

## **Almond Twentieth Century Club Library Board Meeting Minutes – November 17, 2022**

**In attendance:** Elva Owlett - Library Board President, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee, Mary Jo Murray - Library Board Trustee, Connor Dirlam - Library Assistant, Susan Steere - Library Friends Group Representative

**Not present:** Eric Ewald - Library Board Vice President, Jackie Wilson - Library Director, Rhiley Langworthy - Bookkeeper

### **Meeting called to order at 6:42 p.m.**

October meeting minutes approved - Linda motioned, Mary Jo seconded.- passed.

### **Director's report - see attached document**

- Amazon Prime membership that was advertised as \$69/yr would require being linked to a personal account, which would not be suitable for our needs. It was still felt that having a Prime membership would be helpful even at the full cost of \$179. Valerie motioned to approve the expense, Linda seconded - passed.
- Snow removal - Job description is very well written but implies that candidate would be an employee of the library. Revision needs to be done to make this more of a contracted service.
- Capital Asset policy - While extremely well-written and thorough, this is tabled pending further review.
- To date, there have been no participants in the Early Math & Literacy program. Patrons approached about the program already had other plans for the timeframe the program was offered. If Amber decides to continue in January, the program will be moved upstairs for better visibility.
- In regard to fire capacity numbers, Jackie has been trying to track down a working number for our local code enforcement officer. It was suggested that perhaps Steve Kilmer out of Canisteo might be able to help as Almond's code enforcement officer recently retired and has not yet been replaced. Mr. Kilmer was able to help us when the former stove needed evaluating for safety.
- We need to find a local handyman for general repairs. Suggestions would be appreciated.
- Blue Cloud Analytics - this program will assist with library material inventory, weeding and a variety of other helpful areas. Mandy Fleming at STLS is working on setting us up with an account and will work with staff on training.
- LTC Access Grant - please see attached notes for details of this program. While intensive, all agreed that this could provide valuable resources to the community..

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

### **Friends of the Library news**

- Election Day - Event was very successful - there was a nice crowd for lunch and Dave and Eric made several deliveries. There were 24 baskets for auction. Thank yous are underway. Money collected was double-counted and secured in the office.
- The fan above the stove was having some operating issues during the luncheon. This should be mentioned to Dan when he is here in December. (note: Upon reviewing minutes, Eric noted that Dan relocated the fan but Kyle Winans did the original installation).
- An archival box is needed for the historic quilt made by previous members of the Library Club. Linda is willing to cover the cost of the box. Susan currently has the quilt at her home along with the paperwork detailing the history of the quilt.
- Susan would like to see an official policy made to protect/preserve the mural in the Children's Room. The policy should also include that the Library should maintain copies of the stories depicted in the mural.

**Bookkeeper's report** - see attached documents.

- Rhiley discovered there is a Building Number locator through the County. Connor was given a phone number to contact for more information.
- A brief discussion was held regarding the possibility of opening a short term CD for funds which would be earmarked for capital improvements. This will be revisited in more detail once current projects have been paid for/grant monies have been received.

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

**Old Business:**

- Construction cleaning update - Great progress is being made. There are a few things left in the closets which will be dealt with this weekend.
- Whiteboard update - has arrived and Mary Jo is working on getting it to the library.

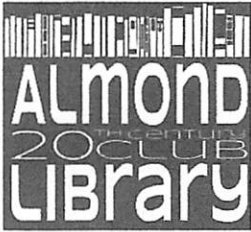
**New Business:**

- It was announced that Eric needs to step down from the VP position but he will remain on the Board. He was thanked in absentia for his service. Valerie nominated Mary Jo for the position, Linda seconded nomination - vote passed.
- The library will be closed November 24 & 25 in observance of the Thanksgiving holiday. Employees will receive full-pay for these days. Christmas & New Year's observances will be December 24th & 31st,

**Next Board meeting will be held December 29, 2022.**

**Meeting adjourned 9:16 p.m.**

Mary Jo motioned, Linda seconded.



## Almond Library November Director's Report

Thursday November 17, 2022

Stats	September 2022	October 2022	Percent Change
Door Count	130	178	37%
Computer Use	11	19	73%
Program Attendance	0	0	#DIV/0!
Circulation	413	344	-17%
Registrations	5	0	-100%
Items Added	46	34	-26%
Holds Filled	106	159	50%
Holds Received	123	159	29%
Monthly Website Visits	45	0	-100%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	127	105	-17%

November was spent cleaning and preparing for Montessori Drop-In Event and the Election Day Luncheon/Basket Raffle which aided in readying the downstairs for the installation of radiant floor heat. In addition to cleaning downstairs, the closet has begun to be reorganized and we have started to tackle the mountain of donated material that has been crowding the back of the library. I attended several webinars ranging from Trustees Duties & Responsibilities, Sustainable Thinking for Public Libraries and Libraries Transforming Communities: Accessible Small and Rural Communities. A new job description was written for seasonal workers (snow remover) as well as a capital asset policy that defines capital assets and how they should be tagged, valued and disposed of. Work had begun on a community room rental agreement and use policy, but the file is either corrupt or missing so it needs to be re-created. I'm going to try to recover it from my personal PC to salvage what work I can.

