

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

**Board of Trustees' Meeting, February 28 ,2019**

**Called to order at 6:43 by President, Elva Owlett**

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

**Minutes—January 31, 2019. Reviewed , motion to accept, Eric, second, Julie. Passed.**

**1. BookKeeper's Report**

- a. Annual report...done, working with Brian on financials.
- b. Payroll switch to Heartland..completed. 3 year term signed by Val with Elva, Jo as alternate signers.
- c. Wine Murder event--\$188 deposit
- d. EOY paperwork End of Year. New pockets organized the year reports.
- e. Sales Tax filing---statement that we did not collect sales tax for anything.
- f. Work begins now on 990...in lieu of tax return..due in May.
- g. Bills paid. Deposit to Kyle Winans, construction.
- h. Shoveling is done often as volunteer by Mr. Jimerson.---send thank you card
- i. Eric moved to pay bills, second Julie. Eric moved to accepting report, second Linda  
Both Passed.

**2. Club Report**

- a. Newsletter was discussed by Jo. Susan should write her own letter.
- b. Club meeting was cancelled so there is no other news.
- c. No word on Hot Dog Day yet.
- d. March 12, next meeting.
- e. Eric moved to accept, Julie second. Passed.

**3. Director's Report**

- a. Dollar General grant application in.
- b. Junior Library Guild..no money to pay for subscription. 14 free books throughout year. This is a Grant.
- c. Construction grant...we apply in April, not February.
- d. Campaign posters have been removed.
- e. Books in hutch...not listed in the regular catalog. Use a spreadsheet to keep track.
- f. Disc cleaner--\$30. Try glass cleaning cloth and spray first.
- g. March calendar..adding Crafting and Coffee 4<sup>th</sup> Saturday of month.
- h. Circulation: lower costs. Books not going out are taken off the regular purchase list.
- i. Fridge has been removed for no cost.
- j. Eric moved to accept report, Julie second. Passed.

#### 4. OLD BUSINESS

- a. Chair dollies: Jo brought two examples..Under \$40..Eric moved to buy this dolly, Second, Linda. Passed.
- b. Harassment training: Brian is still working on what we need to do.
- c. Yoga update: Jo applied for a grant so we can pay the leader.
  - i. Covered by our insurance? Check with other libraries.
  - ii. Val will contact Insurance agent.
- d. Stove, ventilation update: Kyle's quote is \$550 less than we need to spend. Eric suggested to add a hood and ventilate it through the top window. Fire suppression necessary? Fire extinguisher has been checked—is it signed as full, certified.
- e. Construction update: reminder--\$2600 for return visit of engineer. Kyle will cut holes in front of library in March. We must be ready with 50% of cost up front with one year deadline.
  - i. Quotes needed for grants. Statement from university of materials cost, free labor should suffice.
  - ii. How does the STLS system work re: grants.
- f. Discussion re: lack of interest in Club, library. No commitment. What to do.
- g. Security camera: Jo will look for digital. Eric, move to spend no more than \$125, take from tech budget. Second, Julie. Passed.
- h. Wine Mystery: the cost of wine is donated by Linda.
  - i. Twice a year? First of November. Discussion tabled til next meeting.
- i. Newsletter discussion---work with Post Office to find out best way to send them.
  - i. Almond, West Almond, Thatcherville, Alfred Station.
  - ii. Change format from paragraph to bullet point for readability.

#### 5. NEW BUSINESS

- a. Notify Alfred that we are not asking for increase in tax.
  - b. Check with Town of Almond to lobby for permission to hold raffles.
6. Motion to Adjourn til next meeting---March 28, 2019 at 6:30 pm.
- a. Eric moved, Linda second. Passed.