

Almond Twentieth Century Club Library Board Meeting Minutes – April 28, 2022

In attendance: Elva Owlett – Library Board President, Eric Ewald – Library Board Vice President, Mary Jo Murray – Library Director, Linda Staiger - Library Board Trustee (joined late), Julie Phillips - Library Board Trustee, Valerie Ewald – Bookkeeper, Rhiley Langworthy - Bookkeeper

Absent: Susan Steere - Library Club Representative

Meeting called to order at 6:39 p.m.

March meeting minutes approved - Eric motioned, Julie seconded.

Director's report - see attached document

- Book Challenge policy - We need to have a book challenge policy so that patrons have a mechanism to request that certain materials be considered for removal from circulation. The policy includes extensive paperwork for the patron to complete. Once submitted, it will be up to the Committee (as defined by policy) to review request and examine material(s) in question. A template policy was provided by STLS.

Eric motioned that we accept the policy template provided, Julie seconded (with protest) - motion passed.

- Mary Jo is adding a new children's series and promoting it on Facebook.
- Kitchen grant is set to be closed. Final photos of hot water heater have been submitted and we are now waiting for final approval.
- Mary Jo suggested that perhaps we could have a pie sale as a fundraiser.
- April programming - Birds of Prey - the company did not show up for the event. They are willing to come back and do a program for free to make up for the scheduling error. Mary Jo is working with Melanie (BoB) to determine an alternate date should they choose to move forward with this offer.
- Egg Hunt - was fun and well attended.

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

Bookkeeper's report - see attached documents.

- Banking switchover to take place Monday, May 2nd. Elva and Rhiley will meet at 10a.m. at Community Bank in Alfred to add Rhiley to the accounts and remove Valerie.
- 990 is completed and will be sent out for review. Rhiley will use the inventory figure from last year due to time constraints. A complete inventory of the library's collections should be performed in the very near future so that we can update this figure. STLS may be able to help us pull an inventory report.

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

Club news

- Stearns fundraiser is scheduled for May 7th, pick-up 12-2pm. We will meet at 11am to begin assembling meals. Val & Eric & Elva will be there at 11am, Julie will arrive late, Rhiley will try to join us, Linda is also planning to help..
- Follow up to last month's quilt discussion: Julie's friend is not available to make the quilt. Eric will check with some Amish friends who might be able to assist (for a fee). Rhiley is also checking with a cousin who may be able to help.
- Elva brought cards for all to sign. These will be sent to former Club members who were recently hospitalized or are homebound. We also discussed the need to reach out to a few others that aren't doing well.
- Newsletter: Susan sent template to Mary Jo who has been working on content. It is almost finished and there is hope that it will be completed in time to distribute at the Chicken BBQ fundraiser.

Old Business:

- Outdoor light - seems to be working fine.
- Window shades - Still researching possibilities. A discussion was had as to whether or not curtains were needed in the kitchen as it gets very bright in there. Shades/curtains often collect grease & grime. Perhaps window tinting would be a good option to explore.

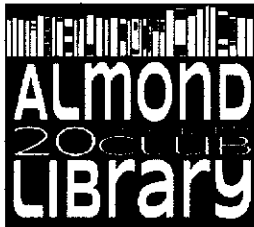
New Business:

- Hot water tank for the kitchen project is in and working (see attached emails for Board discussion/vote on project).
- With the kitchen completed, we are going to begin holding pancake breakfasts, ideally on a monthly basis. The first one is scheduled for Saturday, June 11th, 9-10:30 am. We will need people to arrive at 8 am to begin preparing. A discussion was had regarding how much to charge, what to provide, etc. The Board will research prices and share on-line so that we can make a decision at the next meeting.
- No public comment
- Linda would like to move forward with the next Murder Mystery which we will discuss more at the next Board meeting. We would still use the Circus theme that we decided on prior to the beginning of the pandemic and most likely hold it on a Friday night, some time this summer.
- We need to work on recruiting new volunteers and/or Board members.

Next Board meeting will be held May 26, 2022.

Meeting Adjourned 8:43 p.m..

Linda motioned, Eric seconded.



Almond Library March Director's Report

Thursday April 28, 2022
 Mary Jo Murray, Library Director

Stats	February 2022	March 2022	Percent Change
Door Count	135	152	13%
Computer Use	1	9	800%
Program Attendance	35	11	-69%
Circulation	352	477	36%
Registrations	3	5	67%
Items Added	37	90	143%
Holds Filled	118	148	25%
Holds Received	131	164	25%
Monthly Website Visits	136	129	-5%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	38	38	0%

Note: Program Attendance = Take n Makes

In the month of March, the door count rose slightly. Circulation, Registrations and Holds all increased from February. We added more items to our collection. I have promoted these new items on Facebook.

I am in the process of organizing the library website. I have borrowed some instruction manuals on WordPress from other library's to help me navigate building and maintaining the website.

The Kitchen remodel grant is set to be closed - pictures of tankless hot water heater were uploaded to portal and FS-10-F forms will be sent out soon.

