



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Monday, February 10, 2020 4:00 PM

1. Approval of minutes: December 11, 2019
2. Treasurer's Report: December 2019 and January 2020
3. Director's Report: December 2019 and January 2020
4. Old Business:
 - Community Meeting - Date
5. New Business:
 - Officer Elections
6. Other:
7. Next meeting (March 9th, 2020)
8. Adjournment



ALFRED BOX OF BOOKS LIBRARY

BOARD MEETING

Wednesday, December 11, 2019, 4pm

Present: Allison Snyder, President; Lana Meissner, Vice-president; Megan Parry, secretary; Pat Crandall, Martha Lash, Debbie Stephens. For latter part of meeting: Lesley Brill, treasurer.

Also present: Melanie Miller, Library Director; Brian Hildreth, STLS Director (for Old Business portion of the meeting only.)

Allison Snyder called the meeting to order at 4:02pm.

Minutes, November 2019: Martha Lash moved to approve, Allison Snyder seconded. Minutes were approved.

Treasurer's Report:

Lesley Brill via email because he would be late to the meeting:

"I have reviewed the most recent report from Lori, our accountant, and find nothing alarming in it. Indeed, in most lines we are under our projections of expenditures and we look all but certain to end the year with a healthy surplus. The Board can decide what to do about it; putting it in the "Building Fund" would be one possible action, for example.

The format of this month's report is simpler and more comprehensible than previous reports, at least as I read them. There are still some confusing numbers caused by our having switched banks, but these should disappear in the January report."

Melanie, Lori, Les, and Allison met in November and discussed moving a large portion of the healthy balance into the building fund. Lori will continue to try to simplify her reports.

Additional remarks and a question:

Grants have helped build up funds, along with the practice of overestimating some recurring expenses. Can we invest tax money in something that would generate interest?

Melanie added: The snow shoveling guy is back in action. The library has a new printer, which works for patrons but is not yet hooked up to the staff network. Tony Hilliard will provide an estimate to replace gas heaters. (Because of the probable expense, Melanie didn't ask about electric.) Main Plumbing of Hornell will come next week. Other possibilities: Tim Shea too busy, phone tag with Lindsay, Burdick/Lenny "kind of disappeared." Martha will call Brian Snyder. Lana Meissner moved to approve the Treasurer's Report, Pat Crandall seconded. The report was approved.

Director's Report:

The Honor Society of AU would like to do a stress management program at the Library. Students involved in the program will come up with ideas for focus - therapy dog? Stressed-out moms? The BoB did not get a Tri-County Arts Council Grant; the process has become very competitive.

Old Business:

Brian Hildreth presented his questionnaire/framework for the Village community meeting in which the board solicits suggestions from residents to address the Library's future. Some trustees continue to be uncomfortable with some of the questions Brian proposes, and there was discussion about that. Lana Meissner suggested that we could reassure participants that we know not everyone will appreciate the question framework.

Brian would like a minimum of 30 townspeople in attendance. The group would be broken into smaller units, with one unit at a table, each table occupied by a board member to guide the discussion and take notes. Brian will speak to the group at large, as will Melanie and Allison. Letters will go out to a selected group of community members once a date for the meeting and the wording of the letter have been approved. Allison suggested holding off on the community meeting until April, perhaps after the 15th (depending also on Mark Zupan's schedule, since we would like him to attend.) Perhaps the Library should be open for visiting before and after the meeting.

Melanie will share the approximately forty surveys she has collected with the board.

Some ideas for publicity: a "community board" similar to Andover's, the Wellsville regional blog.

Budget: The budget of \$100,760. for 2020 will not override the tax cap. Lana moved to approve the budget, Martha seconded. The budget was approved.

Allison moved to add \$1979. to the tax cap for 2021. Les seconded, the motion passed.

Executive Session: Melanie was excused and the board went into executive session.

Allison adjourned the meeting at 5:43pm.

The next meeting will be Monday February 10th at 4:00pm in the Parish House.

Respectfully submitted,

Megan Parry, secretary



December 2019 Director's Report

Meetings Attended:

- 12/5- Youth Services Advisory Meeting (Go-To Meeting)
- 12/10- Allegany County Director's Meeting

Activities/ FYI:

- Melanie completed 6 week course "Creating Family Partnerships Through Community Outreach Programs." This is the first of six courses to achieve Early Literacy Certificate.
- Melanie registered to also complete Library Management Certificate program.
- Submitted Humanities New York Reading and Discussion grant
 - Awarded \$750 for this project to focus on Women's Suffrage
- Submitted Allegany County Area Foundation grant
 - Awarded \$600 to hold Money As You Grow programs
- Received first tax levy installment
- Canon printer still not connected to the network
- Melanie took some much needed time off in December!! 😊

December Programming Report

- 12/3- True Crime Book Club- 8A
- 12/12- Wooden Ornaments (Adult)- 3A
- 12/16- Kids Ornaments- 0 * was rescheduled due to weather
- 12/18- Tween/Teen Night: Ugly Sweater Party- cancelled
- Wiggles and Giggles Storytime- 16A; 20C (3 sessions)

December Technology Report

Statistics- December

	2019	2018
Circulation	1003	1047
Holds Received	322	277
Holds Filled	233	291
Users Added	0	0
Items Added	76	53
eBooks	88	81

Audiobooks	101	92
ILL	3	4
Freegal Downloads		
Freegal Streamed		
RB Digital		

Goals for January

- Begin looking at Summer Reading manual
- Begin planning Reading and Discussion programs
- Prepare for Annual Report!!
- Courses: Foundations of Early Literacy; Meeting Diverse Needs Through Sensory Storytimes

