



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Monday, February 8th 2021 4:00 PM - Zoom Meeting

1. Approval of minutes: December 14, 2020
2. Treasurer's Report: December 2020 and January 2021
3. Director's Report: December 2020 and January 2021
4. New Business:
 - New Board Member Appointment
 - Pandemic Operation Plan
 - Community Survey
 - New Logo
5. Other
6. Next meeting (March 8th at 4:00pm)
7. Adjournment



December 2020 Director's Report

Meetings Attended:

- 12/2- STLS System meeting re: Holiday Closures
- 12/3- STLS System meeting re: Pandemic Operations Plan
- 12/10- Director's Advisory Council Diversity Equity Inclusion Subcommittee
- 12/14- Library Services for Indigenous Peoples: From Land Acknowledgment to Outreach
- 12/15- Tara Didrence (Bath) Re: DAC DEI Mission Statement & AntiRacism Statement
- 12/16- Youth Services Meeting- presented Talking to Kids About Race

Activities/ FYI:

- Roxanne Baker (Fillmore), Karen Smith (Whitesville) and Melanie applied for Ralph Wilson grant on behalf of Allegany County Library Association
- Allegany County Library Association will be launching Picture Book Madness in January. Librarians from across the county will be creating videos reach 16 picture books. The public will vote on favorites, narrowing it down March madness style, until we have a favorite picture book.
- Hotspot lending is up and running!
- DAC DEI Committee has begun the process of creating an antiracism statement. Melanie has been asked to help support STLS in creating a statement for the system.
- We did not receive Libraries Transforming Communities Focus on Small and Rural Libraries funding in round 1.
 - Melanie did request feedback from reviewers and received helpful advice from ALA grant reviewers. Round 2 opens on January 4 and we will be re-applying for funding with the feedback that was provided to us.
- Pandemic Operations Plan requires that we have 2 pieces of PPE per staff member per shift for 6 months. All of these supplies have been ordered, received and are being stored.
- Applied for We Need Diverse Books book grant. If selected we will receive 30 copies of a juvenile title for a book club.

Programming Report

- ELFred Scavenger Hunt Take and Make Kits
- Wreath Ornament or Wood Slice Ornament Take and Make

Technology Report

Statistics-

	2020	2019
Circulation	764	
Holds Received	283	
Holds Filled	221	
Users Added	2	
Items Added	56	
eBooks	130	
Audiobooks	118	
ILL	0	
Freegal Downloads	n/a	
Freegal Streamed	n/a	
RB Digital		

Goals for February

- Annual report
- Complete Pandemic Operations Plan
- Complete Humanities NY (pre-Covid) grant
- Weeding project (weeding of children's room.)

Respectfully Submitted,
Melanie A. Miller



**January 2021
Director's Report**

Meetings Attended:

- 1/13- NY Sick Leave Webinar- Empire State Library Network
- 1/14- Take & Makes On a Shoe String Budget Webinar- Empire State Library Network
- 1/21- DAC Diversity, Equity, & Inclusion Committee
- 1/27- Director's Advisory Council (DAC)

Activities/ FYI:

- Allegany County Library Association Picture Book Madness collaboration
- Submitted Talking to Kids About Race program to NYLA for 2021 Conference
- Created Podcast- Outside the Box (promote new books and true crime book club)
- New program for teens- Read and Relax Subscription Kits
- Hotspot information went out to the school to all teachers.
- Summer reading program planning. Melanie will be on STLS Summer Learning Committee to share learning activities with system
- Rima is participating in Age Friendly Allegany County Committee
- DEI Committee- created Read-A-Like flyers for libraries to share via social media or print as flyers to promote diverse authors in multiple genres; worked with Tara Didrence (Bath) to write Antiracism Statement for Director's Advisory Council committee; will lead first DEI book club on *White Fragility* in February.
- Added misinformation info to our website. DAC will be starting a committee to focusing on combatting misinformation. Melanie has volunteered to participate in this committee.

