comes in and pours, charges, they must have their own insurance.

Motion to pay the bills, Julie. Second, Eric. Passed.

Val contacted Wendy Dailey re: audits. Last full audit done in 2014. Motion made by Eric that a third party come in 2020 to audit the books. Second, Linda. Passed.

The 990 has been signed and completed.

Refund from Paychex , now Heartland has it.

Motion to accept Bookkeeper's report, Eric. Second, Julie. Passed.

Eric's report on Annual Budget: Compared expenses and income .. total for year, 1st quarter, variance.

Club Report

Tri-fold pamphlet completed for Library newsletter. Susan is in contact with Alfred State re: printing costs. No details yet. Also, how to get the addresses to be given to ASC. Discussion re: how to place addresses. Linda will contact ASC printing.

HotDogDay..we will have table.

Banquet is May 13, JC's. \$13.50 to Jo or Liz.

Director's Report

Circulation down a small amount. Door Count is up as is computer use.. Space is needed.

Eric made motion the Jo decide on books outdated, etc. Second, Linda. Passed.

Should we open a Go Fund Me account for building. Jo will look into how the plan works, do we pay a fee. Concern mentioned re: inundating the public. New printer has been connected. Sandwich board replacement. Letters needed for it. Expensive to replace board. Revisit when Jo sees a need.

Request for donation for MORP..after prom. Donate two Kindle Fires. Eric moved to approve donation of 2 kindle fires for prom. Second, Julie. Passed.

Calendar for May is complete.

Research a register for historic building designation.

Jo will be here on Tuesdays now.

Motion to accept Director's Report, Eric. Second, Linda . Passed.

OLD BUSINESS

Harassment training will be June 13 with pizza at 5:30. Participation is REQUIRED by NYS.

Updated room rental policy. Renters give \$100 deposit, and if all is OK at end they receive \$75 back. No use of stove or oven. Motion to approve, Eric. Second, Julie. Passed.

5 Year Plan: set up a work session to set up a new plan. Elva suggested that each of us come to next meeting on June 6 with something we think we should do in the next years. Eric brought up the Architect's Report..which really is a good portion of the plan. Maintenance, programming ideas. Elva will bring the old 5 year plan.

Building Permit; Eric has arranged that contractors actually get the proper permit.

Disaster Policy consolidation work bee. We have the policies on separate papers, but we would like to put them in one document. Jo has offered to work on consolidation.

Chair dolly has been assembled.

NEW BUSINESS

Update on Construction bids. A vote on how much to do.

Kyle Winans Proposal for stove hood: hood, proper ventilation--goes out one window. \$2,325. Eric has instructed Kyle to put the ducting in such a way that if we re-do the whole kitchen in future, the ducting just has to be flipped and all is in order. 50% deposit will be paid. Motion to approve, Linda . Second, Julie. Passed.

Question re: request made of Muhleisen's to donate a tv to the children's room in Library. This was not approved by the board, a patron took it on himself to approach the business even after being told that requests must go through the Board.

STLS sent Eric an email stating that we must be ADA CERTIFIED, not just Compliant. Jo will check with them to see what is actually true.

Vehicle Raffle discussion: contact all the car businesses. Plus, John Deere, Massey, Maddies, Harley's etc..... We need to set up a plan. Compose letters, approach corporate...perhaps look at combination donation—half from corporate, half from local. Need a team to work on this project to create a plan. Mary Fairchild, Dan Hegarty, Lois Curran, Linda Staiger...

Motion to adjourn, Eric. Second, Julie. Passed.

Submitted by Linda Staiger, Secretary