



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Zoom Meeting Tuesday, August 11th 9:30 AM

1. Approval of minutes: June 8, 2020
2. Treasurer's Report: June and July 2020
3. Director's Report: June and July 2020
4. Old Business:
 - Review of emails for minutes
5. New Business:
 - Unemployment Insurance
 - Illness and Pandemic Policy update
6. Other
7. Next meeting (September 14th @ 4:00pm)
8. Adjournment



ALFRED BOX OF BOOKS LIBRARY
BOARD MEETING
Minutes for Tuesday, August 11th 2020 9:30 AM
Meeting held via ZOOM teleconference

Present: Allison Snyder, president; Lana Meissner, vice president; Lesley Brill, treasurer; Megan Parry, secretary; Pat Crandall, Martha Lash, Maria Rhone, Deb Stephens, Kelly Williams. Also Present: Melanie Miller, Library Director; Rima O'Connor, Technology Coordinator.

Meeting called to order: 9:30am

1. Approval of May 11, 2020 Minutes. Lana Meissner moved approval and Deb Stephens seconded. Minutes were approved.
2. Treasurer's Report: Treasurer Lesley Brill created a new simplified report on Excel that he will continue to develop for our September meeting. His summary: we are in good shape. There are two sections of the budget that we are over: Membership Services (due to STLS being added to that category) and Building and Grounds (due to unexpected COVID-19 purchases: storage unit, PPE, cleaning supplies and sneeze guards). Allison Snyder moved to approve, Pat Crandall seconded, and the report was approved.
3. Director's Report: Melanie Miller reported Summer Reading totals: 60 children, compared to the 69 last year. Her goal going forward is to step back from virtual programming and focus more on "Take and Make" programming. Melanie will be serving on the Directors Advisory Council's Diversity and Equity Committee to lead a class on how to conduct a diversity audit of collections. She is also looking into creating a Media Literacy workshop with Kevin Adams from Alfred University. The library has allowed a few people to come inside to use computers on days where they are light on staff and cannot take the laptop outside. We also installed a new service window – which should be posted for all librarians to adopt!
4. Old Business: Highlights from emails exchanged during June and July

- a. Library budget vote passed with a 69% approval rating.
- b. Started curbside service on June 29th.
- c. Auto-renewals were implemented on July 13th.
- d. Holds opened back up to the community on July 20th
- e. Appointments for computer use are being accepted, using a laptop outside, one patron for an hour..
- f. The original reopening date was scheduled for July 27th, but there is ongoing concern that returning AU and ASC students will increase the risk of infection to staff and the community. Melanie recommended waiting until at least after Labor Day to see how things are going at the school before a new date is given.
- g. The new service window will help patrons to more easily hand over items to be copied or faxed, as well as to communicate in general with the staff.

5. New Business:

- a. Unemployment Insurance: During COVID-19 an employee claimed unemployment, for which the library was charged over \$1,400. It was suggested that we start paying for Unemployment which would cost around \$30 a month. Lana moved approval, Maria seconded, no objections.
- b. Illness and Pandemic Policy: A few changes needed to be made to the Pandemic Policy. After a staff illness, an update to the policy regarding staff illness and proper procedures for them to follow was a must. Melanie suggested that staff isolate for 14 days (CDC recommends 10, but due to number of community members that fall in the high risk group, we increase to 14) or a COVID test may be taken. After 14 days or a negative test result, staff member may return. All Board Members agreed with her recommendation.

Next meeting: Tuesday, September 15th @ 4:00pm (on Zoom)
Adjournment – 10:15am

Minutes reported by Allison Snyder (Megan – broken wrist)



June & July 2020 Director's Report

Meetings Attended:

6/22- BoB Staff Meeting- Reopening
July 8- Curbside Discussion Meeting
7/15- Implicit Bias Webinar
7/29-Director's Advisory Council

Activities/ FYI:

June

- Every Door Direct Mailing- Annual Report/ Reopening Newsletter
- School Budget Vote passed
- Binder created with curbside information, policies, employee health logs, visitor logs, cleaning logs, NY Forward Plan, updates to policies
- Signs at library for masks and social distance
- Summer reading also ready to begin on the 29th
- Freegal is finished

July

- Storage unit- Munsons
- Summer reading totals: 60 children signed up; 69 children last year
- Non-Fiction Weeding complete
- Completed auto renewals with STLS for patrons
- Decided to wait to re-open to see what happens with students returning
- Workflows cleanup projects: Items still marked new (done); Price- less items (in progress)
- Melanie working on ALA Community Connect grant
- Quarantine (REALM Study) 96 Hours
- DAC- Diversity and Inclusion Committee will lead class on diversity audit of collections
- 126 curbside appointments since 6/29 (as of 8/4)
-

Programming Report

- Participation lower
 - Still getting pictures of completed BINGO sheets and craft projects
- Book club participation still strong
- Mel still doing virtual programming

- Canva for Small Business
- In Progress:
 - Diversity Audit webinar (librarian audience)
 - Media Literacy Webinar (public audience) collaborate with others
- After summer reading- grab and go type program- family time capsule
- Weekly storytime via Facebook Live

Technology Report

- Recorded 9 computer appointments since 7/23
 - some of these have been inside due to weather
 - some with the laptop outdoor

Statistics-

	2020	2019
Circulation	640	1022
Holds Received	66	258
Holds Filled	74	338
Users Added	1	2
Items Added	83	139
eBooks	118	70
Audiobooks	147	129
ILL	n/a	7
Freegal Downloads	n/a	15
Freegal Streamed	n/a	55
RB Digital	3	4

Goals for August

- Continue to ensure all staff are comfortable with new policies and procedures
- Communicate new policies and procedures with community clearly and effectively

Respectfully Submitted,
Melanie A. Miller