Programming Report

- Teen subscription kits- 6 teens signed up and participating
- 17 Take & Makes Ocean Necklace
- 20 Take & Makes Color Your Own Book Mark
- True Crime Book Club- 7A

Technology Report

Statistics-

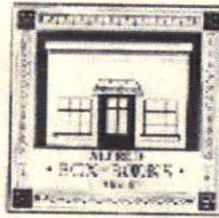
	2021	2020
Circulation	816	991

Holds Received	289	262
Holds Filled	284	314
Users Added	*	0
Items Added	119	108
eBooks	138	103
Audiobooks	98	118
ILL	n/a	0
RB Digital		4

Goals for February

- Annual Report (due to STLS 3/5)

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING
Zoom Meeting
Monday, February 8, 2021
4:00 PM

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

Also present: Melanie Miller, Library Director; Rima O'Connor, Technology Coordinator; Sam Frechette and Mechele Romanchock, Board of Trustees Candidates.

1. Approval of Minutes of December 14, 2020: Lana Meissner moved to approve the December Minutes, Allison Snyder seconded, and the Minutes were approved.

2. Treasurer's Report: December 2020, and January 2021.

Treasurer Les Brill found the bookkeeper's report a bit obscured by unclassified Amazon purchases. Melanie will send Les the classification of recent Amazon orders. Because this month's report included info from December 2020 and January 2021, it was difficult to project our yearly spending. Those projections should be easier to do after the Feb and March reports. Pat Crandall moved to approve the Treasurer's Report, Deb Stephens seconded, the report was approved.

3. Director's Report: December 2020, January 2021

The BoB did not receive the hoped-for ALA Libraries Transforming Communities Grant, but Melanie will resubmit for the the second round of funding. The grant would provide \$3000; the new proposal is due March 3.

Melanie put together a new program for teens, "Read and Relax Subscription Kits," which has already attracted participants. She has also submitted her "Talking to Kids About Race" program to NYLA for their 2021 conference.

Melanie has started planning the Summer Reading Program, and is on the STLS Summer Learning Committee. She is participating in two separate Director's Advisory Council projects: working with another librarian to write an Antiracism statement, and leading its first book club meeting on February 24. The book in question is Robin DiAngelo's White Fragility.

4. New Business:

New Board Member Appointments. Following Lana Meissner's motion to approve, and Deb Stephens' second, the Board unanimously voted to approve Sam Frechette and Mechele Romanchock to replace outgoing trustees Martha Lash and Kelly Williams. Sam teaches second grade in the Wellsville public schools. He and his family have lived in Alfred for about ten years, and he is an enthusiastic patron of the Box of Books. Mechele Romanchock is Director of Libraries at Alfred University and is also a familiar presence at the Box of Books. Officer elections will take place at the March meeting.

Sick Leave Policy: New York State requires that sick leave be provided to all employees, with several options available for varying classifications. The BoB has regular employees, part-timers, and work/study students, so the wording covering all needs to be clearly defined. The Board will consider approval after a new draft is presented, but it did decide not to pay out accrued sick leave when an employee's term of employment ends.

Pandemic Operation Plan: Megan Parry moved to approve, Les Brill seconded, and the Plan was approved. Melanie's initial version was interspersed with helpful details explaining to the trustees the intent of many sections. She will remove those paragraphs from the final version.

Community Survey: Melanie has worked with Brian Hildreth to prepare a new survey to poll the community regarding the present and future of the Box of Books. Les Brill suggested that this Covid shutdown period would not produce useful responses, and he suggested putting off its distribution until more normal times return. Allison Snyder and Michele Romanchock will work together to try to make the survey less about how community members use the library now, and more about how they would use it in the future. If the Board approves a reworked survey, it could be mailed out along with the Annual Report.

New logo: Melanie presented a new BoB logo design prepared by a fellow librarian. After some discussion, Megan Parry offered to try tweaking the old logo to make it more attractive to Melanie, who doesn't care for its "clip-art" looking border.

5. Next Meeting: Monday, March 8 @ 4pm, via Zoom.

6. Allison Snyder adjourned the meeting at 5:23pm.

Respectfully submitted,
Megan Parry, Secretary.