

**Almond Twentieth Century Club Library
Board Meeting Minutes – December 29, 2022**

In attendance: Elva Owlett - Library Board President, Linda Staiger - Library Board Trustee, Valerie Ewald – Library Board Trustee, Eric Ewald - Library Board Trustee, Connor Dirlam - Interim Director, Rhiley Langworthy - Bookkeeper, Susan Steere - Library Friends Group Representative

Not present: Mary Jo Murray - Library Board Vice President

Meeting called to order at 6:51 p.m.

November meeting minutes approved - Linda motioned, Eric seconded.- passed.

It should be noted that since our last meeting, Jackie Wilson has resigned as Library Director. Her last day of service was December 16, 2022.

Director's report - see attached document

- This month has been spent largely attending STLS trainings, sorting/clearing/cleaning closets and organizing/promoting bird related activities.
- Policy updates - we need to revisit the room rental policy as well as nail down the fire code occupancy numbers for each room. Elva will find copy of current policy and send out to all for review so we can discuss at next meeting.
- Snow removal - is going well
- Blue Cloud Analytics - Connor has a training set up with STLS. This program will make locating materials easier, makes our inventory more searchable.
- We need to find a local handyman for general repairs. Suggestions would be appreciated. Eric will speak to Dan to see if he may know someone local who could assist us. Rhiley mentioned that there is a handyman app - she will look into the details and report back.
- LTC Access Grant - it has been decided that due to lack of manpower needed to participate in this grant, we will not pursue further action at this time.
- Connor asked what should be done with excess cardboard as it has been piling up. If it is left by the cans, the Ewalds will pick it up for disposal when they pick up the weekly trash.

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

Bookkeeper's report - see attached documents.

- Beyond what is listed on the attached report, the Board was notified that Valerie had supplied Rhiley with the paperwork that would make her the Account Officer for the credit card. This would enable her to close card immediately if any issues occurred as well as investigate any other issues unhindered.

Bookkeeper's report was accepted - Valerie motioned, Eric seconded - passed

Friends of the Library news

- Linda has ordered the archival box needed for the historic quilt made by previous members of the Library Club, as discussed at our last meeting.
- A brief discussion was held regarding the policy Susan suggested 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.
- It was noted that we have received many donations in memory of various community members, most recently Hazel Bracken. It is still the intention of the Board to dedicate bookcases in the Children's Room in their honor. Plans from bringing this idea to fruition will begin as we work on redesigning the upstairs.
- Patty Flaitz has donated books and offered to donate bookshelves to the library. Susan currently has books stored at her house. We can have a more in-depth discussion on this once the construction downstairs is finished.
- Susan has requested that she be made a second administrator to the library's Facebook page.

Old Business:

- Construction update - floors are being poured, blue room will be painted to match the large room, fireplace was sealed off and mortared, cabinets in big room will be stained. Dan is in the process of coordinating with the elevator company so that the car will land at new floor level. It was discovered that the intended piping would not allow enough BTUs to reach the top floor, so we have had to alter the original radiant heat plan. The radiators will need to remain but will be covered with cabinets for improved safety. Brian Hildreth from STLS will assist us in writing a change order for the grant.
- Whiteboard update - Whiteboard and stand are currently in the office and will be moved downstairs once construction is completed.
- Generator is scheduled to be installed in February. Eric will be onsite to oversee project. Permit issue has been resolved.
- The concrete pad needed for the donated picnic table has been poured.

New Business:

- Locks will be changed on the front door only. This will allow for access to the foyer (ie: snow removal equipment) without allowing access to the rest of the library. Linda made the motion, Valerie seconded - passed.
- Christmas & New Year's observances will be December 24th & 31st.
- It was noted that even though we do not currently have a director, we should schedule time to begin work on our next 5 year plan as the most recent one expired in 2019.
- To date, we have received two resumes for the director's position. We should review the job description to avoid confusion regarding expectations.
- Valerie, Elva and Linda will meet to review what we have for policies so that we have a clearer idea of what we need to work on in this area.

Meeting adjourned to Executive Session 7:55 p.m.

Valerie motioned, Linda seconded.

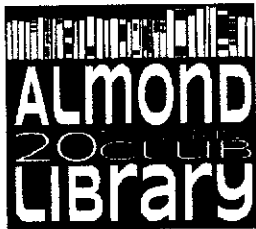
Returned to regular meeting 8:09 p.m.

It was announced that Connor will receive additional compensation for serving as Interim Director.

Next meeting will be held January 26, 2023

Meeting adjourned 8:11 p.m.

Eric motioned, Linda seconded.



Almond Library November Director's Report

Thursday, December 29, 2022

Stats	October 2022	November 2022	Percent Change
Door Count	130	188	45%
Computer Use	11	3	-73%
Program Attendance	0	0	0%
Circulation	413	561	36%
Registrations	5	2	-60%
Items Added	46	19	-59%
Holds Filled	106	108	2%
Holds Received	123	283	130%
Monthly Website Visits	45	134	198%
Digital Stat's OverDrive (ebooks, audiobook, video checkouts, magazines)	127	N/A	N/A

In November we focused on getting further training from STLS, sorting through the closets and office upstairs, and putting together activities to encourage kids to come in.

December 2022 Bookkeeper's Report

1. Donations: \$109.60
2. Purchase of 2 Kids Tables for Programs for \$633.54
3. Luncheon Event Profit of \$2,214
4. Reimbursed Louise Schwartz for fundraising expenses \$221.85

/2022	Bills to be paid	
Date Due	Payee	Amount
13-Dec	Servisoft	\$13.00
7-Dec	Louise Schwartz	\$221.85
15-Dec	Isaac Heating & Air Conditioning	\$533.80
26-Dec	Utica National Ins - Audit	\$15.00
1-Jan	Cardmember Services	\$506.66
	Switching Amazon purchases to Credit	
	Card per Business Credit Line being	
	discontinued	
	Amazon purchases (report to follow)	
	Total: \$506.66	
26-Dec	Amazon	\$35.81
	Circ-Books - \$14.99	
	R&M -	
	Office Supplies -	
	Programs -	
	Supplies - \$20.82	
13-Dec	Ingram	\$166.84
7-Dec	Demco	\$688.15
	Office Supplies - \$54.61	
	Kids Table (2) - \$633.54	
		\$2,181.11

Auto-Pay

19-Dec	Frontier	\$68.79
22-Dec	NYSEG	\$159.43
2-Dec	National Fuel	\$97.73
		\$325.95