

Almond Twentieth Century Club Library Board Meeting Minutes – March 31, 2022

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Mary Jo Murray – Library Director, Linda Staiger - Library Board Trustee, Julie Phillips - Library Board Trustee, Valerie Ewald – Bookkeeper, Susan Steere - Library Club Representative

Absent: Rhiley Langworthy - Bookkeeper (joined by phone to present Bookkeeper's report)

Meeting called to order at 6:50 p.m.

February meeting minutes approved - Eric motioned, Julie seconded.

Director's report - see attached document with one correction - Community Event to be sponsored by Library and organized by Andrew Beller will be May **14th**.

- Julie opened the meeting to share comments from the Village/Town Board meeting. Several members of the community have praised Mary Jo's efforts at running the library. We are all very grateful for her hard work and dedication.
- Mary Jo has started a Storytime on Saturdays at 1pm.
- An issue has come up with closing out the Kitchen grant (see attached for details). Brian Hildreth (STLS) feels that the ceiling fans can be explained away by the installation of the vent; however, we will definitely need to install the water heater as written into the grant. Eric will contact Dan and see what can be done. If Dan cannot help, Eric will take the lead in getting the water heater installed. Julie motioned for Eric to get quotes, Linda seconded. Board will vote online to approve expenditures to expedite the process.

Director's report was accepted - Eric motioned, Linda seconded.

Bookkeeper's report - see attached documents.

Bookkeeper's report accepted - Linda motioned, Julie seconded.

Club report

- A new date for the kitchen clean up was scheduled for Saturday, April 9th at 9:00am.
- Stearns fundraiser is scheduled for May 7th, pick-up 12-2pm. We will meet at 11am to begin assembling meals. Pricing will be the same as previous fundraiser, even though cost has gone up \$.25/half (\$7 half/\$11 meal) Susan offered to work with Mary Jo to get flyers made. Elva had offered to make beans and brownies to include with the meals (beans for extra \$.25) We will have a second Stearns fundraiser on October 29th.
- Hot Dog Day will be held April 30th. It has been decided that we will not have a booth this year. Normally, we would have a booth to sell quilt tickets and other items. A discussion was held as to who we might be able to ask about making a quilt. Susan and

Julie have sources that they can check with. If that doesn't pan out, Eric has spoken with some Amish friends who might be able to assist (for a fee).

- It was decided that a Community newsletter would be beneficial to announce upcoming events and recent changes. We have previously outsourced this to Alfred State for printing and mailing but in the interest of cost/time, it will be printed at the library to hand out to patrons at the library. Susan will work on putting this together. Julie motioned to purchase enough paper/printer ink to print 200 copies, Linda seconded - passed.

Club report was accepted - Linda motioned, Julie seconded

Old Business:

- Outdoor light - unsure if it is still having problems. With daylight savings time, staff is leaving while it is still light. Everyone will keep an eye open to see if they notice if the light is on when they pass by.
- Window shades - Mary Jo has begun researching but still needs to spend a little more time on this before any decisions are made.

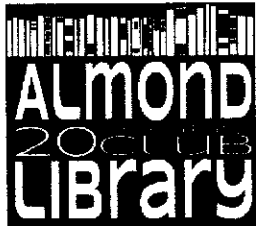
New Business:

- Computer warranties - The warranties for two of the public use computers have expired. Dell can offer a support only warranty. Eric feels this is not worth the expense - the rest of the Board concurred.
- We have 2 old HP computers, a copier and several monitors that are not in use and taking up space. The Board has given their permission for Mary Jo to find good homes for them, otherwise they will be recycled.

Next Board meeting to be held April 28, 2022.

Adjourned to Executive Session - Personnel at 8:53 p.m.

It was requested that Valerie stay to record the minutes and participate in the meeting. Eric motioned, Linda seconded.



Almond Library February Director's Report

Thursday March 31, 2022

Mary Jo Murray, Library Director

Stats	January 2022	February 2022	Percent Change
Door Count	163	135	-17%
Computer Use	3	1	-67%
Program Attendance	24	35	46%
Circulation	405	352	-13%
Registrations	3	3	0%
Items Added	47	37	-21%
Holds Filled	118	118	0%
Holds Received	138	131	-5%
Monthly Website Visits	180	136	-24%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	70	38	-46%

Note: Program Attendance = Take n Makes

Connor has started going through the donated children's book and has found some good copies of juvenile series books that we have. We are able to replace worn copies without having to purchase new. I am covering the series books with laminate to protect and extend their life.

We have re-arranged the children room for better traffic flow and to make an area for the children's table.

Connor has inventoried the Childrens oversize books and moved them to the new shelves.

I have been purchasing and processing new materials to replace old, outdated, worn copies -- mostly in Adult nonfiction, a few in children's books. I am cognizant of the budget and trying to balance discarding old material with buying new material.

