

November 29, 2018:

Board of Trustees Almond 20th Century Club Library

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

1. President called meeting to order at 6:39
 - A. discuss the comparison between Heartland and Paychex
 - B. Eric moved that we have Val get answers to questions, then we have an Email Vote before the next meeting—Julie, second. Approved
 - a. Can former employees access their own W-2s or do we get copies for them
 - b. Will Heartland allow us to start on January 1, 2019
 - c. If we switch, does Paychex do our 4th quarter and our Annual
2. Minutes from October meeting.
 - a. Motion to accept—Julie; Second—Eric. Approved
3. BOOKKEEPER REPORT
 - a. Construction Grant: some work was actually done before the window of the grant.
 - i. Jo, Eric met with Margo to discuss issue...Margo said we could get the holes cut in the roof for repair included in the grant. Eric would like us to use Bullfrog
 - ii. Elva: Alfred State College, Jack Jones-800-4-alfred, has a program which does historic buildings, and would do some mason work, cutting holes, Kyle Winans too.
 - b. Minutes should be included in the main binder---
 - i. Bookkeeper's report as well.
 - ii. Jo will check binder to update minutes, reports.
 - c. Confirm holiday days closed. Christmas Day, Day after, New Year's Day
 - i. Eric moved to add December 26 to PTO, Second—Linda. Approved
 - d. Insurance: need to audit our payroll records. "Squeaky Clean".
 - e. Report on monies received: LOSA, small grants, school tax income
 - i. Find out the amount actually owed to us through Tax income
 - f. Tree has been paid
 - g. Eric moved Val pay the bills, Second—Julie. Approved
 - h. Eric moved Bookkeepers report be accepted, Second—Linda. Approved.
4. CLUB REPORT
 - a. Susan came later.
 - b. Question re: quilt tickets —were all in the drawing jar. Also, gift certificate to Muhleisen's was missing....was lost in the shuffle. Mary Fairchild won the M. Cert.
 - i. It should be made good by the club.
 - ii. Money should have been counted that night WITH two people, and a paper signed by counters.
 - iii. Money was not counted until November 28 by Susan.
 - iv. Trustees must designate a representative to be in attendance at Club event in order to make sure there are two counters and the money is counted

immediately. Each time money is collected—count the money at the end of each session. Accountability.

- v. Quilt tickets: make a Master Box for ticket collecting. Take a smaller container when selling in offsite places...Master Box remains in Library, smaller collections added to Master Box.
- vi. Board needs to talk with the Club about these issues.
- vii. Hagadorn Christmas program..Dec. 2
- viii. November meeting: Card making...Pat Codispoti
- ix. ELECTION DAY: Total: \$1,471.70. Start up was already taken out.
 - 1. *The Alfred Sun gave us the front page on October 25 as well as our paid ad.*
- x. Next Club mtg. Jan.8..7 pm
- xi. Motion to accept report: Eric, Second—Julie. Approved

5. DIRECTOR'S REPORT

- a. Door count up. Circulation count up. Holds have gone up.
- b. Halloween party-big success
- c. Continue labeling project to the Children's Room.
 - i. This will cut into some circulation monies.
 - ii. Motion to approve: Eric, Second—Linda. Approved.
- d. Monthly Bingo night....last Friday of month.
- e. Crocheting Club—new program. Small, but strong.
- f. Music Grant: \$1,000 through Autism Speaks...Music therapist comes once a month for a year to do stories with children. Board must write a letter of support.
December 1 deadline
 - i. Motion to accept this program/grant..Linda , Second—Julie. Approved.
- g. Cleaner—Cory is not following through on his job requirements.
 - i. Cory has the Library's Dump certificate.
 - ii. Eric offered to take care of the trash...to transfer station.
 - iii. Consider adding cleaning jobs to Teresa's job description.
 - iv. Director should do an evaluation of Cleaner.
 - v. Discussion of Cory's work must be done in Executive Session.
- h. Patron problems: those who stole items—parents will come in.
- i. Rentals: director..walk through before and after with the renter.
 - i. Rental agreement: renter is responsible for any damage done to premises.
 - ii. Jo will Check the updated rental fee statement—policy will be brought to next meeting for discussion/decision.
- j. Work Study: paper work done. Up to students to decide if they want to work here.
 - i. Two patrons who would like to volunteer.
- k. Physical Inventory—Teresa is doing that. Upstairs is complete, waiting on downstairs.
- l. Board must decide whether to reup with Junior Library Guild...
 - i. Eric moved we do not renew; Second—Julie. Approved

6. OLD BUSINESS

- a. PTO Policy—Eric will tweak the wording. Then have an electronic vote.
 - i. Change from Days to Hours
 - ii. At the bottom of each policy, add a Revision Date so we know
 - b. December 4 Sexual Harassment session....Julie will go.
 - c. Eric moved that Jo can have Saturday PTO to get her car. Second—Julie. Approved.
 - d. LockBox for Board items—single drawer lockable box—Jo will find prices. Eric moved—if it less than \$50, buy it. Second—Julie. Approved.
 - e. Eric moved to recycle/destroy old computers. Second—Linda. Approved.
 - f. Building Update:
 - i. The Ramp guy...did the left side, not right, because we designated left. Drain was put in . However..septic tank is partially under the kitchen. Pipes go under the ramp, up into the tank. Grading cannot be done because it is only 6 inches below surface. Cost for taking entire thing off and doing it the right way. (Not including the septic) R & R Construction—Mr. Dodge. Sealant was used on the mortar. Continuation of discussion of building issues.
 - ii. Septic system problem...must re-rebuild ramp in order to improve system.
 1. Bullfrog needs to check the front of the building—Eric.
 2. Then get Engineer's report.
 3. At this point, we will be able to write a grant for funding.
 - g. Brian =STLS Bullet Aid.
 - i. County libraries may not receive the monies this year.
 1. He thinks we can ask for \$3000 more in taxes which would cover the amount not coming from Bullet Aid.
 2. Discussion about our plans to not ask for an increase in tax aid.
 - h. Grants: wait for the new year to see what is available.
 - i. Must have more communications about what is happening.
7. Next meeting—January 3, 2019, instead of December.
8. Policies: Take two from the Policy Book at each meeting to discuss/
 - a. Re-visit: Room Rental,
 - b. Review the checklist of necessary policies given to us by Margo.
9. Julie moved that the Board give Eric permission to use the remaining grant...\$3750..as suits the grant requirements. Second-Linda. Approved. Addendum: say what the work will be, then one with the completed project.
10. Move to Adjourn to Executive Session. Linda moved. Eric seconded. Approved.

