



## ALFRED BOX OF BOOKS

### BOARD MEETING MINUTES - Monday February 11, 2019

**Present:** Allison Snyder, President; Lana Meissner, Vice President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Martha Lash, Deb Stephens.

**Also present:** Melanie Miller, Library Director

**Absent:** Kirsten Gilchrist, Kelly Williams.

Allison Snyder called the meeting to order at 4:06.

**Approval of Minutes:** Martha Lash moved to approve, Pat Crandall seconded. Minutes were approved.

**Treasurer's Report:** Les Brill reported 109k in the Library's account. Last month the Library broke even, bringing in 10k, spending approximately 10k. Les suggested putting 5k a year into a special account for fund raising.

Allison brought up switching banks because of a complication with the Steuben credit card. Lana Meissner moved that we establish a capital account at Community Bank and move our Steuben account over there. Les seconded the motion, which passed. Les, Lori (the Library's bookkeeper), and Allison will open accounts at Community Bank.

Pat moved approval of treasurer's report, Martha seconded. The treasurer's report was approved.

**Director's report:** Melanie announced the deadline for sexual harassment training: October 2019. Videos on line will fulfill the training requirement and produce the necessary certificate for each participant. Anyone who did this somewhere else will already have a certificate and not need to do it again. Melanie will send links for the videos.

Melanie's new assistant was hired and is doing very well. Planning for the Summer Reading Program is underway.

Melanie discussed the Library's website. Agendas and dates for meetings need to be included a week in advance of each meeting, along with Minutes from the previous meeting. Bylaws, minimum standards, etc. will be kept up to date.

**Old Business** - Kirsten Gilchrist has resigned as of this evening. Allison asks for suggestions; a few names came up, including that of someone who lives in Almond. Allison will check the bylaws to see what they say about board members living outside of the Village of Alfred.

House tour report: Megan Parry provided a rundown of the preparations being made by the Tour Committee. Martha will contact Friends of the Box of Books to find volunteers to host houses and possibly help out at the Library during the Tour.

**New Business:** The latest Policy updates were approved following Les's motion to approve, and Lana's seconding of the motion.

**Adjournment:** Allison adjourned the meeting at 5:13.

Respectfully submitted, Megan Parry, secretary

Next meeting: March 11 4pm