Respectfully Submitted,
Melanie A. Miller



**January 2020
Director's Report**

Meetings Attended:

Activities/ FYI:

- Melanie began and completed 2 courses through Library Juice Academy toward Early Literacy Certificate: Foundations of Early Literacy; Meeting Diverse Needs Through Sensory Storytime.
- Worked with Sarah Cote, Alfred University, to apply for a Humanities New York Reading and Discussion grant to focus on the centennial women's suffrage celebration.
 - Awarded \$750
- Also awarded \$500 from Humanities New York for a Quick Grant for a Susan B. Anthony re-enactor. This is in conjunction with Cuba, Angelica and Wellsville libraries.
- Weeding of Juvenile Non-Fiction and YA collections. Updated some outdated books, but weeded for space.
- Working on Annual Report. Ian helped work on a spreadsheet for tracking program attendance to make completing the annual report easier (a bit) easier. Report is due 2/14. Turned it over to Lori for the financial portion.
- 6 Children have registered for 1,000 Books Before Kindergarten! We are trying to send personalized cards, postcards, etc to encourage continued reading.
- Working with Allegany County directors to have 1 booth at the Twin Tiers Maker Expo on April 24 rather than multiple booths.
- Started Summer Reading Planning!!
- Hired Kylie Harvey after she lost work study award after transferring to Alfred University. She is now on BoB payroll.
- Registered to take part in an a STEM programming training project with Afterschool Coaching for Reflective Educators in STEM (ACRES). I attend 3 webinars and complete projects on 4/10, 5/8, 6/5 and we will receive a \$100 stipend.
- The Canon printer is finally working!!!!!!

January Programming Report

1/3- Passport Club: Peru: 5C; 2A

1/7- True Crime Book Club: 5A

1/17- Tween/Teen Night: Bingo: 7T

1/27- 1,000 Books Before Kindergarten Party: 4C; 3A

Wiggles & Giggles Storytime: 15C; 5A (3 sessions)
Storytime @ Lovin' Arms: 30C; 6A (3 Sessions)
Storytime @ Montessori Infants: 9C; 9A (3 Sessions)

December Technology Report

Statistics- January

	2020	2019
Circulation	991	1104
Holds Received	262	297
Holds Filled	314	328
Users Added	0	0
Items Added	108	89
eBooks	103	102
Audiobooks	118	126
ILL	0	2
Freegal Downloads	15	15
Freegal Streamed	158	25
RB Digital	4	7

Goals for February

- Complete annual report and begin written report to community for mailing
- Evaluate collection development (ie. McNaughton/Brodart)
- Begin to solidify summer reading program plans

Respectfully Submitted,
Melanie A. Miller



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BOARD MEETING Monday, February 10, 4pm

Present: Allison Snyder, President; Lana Meissner, Vice-president; Lesley Brill, Treasurer; Megan Parry, secretary; Pat Crandall, Martha Lash, Maria Rhone, Debbie Stephens.

Also present: Melanie Miller, Library Director.

President Allison Snyder called the meeting to order at 4:01pm.

Minutes, December 2019: Lesley Brill moved to approve, Lana Meissner seconded. Minutes were approved.

Treasurer's Report: Treasurer Les: nothing notable. At the end of January the BoB had 109k in its Community checking account. Les did not get a statement for the building fund account, so he will check with Bookkeeper Lori about that. He suggests investing some of this money, perhaps 80k, in a bond fund, which would earn around 1%. Les will confer with Brian Hildreth see if he has information regarding this type of investment program. Allison moved to approve the treasurer's report; Martha Lash seconded. Report approved.

Director's Report: The publishing company Macmillan now offers an entire library system only one copy of an ebook at a time; in response, some libraries are boycotting the company. The STLS must consider keeping/dropping their ebooks and/or print copies. Melanie favors dropping ebooks and keeping print editions, but the STLS will make a collective decision about this. Les asked Melanie to look into finding an outside (non-Macmillan) source for ebooks.

The Allegany County legislature will disburse 108k to assist in the 2020 census; they will allot 85k for libraries, and will advertise to encourage people to get help with their forms at their local library. The BoB could receive 6 to 10k if we make an application by Friday, 2/14. The four libraries of Alfred might collaborate to help students fill out census forms in

a public area on campus - with free Ramen as an incentive. Melanie and Rima will provide training for existing BoB employees to assist with the Census.

Melanie obtained a \$750 grant from Humanities New York to focus on the centennial women's suffrage celebration; and another \$500 from the same source for a Susan B Anthony re-enactor.

Melanie is preparing the Annual Report, due 2/14.

The Canon printer is in action, finally.

Old Business:

The BoB will solicit ideas regarding its future plans from the Alfred community at a meeting in April, perhaps Tuesday April 21 from 7 to 9pm, at the Parish House.

Les will send board members an edited version of a letter he composed inviting community members to attend as participants in the meeting. If approved, the letter would go out a month in advance of the meeting. Someone will talk to David Snyder about covering the proceedings for the Alfred Sun. The board discussed sending letters to the editor and advertising in the Sun and elsewhere.

New Business:

Election of officers, and board members whose terms had ended. Allison moved to approve all nominations and Martha seconded.

The results:

Allison Snyder was re-elected President; Lana Meissner re-elected Vice-president (with new term ending December 2024;); Lesley Brill re-elected Treasurer; Megan Parry re-elected Secretary (with new term ending December 2024.)

Trustee Maria Rhone was re-elected to a new term ending February 2025.

Adjournment: 5:05pm

Respectfully submitted, Megan Parry, Secretary

Next meeting: March 9, 2020, 4pm.