



ALFRED BOX OF BOOKS

Board Meeting Minutes Zoom Meeting Monday, April 12, 2021

Present: Allison Snyder, President; Lesley Brill, Treasurer; Lana Meissner; Megan Parry; Pat Crandall; Sam Frechette; Mechele Romanchock; Maria Rhone, Secretary

Also present: Melanie Miller, Library Director; Rima O'Connor, Technology Coordinator; Jim Ninos, Village Board Member

President Allison Snyder called the meeting to order at 4:00pm.

1. Approval of the March 8th, 2021 minutes: Lana moved the approval of the March minutes, Allison seconded. The minutes were approved.

2. Treasurer's Report: February and March 2021: Pat moved to approve the February report, Lana seconded. The February report was approved. Treasurer Les Brill reported difficulty in opening the March report due to the file type. The library is in good shape financially. No information is reported in the YTD category because it hasn't been given yet. The budget entry for payroll needs to be updated.

3. Director's Report: March 2021:

- Melanie reported that the reopening is going well, allowing for two patrons at a time.
- The Director's Advisory Council (DAC) decided to reduce quarantine times for books based on studies about Covid transmission. Drivers will be able to sort books in-route and items will get to patrons much faster.
- Melanie is looking into Ingram to do a cost comparison with Baker and Taylor and find out which will be more cost effective and consolidating.
- Brady is almost done (with snow removal) and we need to think about possibly hiring a local work study student to continue this job.
- The Racial Justice Diversity Summit happening this fall will focus on diversity and equity. Melanie and Lyndsie Guy will be presenting work from a Diversity Audit of YA collection.

- Melanie is working to create Diversity, Equity, and Inclusion (DEI) quarterly newsletters to be shared with all 48 libraries as part of the DEI programming committee's planning.
- Melanie will present the Talking to Kids About Race program at the annual conference along with OJ Shepard and Kathy Sherman.
- The American Library Association (ALA) Libraries Transforming Communities Grant was submitted and Melanie was happy to report that it was approved for funding. This will be a \$3,000 grant that will support art projects and conversations about Covid-19.

4. Old Business:

- Village Parking – Jim Ninos joined the meeting to answer questions about parking. There are still many conversations to be had regarding parking for library patrons. Melanie will continue to attend Village Board Meetings to advocate for the library. So far, the BOB has one handicapped space and two free 15 minute spaces available on West University Street. There was a suggestion of a possible camera being hooked up outside of the BOB to monitor the two free spaces from inside the library.

5. New Business:

- The Building America's Libraries Act will aid in the construction and renovation of libraries.
- NYS Budget: Melanie reported that the library portion of the budget passed. State aid to libraries remains the same. The construction aid (which was cut last year) was reinstated to 34 million. The Digital Inclusion Grant is an award available to help with broadband infrastructure. STLS was awarded several federal grants; an external wifi access point is to be installed soon.
- The Institute of Museum and Library Services (IMLS) funding through recovery package is part of a federal stimulus package (a pot of \$200 million) that will be distributed to public libraries and museums.
- Hootsuite update: This social media platform that Melanie has been using for months is no longer free. The updated professional version has offered enough discounts to make it affordable (\$171/annually) and all agreed that it is still worth using.

6. Other:

- Mechele and Melanie are working on distributing the community survey to the community and AU students.

7. Next meeting: Monday, May 10th @ 4:00pm, via Zoom

The meeting was adjourned by Allison at 4:55pm.

