

Almond 20th Century Club Library Board of Trustees' Minutes

January 3, 2019 held for December Meeting.

Present: *Elva Owlett, Susan Steere, Jo Stanton, Val Ewald, Eric Ewald, Linda Staiger*

1. Call to Order: at 6:30 p.m. by President Elva Owlett
2. Minutes from November 29 meeting
 - a. Bookkeeper's report Correction: LLSA, not LOSA
 - b. Eric moved to accept corrected minutes, Linda –second. Passed.
3. Bookkeeper Report
 - a. Clarification: School Tax total is \$84,643, not 84,363.
Discussion re: corrected number and communicating with public.
 - b. Paychex will do the w-2s for 2018. Eric moved, Linda second: Passed.
 - c. Eric moved, Linda second. Rollover the CDs due Jan. 6, 11, 2019. Passed.
 - d. Employee training...harassment. Can we watch the video, then discuss..will it count?
 - i. Jo: waiting to hear from Brian, STLS
 - ii. Set up an evening session for video for all employees, trustees..
 1. Add clean up day to that session
 - e. Linda moved, Eric second—Bookkeeper will pay the bills. Passed.
4. Club Report—Susan Steere
 - a. Meeting Jan. 8....Fund raising topic. Eric will present at meeting 7 p.m.
 - b. Corrections made in the Club Report from November 29, 2018
 - c. Other Co-President called about the State Police parked at Library...nothing to do with Library.
When something happens around Library, Jo should call Helen McKnight to let her know what is going on so she knows when others call her.
 - d. Eric moved, Linda second. Accept report. Passed.
5. Director Report
 - a. Numbers appear to be down, but many are staying in the library rather than going out, coming in.
 - b. NavajoWater Project, collecting shoes—two large boxes collected for AU project.
 - c. BINGO Night successful. Advertise more: Doris Martin and sister for Senior Citizens.
 - d. Evaluation for staff done.
 - e. Grant up-date: ramp renovation.
 - f. Junior Library subscription discontinued.
 - g. Inventory: Teresa did physical inventory...furniture, books, etc.
 - h. Patron Problems: Jo spoke to PATRON C...he has improved.
 - i. Bullying has lessened inside the library
 - i. Patron Policy:
 - i. Discussion re: person who has been banned from the library twice, then he must appear before the Board with parents/guardians—in the case of those under the age 18. Adult patrons banned from library must come to the Board to request permission to return to library.
 - ii. Jo—rewrite, send it for email vote.

- j. Book Inventory—in process.
- k. Liz Evaluation: Jan. 5 at 10:30 a.m.
- l. Linda moved, Eric Second. Accept Director Report. Passed.

OLD BUSINESS:

- 6. Room Rental Policy:
 - a. Stove should not be used until Hood issue is fixed. Eric is working on getting this included in the larger project with septic, etc.
 - b. Discussion re: Deposit. Differentiate between types of groups
 - i. Jo will rewrite policy to clarify deposit and fees. Vote by email.
 - ii. Also, not to exceed 98 persons.
- 7. Eric: do we have an inventory of the Curio cabinet books?
 - a. Check Archival company for ways to protect old books.
- 8. Bullet Aid...has not arrived yet. Tabled til next meeting.
- 9. Cleaning Update:
 - a. Cleaning is better
 - b. Cory would like to have a dolly to move chairs more easily.
 - i. Asked for a layout of how we want the rooms returned after events.
- 10. Building Update
 - a. Bullfrog estimate—\$3800; Kyle Winans—3200.
 - i. Eric —Kyle reword his estimate a bit in order to fit the wording of grant.
 - ii. Eric moved, Linda second accept Kyle Winans' bid with caveat NYS approval. Passed. Amen!

NEW BUSINESS:

- 11. Mystery Theater—February 15, 2019
 - a. Titles emailed to board, director for decision
 - b. Food Chair, Decoration, Setup Chair.
 - c. PR
- 12. Aide Replacement...not needed.
 - a. Liz will be alone on Tuesdays so we need to set up the camera to record any confrontation. Perhaps when person enters, start the camera record immediately.
 - i. Moving toward Security System—Windows 10, Terabyte
 - ii. Look for volunteers...Work Study?
 - iii. Sign up sheet for volunteers..club members

Motion to adjourn Regular Meeting. **Next mtg. Jan. 31, 2019**

Eric moved, Linda second. Passed.

Motion to move to Executive Session;

Eric moved, Linda second. Passed.

RETURN to OPEN MEETING. Val has been informed of her raise. Jo informed of her raise.