

**Almond Twentieth Century Club Library
Board Meeting Minutes – August 25, 2022**

In attendance: Eric Ewald – Library Board Vice President, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee, Rhiley Langworthy - Bookkeeper, Mary Jo Murray - Library Board Trustee, Connor Dirlam - Library Assistant/Interim Director

Absent: Elva Owlett - Library Board President, Julie Phillips - Library Board Trustee, Susan Steere - Library Friends Group Representative

Executive Session regarding Personnel was held prior to start of meeting.

Meeting called to order at 6:30 p.m.

July meeting minutes approved - Linda motioned, Mary Jo seconded.

Director's report - see attached document

- Library card distribution is up.
- Summer Reading Program has concluded. Numbers did not improve. Participants seemed to be interested in signing up only for receiving prizes.
- Computer grant update - It is our responsibility to purchase the tv/white board. STLS will then reimburse us for 70%. Computers will be purchased through STLS and then they will bill us for 30% of cost. Mary Jo agreed to continue to be the point person on this project.
- Connor asked for approval to purchase storage bins/shelves in order to better organize materials in the Children's room. Linda motioned that we allow this purchase, not to exceed \$70, Mary Jo seconded - passed.
- A collection of Highlights magazines was donated to the library.

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

Bookkeeper's report - see attached documents.

- Final count on Pancake Breakfast was still not available. Petty Cash and any additional funds are to be counted next week. At this time, a cash box will be established for events and will be available for Community Day.
- Our annual commercial insurance policy book has arrived. Eric will review for propriety of coverage. Actual bill should arrive next month.
- Rhiley has been working with a contact to price signage for Pancake Breakfasts. Cost of signs should run about \$18.99/4. Any additional charges and details are still in the process of being investigated.
- Donation letter for \$500 donation has not been sent. Rhiley will contact Elva once she is back in town for address.

Bookkeeper's report accepted - Linda motioned, Mary Jo seconded.

Friends of the Library news

- Susan is still working on basket donation letter.
- Next Pancake Breakfast will be held September 24th. We should be fine on supplies with the exception of eggs and milk for serving..
- Community Day is September 10th. Mary Jo would like to put books for book sale out in the front yard the Friday before so that they are easily available to public. Connor will work on a flier detailing library services that can be handed out. We will also offer coffee & donuts for sale at the park in the morning.

Old Business:

- The Board announced the decision to hire Jackie Wilson as the new Library Director. Linda will contact her asap with the job offer. Rhiley will meet with her to complete payroll paperwork.
- Murder Mystery event - will be held October 21st. Linda is working on obtaining the liquor license. All else is moving along well.
- Constitution Day is September 17th. Connor will work with Jackie to see what they can come up with to celebrate the event.
- Eric received three quotes for a generator that would allow us to be a warming station for area residents should the power go out for an extended period of time. The most cost-efficient quote was from Finger Lakes Power Systems for \$12,371.94. Linda made a motion to accept the proposal that Eric presented and purchase the generator, Mary Jo seconded - passed. Mary Jo and Valerie will look into regulations/guidelines/requirements of being a Warming Center. We should also work on coming up with a Hazardous Weather policy.

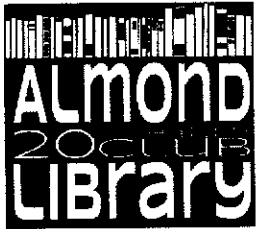
New Business:

- There was no new business.

Next Board meeting will be held September 29, 2022.

Meeting adjourned 7:30 p.m.

Linda motioned, Valerie seconded.



Almond Library July Director's Report

Thursday August 25, 2022

Stats	June 2022	July 2022	Percent Change
Door Count	181	176	-3%
Computer Use	9	3	-67%
Program Attendance	5	6	20%
Circulation	430	419	-3%
Registrations	1	5	400%
Items Added	75	24	-68%
Holds Filled	121	136	12%
Holds Received	117	90	-23%
Monthly Website Visits	121	139	15%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	57	54	-5%

July was spent primarily focused on putting together last minute Summer Reading Program activities and preparing hands-on props and displays. I began working on creating advertisements and searching/researching ideas that might draw in our public, such as pointing out some of our more interesting content that could be used in homeschooling.

August 2022 Bookkeeper's Report

1. Donations: Julie Philips \$150; The Cartridge Guy \$11.88
2. Miller & Richard Masonry bill received and paid for extra cabinet, countertop and toe kick totalling \$1,012.16
3. Isaac Heating and Air Conditioning performed annual maintenance

8/25/2022	Bills to be paid	
Date Due	Payee	Amount
4-Aug	Servisoft	\$13.00
24-Aug	Miller & Richard Masonry, Inc.	\$1,012.16
10-Sep	Isaac Heating and Air Conditioning	\$268.33
	Cardmember Services	
	Postage -	
	Advertizing -	
	Supplies -	
	Shipping -	
	Programs -	
10-Aug	Amazon	\$0.00
	Circ-Books -	
	R&M -	
	Office Supplies -	
	Programs -	
	Supplies -	
24-Aug	Ingram	\$62.69
24-Aug	STLS	\$21.17
	domain renew	
		\$1,377.35

Auto-Pay

18-Aug	Frontier	\$63.17
20-Aug	NYSEG	\$129.91
5-Aug	National Fuel	\$22.56
		\$215.64