Respectfully submitted,

Maria Rhone, Secretary



March 2021 Director's Report

Meetings Attended:

- 3/2- Village Information session on parking
- 3/9- Allegany County Library Association
- 3/9- Village Board Meeting- Public comments on parking
- 3/10- Cherilyn Wise (Cuba) Prep for Summer Learning Session via Zoom
- 3/10- Phone meeting with Caitlin Brown Village Trustee
- 3/10- Zoom Meeting with Lyndsie Guy re: Diversity Audit presentation at Fall Summit
- 3/11- DEI Programming Subcommittee
- 3/15- Presented with Cherilyn at Summer Learning Session on Genially
- 3/17- Cataloging Committee
- 3/18- DEI Committee
- 3/31- Directors Advisory Council (DAC)

Activities/ FYI:

- Reopening Updates
 - Open to 2 patrons at a time for 15 minutes
 - Computer use limited to 30 minutes
- At the March 31 DAC Meeting we voted to reduce quarantine times based on ILMS REALM Study and other NYS Library Systems. STLS had by far the greatest quarantine periods of any library system in the state.
 - Beginning April 12, there will be no 24 hour quarantine at STLS, allowing drivers to once again sort bags in-route
 - All libraries will quarantine items returned by patrons for 24 hours before being re-shelved.
 - This will allow items to get to patrons *much* faster, making many of our homeschool families very happy.
- Baker and Taylor have recently increased prices on freight charges, processing charges, MARC Records, and titles in general. Several libraries have reported issues with delivery times as well. We only use B&T for children's standing order list. Many libraries use Ingram. I have set up an account with Ingram and am exploring this as an option for cost-saving and consolidating our vendors. We use Brodart for our Adult Standing orders.
- Parking Update- Village trustees are working on changes to village parking law to provide us with short term parking on West University Street. Exploring options for longer term parking for

programming in Montessori Lot or with Visa gift card. I will continue to attend village board meetings to monitor this situation.

- Hootsuite- Social media planning tool. Allows me to schedule posts to both Facebook and Instagram several posts out. Saves a great deal of time for me. Can plan all social media posts 10 days ahead. Free version allows management of 3 accounts, up to 30 scheduled posts. Update effective 4/5 limits this to 2 accounts with only 5 scheduled posts. Annual subscription to professional version allows 10 accounts, with unlimited scheduled posts! For \$588/annually. Hootsuite offers non-profit discount of 50% for \$294/ annually
- Brady will be done at the end of April as he graduates in May. He has already been hired by GM. We will need to hire someone for snow removal, light grounds keeping, maintenance, etc. ☹
- Working on a Diversity Audit of YA collection. This work will be used in presentation at STLS Racial Justice Summit happening this fall. Lyndsie Guy (STLS) and I will be presenting.
- Melanie created DEI newsletter part of DEI programming committee's planning. We will create quarterly newsletters to be shared with all 48 libraries. STLS will provide print copies to each library. Alex Andrasik edited.
https://www.canva.com/design/DAEQDGOzclc/share/preview?token=RyIkNAAvOxfmPfqviVjXVg&role=EDITOR&utm_content=DAEQDGOzclc&utm_campaign=designshare&utm_medium=link&utm_source=sharebutton
- Talking to Kids About Race programming has been accepted by the Youth Services Section of NYLA as a program for the 2021 Annual Conference in November. Melanie, OJ Shepard and Kathy Sherman will present their program at the conference in Syracuse if the annual conference in-person this year.
- ALA Libraries Transforming Communities Grant was submitted. We just received word that our project has been selected for funding! Official announcements will be made at the end of April. This is a \$3,000 grant.

Programming Report

- Teen subscription kits- 6 teens
- 20 Take & Make Button key chains
- True Crime Book Club- 7A
- March 2 - StarTalk w/ Mary Lu- 6A
- 40 Take & Make Paper clip Book Marks
- March 16- Star Talk w/ Mary Lu- 7A
- March 30- Star Talk w/ Mary Lu- 5A

Technology Report

Statistics-

	2021	2020
Circulation	867	
Holds Received	295	

Holds Filled	279	
Users Added	3	
Items Added	91	
eBooks	133	109
Audiobooks	145	113
ILL	0	
RB Digital/ Overdrive Magazines	25	

Goals for April

- Finalize Summer Reading Plans
- Complete YA Diversity Audit

Respectfully Submitted,
Melanie A. Miller