

28/10/2020: Almond Library Board of Trustees Meeting.

Present: Elva Owlett, Susan Steere, Eric Ewald, Val Ewald, Julie Philipps, Liz Sherwood. Linda Staiger via Speaker Phone.

Meeting called to order at 6:50

September Meeting minutes were discussed and will be sent out. Eric moved to accept, Second-Julie. Passed.

DIRECTOR Report:

1. Four new patrons signed up in the last month.
2. Door count is still down, circulation is back up to almost last year's
3. Grant money for STEM kits came in and kits are being put together.
 - a. Since Jo has not been in this past week, we need to clarify the status of these kits.
4. Almost 700 tickets have been sold for Quilt Raffle
 - a. In the future, all tickets must be tracked.
 - b. Separate cash box for quilt raffle tickets ONLY
5. After discussion, Eric moved that the money 'remaining' from Stearn's sale be moved into the Quilt Raffle. Second by Julie. Passed.
6. Jo has resigned as of November 28 2020. Eric moved we accept and Julie seconded. Passed.
7. Eric moved we accept the Director's Report, Second..Linda. Passed

BOOKKEEPER REPORT

1. Donations came in:
 - a. \$60—quilt, \$610—Building, \$10—Dues.
 - b. Hot Dog Day: not held this year. HDD committee had funds in the account so they decided to split it up between several Charities..we received \$225.
2. IRS..we will file electronically from not on.
 - a. They said they did not receive our form so Val resent it and checked the Tracking.
3. Stearn's...\$333. \$263.93 allocated to quilt raffle
4. Tax Cap this is \$87,217. We can ask for more. Should we? The increase would be \$2854.
 - a. Discussion: Julie brought up the Almond Town Meeting coming on _____ and heavily encouraged us to attend the meeting.
 - b. Eric moved that we ask for the full \$87,217.. Second-Julie Passed.
5. Eric moved we direct Val to pay the bills, and accept the report. Second—Julie. Pasd.

CLUB REPORT

1. Election Day Luncheon
 - a. 3 pots of soup instead of 4 since we are doing take out only.
 - b. We have enough workers to make soup on Saturday, sandwiches early Tuesday.

- i. Jen Stuart, Dave Owlett, Jan Leathersich, Louise Schwartz. Jan is calling for more volunteers.
- c. COVID 19 RELIEF Basket Raffle will be available as well
 - d. Val Dumond will give Susan a key to the church
- 2. Next Club meeting will be Nov. 10, 2020...will discuss combining Club with Board
- 3. Eric moved to accept Report, Second—Linda. Passed.
- 4. More discussion then held re: Luncheon.

OLD BUSINESS

- 1. Thank You notes: were sent to Carol Wilcox and Theresa Johnson by Susan.
- 2. Update: Combining the Club and the Board
 - a. Consolidating gives us full occupation by title.
Board is ultimately responsible anyway
 - b. Chart will not change nor the name.
 - i. It is in honor of the women who started the Reading Club and raised funds to build this library.
 - c. It is now taxpayers' funds which keep the building open.
 - d. Club members will be honorary members of the Board, but without a vote.
 - i. Neither group has a full complement of officers so combining will help us have a stronger organization plus members who can make up the committees.
 - e. Potluck Suppers are a good way to get together just to enjoy time and chat..creates a more welcoming atmosphere to encourage members.
- 3. Eric brought up the next grant project which will include a generator as part of the plan. This one can be done in phases. Get the upstairs done. Then re-do the downstairs—in a Five Year Plan
- 4. Combining Club and Board discussion:
 - a. What will the structure be?
 - b. Officers?
 - c. No Dues
 - d. Who votes?
 - e. Brian Hildreth has information on implementation.
 - f. This way Susan S. is not the only person ..so she can choose which projects she wants to work on.
 - g. This has been tabled til next meeting on Nov. 19 so club members can be notified and offer their comments.
- 5. Budget
- 6. Construction Update...Skipped over to New Business

NEW BUSINESS

1. STLS will send a Roving Librarian to help train a new person and be on hand to be Temporary Director during the Search for a new person.
Lucy Lee will begin on Dec.1.
- b. STLS Librarian comes with ideas to help Directors,
- c. The Search Letter should include the Salary Range so we avoid getting uninterested applicants. Also include number of hours per week.
 - i. Range: \$12.75-13.75
- d. Interviews will include either Eric or Julie since they have more experience at identifying any issues. Elva or Linda will also be included.
- e. When checking References, ask if it was their choice or the individual's choice to end employment.
- f. Also, ask 'If you were opening this position, would you hire this person?'
- g. LISTEN for hesitations,, etc. indicating negative.

2. FUNDRAISER for Black Friday, Small Business Saturday

- a. Julie Ormsby would like to set up a Community Vendor Sales event since we all missed out on Community Days Sales.
- b. Open to the Grange, The Community Building, the Almond Church and the Library
- c. Set up spaces and offer to Vendors. Either charge a table fee or offer a Suggested Donation option. Event will be set up including Social Distancing needs, gloves, sanitizing, etc.
- d. We could set up our Christmas TV Raffle as well.
- e. Discussion: liability due to building issues, overhead costs, need for more advance time to plan.
- f. Some questions raised—Elva will speak with Julie. And check with Brian. We will vote online when details are answered
- g. More discussion followed.

EXECUTIVE SESSION: Linda moved to go into Executive Session, Second-Julie. Passed.