*— next project will be centered on updating the webpage to include past meeting minutes.*

# November 2022 Bookkeeper's Report

1. Donations: \$100
2. Sterns Fundraising Event Profit of \$246.75
3. Murder Mystery Income of \$217.50
4. Dividends received of \$110.28

<b>11/17/2022</b>	<b>Bills to be paid</b>	
<b>Date Due</b>	<b>Payee</b>	<b>Amount</b>
14-Nov	Servisoft	\$13.00
14-Nov	Matt Goho - Mowing	\$200.00
18-Nov	Isaac Heating And Air Conditioning	\$268.33
29-Oct	Sterns Poultry Farm	\$384.00
	<b>Cardmember Services</b>	
	Postage -	
	Advertizing -	
	Supplies -	
	Shipping -	
	Programs -	
	<b>Amazon</b>	
	Circ-Books -	
	R&M -	
	Office Supplies -	
	Programs -	
	Supplies -	
30-Nov	Ingram	\$323.60
		<b>\$1,188.93</b>

## Auto-Pay

18-Nov	Frontier	\$62.18
17-Nov	NYSEG	\$118.03
3-Nov	National Fuel	\$101.01
		<b>\$281.22</b>

## **Agenda Items**

### **17-NOV-2022**

#### **Amazon Prime Re-Enrollment**

The \$69 price that was advertised required the Library Business Prime to be linked to a personal Amazon Prime account. Connor and I researched ways around it, but it seems that this pricing model is geared toward a small business that uses Prime for their personal needs but wants to save money on shipping for their business. This is not acceptable for our purposes.

#### **Snow Removal – Seasonal Worker Application Form Needs Approval**

Ready for review or revision – to be voted upon later if necessary

#### **Capital Asset Policy**

Ready for review or revision – to be voted upon later if necessary

#### **Early Math & Literacy Program Update**

The events were advertised with STLS, on the Library Facebook and within the building with signs and flyers. There have been no participants, but not for a lack of promotion or engagement with patrons. Most patrons we had personally invited had already had their month booked. We have offered to have her program material moved into the main library area in January where the donated book pile currently lives. It will be more visible to potentially interested patrons and will provide staff supervision, so Board members don't need to watch Amber and her support staff (an AU professor and a certified Head Start teacher). She does not feel that people with children between the developmental ages of 2 ½ and 7 read the Alfred Sun and I must agree. I would not suggest advertising to a demographic we are not targeting. Amber is reassessing her strategy and may move her program to Salamanca in the new year if she isn't able to get a base of support and grant-supported staff in Almond. I have reached out to Keturah Cappadonia (STLS) for help finding grants that might aid her, but the future of her program really depends on garnering the interest of up to ten children. This isn't something that can be forced if the community doesn't support it.

#### **Fire Capacity**

Contacted Allegany County was given the number to our CEO (code enforcement officer) but it is out of service. I contacted Jeff Luckey (Allegany County Fire Coordinator) for a contact that works.

## Blue Cloud Analytics Enrollment

A few directors have recommended that we begin using Blue Cloud Analytics to assist with library material inventory, trends, weeding, and other metrics and reports. Mandy Fleming is setting us up with an account and training, but it might take a little while as they are currently short-staffed.

## LTC Access Grant Opens (Libraries Transforming Communities)

As I had mentioned in the monthly Director's Report, I have attended several webinars this month (over 8 hours in preparation courses for this one specific grant).

In summary this grant will:

- Be open until February 2023
- Award two hundred and fifty libraries with either \$10,000 or \$20,000
- Cover costs associated with accessibility projects that are actionable based on the feedback we receive from our disabled community members.
- This process is intensive, requiring surveys, statistics and at least one community conversation inviting up to 15 qualified members of the public to gain general public knowledge about the needs of our disabled population.
- These meetings typically take between ninety and one hundred and twenty minutes to conclude. It requires a conversation leader and a note-taker. These positions should be filled by library staff or individuals chosen by the director for their listening skills and attention to detail.
- The awards will be announced in the spring and the funds must be used on the accessibility project supported by our disabled population between Summer 2023 and Spring 2024. There is a firm rule that can be summarized with the phrase "nothing about us without us." This means we cannot use the funds on what we *think* our patrons need, but what they *explicitly request from us*.
- These funds cannot be applied retroactively and they cannot be repurposed mid-project.