**Almond 20th Century Club Library**

**Board of Trustees’ Meeting, February 28 ,2019**

**Called to order at 6:43 by President, Elva Owlett**

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

**Minutes—January 31, 2019. Reviewed , motion to accept, Eric, second, Julie. Passed.**

1. **BookKeeper’s Report**
	1. **Annual report…done, working with Brian on financials.**
	2. **Payroll switch to Heartland..completed. 3 year term signed by Val with Elva, Jo as alternate signers.**
	3. **Wine Murder event--$188 deposit**
	4. **EOY paperwork End of Year. New pockets organized the year reports.**
	5. **Sales Tax filing---statement that we did not collect sales tax for anything.**
	6. **Work begins now on 990…in lieu of tax return..due in May.**
	7. **Bills paid. Deposit to Kyle Winans, construction.**
	8. **Shoveling is done often as volunteer by Mr. Jimerson.---send thank you card**
	9. **Eric moved to pay bills, second Julie. Eric moved to accepting report, second Linda Both Passed.**
2. **Club Report**
	1. **Newsletter was discussed by Jo. Susan should write her own letter.**
	2. **Club meeting was cancelled so there is no other news.**
	3. **No word on Hot Dog Day yet.**
	4. **March 12, next meeting.**
	5. **Eric moved to accept, Julie second. Passed.**
3. **Director’s Report**
	1. **Dollar General grant application in.**
	2. **Junior Library Guild..no money to pay for subscription. 14 free books throughout year. This is a Grant.**
	3. **Construction grant…we apply in April, not February.**
	4. **Campaign posters have been removed.**
	5. **Books in hutch…not listed in the regular catalog. Use a spreadsheet to keep track.**
	6. **Disc cleaner--$30. Try glass cleaning cloth and spray first.**
	7. **March calendar..adding Crafting and Coffee 4th Saturday of month.**
	8. **Circulation: lower costs. Books not going out are taken off the regular purchase list.**
	9. **Fridge has been removed for no cost.**
	10. **Eric moved to accept report, Julie second. Passed.**
4. **OLD BUSINESS**
	1. **Chair dollies: Jo brought two examples..Under $40..Eric moved to buy this dolly, Second, Linda. Passed.**
	2. **Harassment training: Brian is still working on what we need to do.**
	3. **Yoga update: Jo applied for a grant so we can pay the leader.**
		1. **Covered by our insurance? Check with other libraries.**
		2. **Val will contact Insurance agent.**
	4. **Stove, ventilation update: Kyle’s quote is $550 less than we need to spend. Eric suggested to add a hood and ventilate it through the top window. Fire suppression necessary? Fire extinguisher has been checked—is it signed as full, certified.**
	5. **Construction update: reminder--$2600 for return visit of engineer. Kyle will cut holes in front of library in March. We must be ready with 50% of cost up front with one year deadline.**
		1. **Quotes needed for grants. Statement from university of materials cost, free labor should suffice.**
		2. **How does the STLS system work re: grants.**
	6. **Discussion re: lack of interest in Club, library. No commitment. What to do.**
	7. **Security camera: Jo will look for digital. Eric, move to spend no more than $125, take from tech budget. Second, Julie. Passed.**
	8. **Wine Mystery: the cost of wine is donated by Linda.**
		1. **Twice a year? First of November. Discussion tabled til next meeting.**
	9. **Newsletter discussion---work with Post Office to find out best way to send them.**
		1. **Almond, West Almond, Thatcherville, Alfred Station.**
		2. **Change format from paragraph to bullet point for readability.**
5. **NEW BUSINESS**
	1. **Notify Alfred that we are not asking for increase in tax.**
	2. **Check with Town of Almond to lobby for permission to hold raffles.**
6. **Motion to Adjourn til next meeting---March 28, 2019 at 6:30 pm.**
	1. **Eric moved, Linda second. Passed.**