

Almond 20th Century Club Library
Board of Trustees' Meeting – March 28, 2019

Meeting was called to order at 6:37 pm.

Attendees: Elva Owlett, Eric Ewald, Valerie Ewald, Johanna Stanton, Susan Steere, Chris Carter

Chris Carter is a patron who is interested in becoming more involved with the library so he sat in on our Board meeting. He has definitely expressed an interest in becoming a Club Member and is entertaining the idea of becoming a Board Member.

Minutes from February meeting were reviewed. Eric motioned to accept minutes as written, Elva seconded. Motion passed.*

Bookkeeper Report –

Valerie checked into whether or not the Library had sufficient liability coverage for yoga classes and was told by our agent that we do not. A brief discussion was had about the possibility of other events/activities, such as Wine & Murder event or room rentals for parties, also not being covered. It was decided that further information was needed from our agent to make sure that we were not inadvertently putting the Library in jeopardy. Valerie will contact our agent and report back on findings.

There was a list of items from the Annual Report that we went over to be sure we were in compliance. It was determined that we do have policies protecting the confidentiality of library records, internet use, and multiple disaster plans. It was decided that the 5 year plan had reached the end of its term so we need to schedule a time to work out a new plan. While we do not officially have a meeting to discuss the annual report findings with the community, it was determined that we could effectively share this information through our newsletter and through existing open Board meetings. We could also post on the sign/website that the annual report was available for review upon request once it has been completed for the year. Lastly, the question of what has been done previously in the way of an audit came up. Val will reach out to former treasurer, Wendy Dailey and see what she can share with us on that front.

Sales tax filing was completed 3/5/19.

Amazon Smile deposit of \$25.28 was received.

It was noted that the STLS cost share for 2019 was down \$800.00 from last year.

*Motions passed will be presented to Board Members not in attendance for approval via email.

A dump permit was added to the slate of bills to be paid as the current one expires 3/31/19.

Total of bills to be paid - \$4768.83. Eric motioned that the bills be paid, Elva seconded, Motion passed.*

Eric motioned that Bookkeeper's report be accepted, Elva seconded, Motion passed.*

Club Report-

Next Club meeting is April 9th at 5:45pm. It will be a dish to pass. Following dinner, entertainment will be provided by the Confucius Institute of Alfred University.

May meeting will be held at JC's Café on May 13th at 5:45pm. The Director and Assistant are invited as guests of the Club.

A booth has been secured for Hot Dog Day to sell quilt tickets and possibly other items such as snack sticks, cheese, or handmade crafts. Susan is donating the \$25 booth fee. The library was not registered this year to be a recipient charity of Hot Dog Day proceeds.

Mary Fairchild has drafted a letter to Lowe's corporate office requesting donations of funds or materials for our building project. The letter was reviewed by all present and accepted. It was determined that the letter could be modified and sent to other businesses as well.

Mary Jane Essex and Sand Robbers have worked on the newsletter and made it into a tri-fold pamphlet to be mailed. Elva requested that it be modified to include a statement regarding the fact that we have not asked for a tax increase this year or last year. It is hoped this will help justify in the mind of the public that we will need to do some major fundraising to save our building. Susan will send Elva a finalized copy prior to distribution.

In addition to the pamphlet, it was suggested that Elva and Jo's originally drafted letters be handed out to patrons as they check out their materials. It was suggested they may also be posted at the Post Office, the Municipal Building and other public areas.

A further suggestion was made that we launch a publicity campaign via Facebook, the library website and other social media platforms. Once the Board is able to meet with all members present, they will consider how best to handle this.

Eric motioned to accept the Club report, Elva seconded, motion passed.*

Director's Report

We did not receive the Autism Speaks grant. A grant has been written for Summer Reading – winners will be notified in May.

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Computer usage is down. Local children who previously used our computers now have internet at home.

Behavior problems have improved. It appears that the Patron Contract is effective.

The chair dolly is in – it just needs to be assembled.

The sandwich board sign is falling apart. Discussion will be had at next meeting to decide whether or not to replace. In the meantime, Jo will gather quotes.

A Go-Fund-Me page was suggested as a way of raising money for the library. This discussion was postponed and will be slated for a future meeting.

Jo would like to do something with the space where the political posters used to hang. It was decided that the space should definitely be painted. Eric will ask Kyle Winans for an estimate. Once the space is painted, it would be nice to have student/community art work on display.

Jo requested that at least some of the public use computers be connected to the printer. Patrons have been complaining about the inability to print. Eric will see if there is a way to password protect the print function so that printing can be done in a limited capacity.

Jo has been working on the inventory of the books in the hutches; however, there is one side of the hutch that will not open. Eric will take a look and see if there is an easy solution to getting this open.

Paperwork for the next construction grant will begin in April. We need to have the current grant work completed by May. So far, we are on track and should not have to ask for an extension.

Jo received the needed information from Brian Hildreth for Harassment training compliance. We will schedule a training meeting when all Board members are present to weigh in.

The room rental policy has been updated to include a request for \$100 deposit, with \$75 to be returned pending inspection of the premises. Language was also added to restrict use of the stove and oven. Board to vote electronically to accept revised policy.

Eric motioned to accept the Director's report, Elva seconded, motion passed.*

Old Business

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Kyle Winans is working on a quote to replace the hood and run the required ventilation needed to operate it. Eric expects to have this quote in the next few days. It will more than likely be in excess of \$500.

The “make up” work for the Construction grant is just about completed. Kyle will bring the light switch at the top of the stairs up to code as part of this project. Holes were cut for the engineer to inspect the front of the building. It was determined that the framing and ceiling joices block the view to give any relevant insight to what needs to happen next. It was decided that it is pointless to have the engineer come back out at this point.

The Ballot proposition has been submitted to the school district for the May vote. The Almond Library is not asking for an increase this year.

We will schedule a time to work on a consolidated Disaster policy at our next meeting.

Eric made a motion to adjourn the meeting, Elva seconded, motion passed. Meeting adjourned 8:17pm. Next meeting – April 25, 2019.