LOOKING AHEAD -

Birds of Prey program - Wednesday, April 13 @ 3pm co-sponsored with Alfred Box of Books

Egg Hunt - Friday, April 15 @ 3pm co-sponsored by Alfred Box of Books

Stearn's Chicken BBQ - Saturday, May 7 - 12pm to 2pm

Community Day - Saturday, May 13 @ 3pm by Andrew Beiler

March 2022 Bookkeeper's Report

1. Deposit \$9035.00 (savings) Close out of Building grant
2. Donations: \$100 (building) Paul & Karen Johnson
3. Val has trained me for payroll and I will be responsible for that starting 3/16
4. Sales Tax Filed 3/17

2/24/2022	Bills to be paid	
Date Due	Payee	Amount
3/1/2022	Servisoft - misc expense	\$13.00
	Ingram - circulation books	\$314.15
	Isaac Heating & Air	\$268.33
	Cardmember Services	\$143.55
	Supplies - \$25.83	
	R&M - \$113.84	
	Prog - \$3.88	
	Amazon	\$164.02
	Circ-Books - \$108.63	
	R&M - \$12.84	
	Office Supplies - \$18.47	
	Prog - \$9.86	
	Circ-Video - \$14.22	
	STLS	\$4,917.00
	Annual Costshare - \$4323	
	Overdrive - \$594	
		\$5,820.05

Auto-Pay

	Frontier	\$54.88
	NYSEG	\$96.73
	National Fuel	\$238.66
		\$390.27



Almond Library <almondlibrary@gmail.com>

Twentieth Century Club Library Construction Project 0386-21-9135

2 messages

Estralita Cromartie <Estralita.Cromartie@nysed.gov>
To: Almond Library <almondlibrary@gmail.com>

Thu, Mar 24, 2022 at 8:49 AM

Hi Mary Jo,

I have completed the initial review of the construction final report for project 0386-21-9135. Additional photos are needed and the budget final expenses require a revision. Please email me photos of the ceiling fan and tankless hot water heater.

The total award funds reported on the final expenses should be equal to the amount awarded for this project including the last 10% received after closing. An additional \$13,175 should be marked as Award Fund (see Revised Entry below).

Original Entry

02/22/2022	Miller & Richard Masonry, Inc.	345329	\$27,675	Match Fund
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Revised Entry

02/22/2022	Miller & Richard Masonry, Inc.	345329	\$13,175	Award Fund
02/22/2022	Miller & Richard Masonry, Inc.	345329	\$14,500	Match Fund

Please click the Submit Final Report button once the final expenses have been revised.

Thank you,

Lita

Estralita Cromartie Collesides

Education Program Assistant

NYSL Division of Library Development

CEC, 222 Madison Avenue, RM 10B41

Albany, New York 12230

Direct: 518-473-6941/Main: 518-474-7196

Please note, all email communications should include the library name and project number in the email subject.

Construction Links:

- State Aid for Library Construction
- Amending a Construction Project FAQ
- Closing a Construction Project FAQ

**Public Library Construction Program
Project Narratives**

Project Number 0386 -21 -9135

Institution Twentieth Century Club Library

Project Title ADA Complaint Kitchen

Project Abstract

The library will replace the hot water heater and make the kitchen ADA compliant.

Description of Project

The Library will replace the hot water heater with a tank less hot water heater. The kitchen will lose a window that looks out to the indoor stairs and the none ADA door to the large room will be walled off. All walls and ceiling will be removed and dry walled / painted all the window trim will be replaced with oak trim matching oak cabinets. New counter tops will cover the oak cabinets, both 50's sinks will be removed, and 1 deep double sink will be installed a dish washer and new stove/ oven. Also, while the walls are open all electrical will be installed in the walls, and new lighting and ceiling fan will also be part of the job. The kitchen is a mix of 40s 50s and 60s and will be clean and ADA friendly when done. The floor will stay the old tile as long as it is intact under both old sinks; otherwise, a low impact rubber flooring will be installed for no slip and comfort.

Impact of Project

Having a functional and ADA compliant kitchen, would allow for all members of the community to enjoy the use of the kitchen. All patrons could enjoy the programs the Library will have involving the kitchen, while keeping individuals with disabilities in mind. The library uses the kitchen for fundraisers, programming, and allows the community to rent the space for personal use, but those benefits have been put on hold as the kitchen needs to be brought up to code to be used safely.

Timetable

Construction will begin 7/1/2021 following competitive bidding and be completed by 6/30/22

Budget Narrative

The Library will contract for purchase services in the amount of \$58,000 to renovate and remodel the kitchen and replace the hot water heater with a tankless hotwater heater to meet ADA compliance and enery efficiency.