LOOKING AHEAD -

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

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



Almond 20th Century Club Library Challenge to Library Materials Policy

Almond 20th Century Club Library supports all members of its community by collecting materials representing all viewpoints. However, it is not the role of the Almond 20th Century Club Library to advocate for or endorse any particular idea, opinion, or point of view; nor will the Almond 20th Century Club Library or any of its employees, volunteers, or trustees act *in loco parentis* (as a parent to library patron – either adult or minor).

The Board of Trustees recognizes the importance of providing a procedure whereby opinions from the public regarding materials selected can be voiced. A request for reconsideration must be made in writing on forms provided by the Almond 20th Century Club Library. These forms are available upon request from the circulation desk and upon completion, should be delivered to the circulation desk, or mailed to Almond 20th Century Club Library in care of the Library Director. Upon receipt of the signed form, the Library Director will convene a committee with the President of the Board of Trustees and two librarians not involved in the selection of the material.

Within two weeks the committee shall:

1. Examine the material in question, the issues raised and the circumstances involved.
2. Make a decision to remove or retain the material in question.
3. Notify the American Library Association (<http://www.ala.org/bbooks/online-challenge-reporting-form>) and the New York Library Association (director@nyla.org) of any challenges.

The Almond 20th Century Club Library Director will respond in writing by certified mail to the patron within 10 days of the committee's decision.

Should the patron wish to appeal the decision, he/she may write to the President of the Board of Trustees to request a hearing by the Board. The Board will complete a review of the issue within 90 days and respond to the patron as soon as may be possible after such review. Any further appeal must be made to the Commissioner of Education in Albany, N. Y.

Adopted by the Almond 20th Century Club Library Board of Trustees [Date of meeting where adopted].

Request for Reconsideration of Library Materials Policy



ALMOND 20th CENTURY CLUB LIBRARY
12500 ALMOND AVENUE
ALMOND, NY 14804
TEL: 716-338-1234
WWW.ALMOND20CLUBLIBRARY.COM

Almond 20th Century Club Library Request for Reconsideration of Library Materials

Please fill out following form completely and mail to Library Director, Almond 20th Century Club Library, PO BOX D, Almond, NY 14804.

Name: _____ Date _____

Address: _____

City: _____ State _____ ZIP _____

Phone: _____ E-Mail _____

Do you represent yourself? _____ An Organization? _____

Resource on which you are commenting:

Book _____ Video/DVD _____ Audiobook _____ Multi-media Kit _____ e-Book _____ Electronic
information/network (please specify) _____ Other (please specify) _____

Title: _____

Author/Producer: _____

Library owning this title: _____

What brought this title to your attention?

Are there resources you suggest to provide additional information and/or other viewpoints on this topic?

Signature: _____

Reconsideration action:

Date request received: _____

Findings of Reconsideration Committee: _____

Date response sent to patron: _____

Adopted by the Almond 20th Century Club Library Board of Trustees [Date of meeting where adopted].

April 2022 Bookkeeper's Report

1. AmazonSmile: \$13.27
2. Late processing payroll period 3/27 - 4/09 due date 4/15 processed 4/18 (measures taken to ensure this will not happen again)
3. Marathon Energy notification received for rate change based on increased tariffs (new rate will be received at a later notice)

4/28/2022	Bills to be paid	
Date Due	Payee	Amount
3-Apr	Demco - Supplies	\$36.46
7-Apr	Servisoft - misc expense	\$19.50
7-Apr	The Library Store - Supplies	\$67.92
7-Apr	Isaac Heating & Air	\$268.33
20-Apr	Village of Almond - Water	\$70.00
20-Apr	Ingram	\$210.08
4-May	Cardmember Services	\$0.00
20-Apr	Amazon	\$109.26
	Circ-Books - \$47.38	
	R&M -	
	Office Supplies - \$26.98	
	Programs - \$15.98	
	Tech - \$18.92	
13-Apr	C & K Bill - Fire Extinguisher Insp.	\$25.00
	STLS	\$399.00
7-Apr	Internet 133/mo	
		\$1,205.55

Auto-Pay

18-Apr	Frontier	\$54.88
21-Apr	NYSEG	\$93.67
6-Apr	National Fuel	\$229.73
		\$378.28

Re: Hot water heater

From: david owlett (david_owlett@yahoo.com)

To: lstaiger@stny.rr.com

Cc: ewalds@frontiernet.net; phillips.julie1161@gmail.com

Date: Monday, April 4, 2022, 05:39 PM EDT

Eric voted aye. Motion was carried.

On Monday, April 4, 2022, 05:28:18 PM EDT, Linda Staiger <lstaiger@stny.rr.com> wrote:

Aye 🍷🍷. Linda

Sent from my iPhone

On Apr 4, 2022, at 5:19 PM, david owlett <david_owlett@yahoo.com> wrote:

Eric made the motion that we have the hot water heater installed for 1000.00\$. It will be done by the same contractor that did the kitchen. It was seconded by Linda. All in favor say aye. Opposed Nay.

Re: Hot water heater

From: Julie Phillips (phillips.julie1161@gmail.com)

To: david_owlett@yahoo.com

Cc: lstaiger@stny.rr.com; ewalds@frontiernet.net

Date: Monday, April 4, 2022, 06:28 PM EDT

Aye

On Mon, Apr 4, 2022, 5:19 PM david owlett <david_owlett@yahoo.com> wrote:

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