



## ALFRED BOX OF BOOKS

**BOARD MEETING**  
**Monday, April 6, 2020**  
**9:30AM**

Meeting held via ZOOM teleconference, due to Coronavirus restrictions.

Present: Allison Snyder, President; Lana Meissner, Vice-President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Martha Lash, Maria Rhone, Kelly Williams.

Also Present: Melanie Miller, Library Director

Absent: Deb Stephens

Allison Snyder called the meeting to order at 9:35am

1. March 9 minutes were approved. Lana Meissner moved approval, Martha Lash seconded.
2. Treasurer's Report: tabled.
3. Director's Report from March 2020. Melanie Miller will set up a Library YouTube account for patrons who don't do Facebook. She can now reset pin numbers from home. Rima works at the library every day, checking phone messages, and keeping things in order. Melanie will be adding info to the Library website: some crafting videos, story time, YouTube links.
4. Old Business:
  - Community Meeting: Postponed until further notice.
  - Hot Dog Day: Cancelled
5. New Business:
  - The Illness and Pandemic Prevention and Preparedness Policy: STLS added a few suggestions to the version Melanie had sent to the Board, including "special language" for quarantine leave. The Library will not do curbside service, but following a question from Pat Crandall, it was agreed

that the Library will do it when the situation is appropriate. STLS has extended due dates to May 1. Maria Rhone expressed concern about Melanie and Rima, were they to become sick. They will have family medical leave, in that case. Les Brill moved approval of the Policy as amended. Lana seconded.

- Unemployment Insurance - should the Library take out unemployment insurance? Bookkeeper Lori has recommended this in the past; Allison will ask her what it would cost, and present the idea at the May meeting. Martha asked if Melanie and Rima are being paid currently; the answer is "yes."

6. Other: none.

7. Next meeting (May 4<sup>th</sup> either 9:30am (Zoom) or 4:00pm (Parish House))

8. Adjournment 9:51

Respectfully submitted, Megan Parry, secretary



**ALFRED BOX OF BOOKS**

**AGENDA BOARD MEETING  
Zoom Meeting  
Monday, April 6, 2020  
9:30 AM**

1. Approval of minutes: March 9, 2020
2. Treasurer's Report: March 2020
3. Director's Report: March 2020
4. Old Business:
  - Community Meeting: Postponed until further notice
  - Hot Dog Day: Cancelled
5. New Business:
  - Policy: Illness and Pandemic Prevention and Preparedness
  - Unemployment Insurance
6. Other
7. Next meeting (May 4<sup>th</sup> either 9:30am or 4:00pm)
8. Adjournment



**March & April 2020  
Director's Report**

**Meetings Attended:**

- 3/3- STLS Summer Learning Workshop
- 3/6- Met with Mechele Romanchock (AU), Alex Hoffman (ASC), and Keturah Cappedonia (STLS) regarding the 2020 Census
- 3/16- STLS Conference Call regarding COVID-19
- 3/20- Skype meeting with Mechele Romanchock & Allison Church regarding 2020 Census
- 3/26- STLS Conference Call regarding COVID-19
- 4/1- STLS Koffee Klatch
- 4/2- STLS call to set up WorkFlows at home for Mel
- 4/16- STLS Conference Call regarding COVID-19
- 4/22- STLS Koffee Klatch
- 4/27- STLS Digital Advisory Committee
- 4/30- Allegany County Library Association

**Activities/ FYI:**

- Melanie is working on coordinating efforts with the Allegany County Library Association to collaborate for summer reading programs.
- Created and continually update to Phased in Reopening Plan
- In contact with Aimee Parry at AACS to coordinate efforts for summer hopefully
- Finishing up Early Literacy Certificate from LJA!!!
- Beginning Library Management Certificate from LJA
- Our focus is how we can engage community with digitally and/or non-digitally
- Website updates- COVID-19 info, digital library services, YouTube info
- Melanie does storytime Monday-Friday at 11am; posting video to YouTube & Facebook M, W, F at 2:00pm Crafting in Quarantine
  - See attached program stats as reported to STLS
- True Crime Book Club still meeting virtually
- Policy Updates- Patron behavior policy to include social distancing
- Beta Tester for Rural Wellbeing project with Margo Gustina
- PPE- we now have sneeze guards up at the circulation desk. We have been able to obtain 100 face masks (not fabric).
  - We have a ton of rubber gloves on hand

Rima has been maintaining our building. Toilet fixed (finally???!), cleaning/disinfecting, shelving/book drop; shelf reading; checking and responding to phone messages from patrons; updating tech. She also dealt with Apple when our brand new iPad died! She has been purchasing disinfecting supplies and cleaning supplies as they become available at Tinkertown Hardware. We now have 4 bottles of hand sanitizer, a couple of bottles of spray disinfectant for hard surfaces in preparation for when we reopen. STLS is also looking into supplying some things for us.

**Programming Report \*see attached**

**Technology Report**

Apple replaced our iPad

4/20- 3 WiFi uses

4/27- 10 WiFi uses

STLS will be sending this info out every Monday

**Statistics- \*See attached info**

	2020	2019
Circulation		
Holds Received		
Holds Filled		
Users Added		
Items Added		
eBooks		
Audiobooks		
ILL		
Freegal Downloads		
Freegal Streamed		
RB Digital		

**Goals for May**

- Finalize Summer plans
  - Craft kits- coordinate with school or curbside pick up
- Continue to stay updated on re-opening plans
  - Continually review the action plan and keep it up to date

Respectfully Submitted,  
Melanie A. Miller