



## **ALFRED BOX OF BOOKS LIBRARY**

### **BOARD MEETING**

**Monday, June 8th 2020**

**8:30 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: 8:33

1. Approval of May 11, 2020 Minutes. Lana Meissner moved approval and Deb Stephens seconded. Minutes were approved.
2. Treasurer's Report: President Allison Snyder fashioned a new template for the May Financial Report. Treasurer Lesley Brill questioned the expense listed for library programs; Melanie explained that some costs from 2019 came due in 2020 so the amount only seemed large. Pat Crandall moved to approve, Martha Lash seconded, and the report was approved.
3. Director's Report: Melanie Miller prepared and sent flyers to Alfred-Almond for the summer reading program. The library will reopen June 29th for curbside service. Kylie and Ian will return soon to help with summer reading, make craft kits, and help with cleaning/disinfecting. Melanie has made folders for staff with all the rules and regulations, and signage to put up all around library. She will do the NY State safety plan affirmation. Excess furniture will go into storage to discourage lingering. Contactless checkout has been set up. Thanks to an application from Melanie and another director, area libraries will each receive a 500\$ grant to help pay for sneeze guards, masks, etc.

On July 13 the library will open for computer use only. On July 22 patrons will be allowed in 3 at a time for 30 minutes per visit. Pat suggested getting timers so patrons can keep track of their visit time.

4. Old Business:

- Bookkeeping - Continued discussion. Treasurer Les will work with bookkeeper Lori's data to prepare an easier-to-read Excel spread sheet for board members.
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5. New Business:

- Community Flyer - Melanie will make some changes and send it out for the last proofread.
- The board discussed Melanie's revised policy with new temporary amendments covering employee health checks and curbside delivery. Les moved to approve as written and amended, Allison seconded.

6. Other: Melanie would like to resume taking Fridays off in July.

7. Next meeting: August 3<sup>rd</sup> @ 9:30am (on Zoom)

8. Adjournment - 9:38am

- Allison called some librarians about Lori: praise from Cuba; they gave Lori a template of sorts to work with. Praise from Whitesville. Angelica has their treasurer do complete records and Lori does financial advising. Lori uses QUICKBOOKS for them. Our problem might be a program issue more than a Lori issue. Les thought Melanie would get in touch with STLS people who use a different service. Les thinks Lori should use something like EXCEL (Microsoft.) Can we determine what libraries do who are not using Lori? Do we need Lori? Les would be willing to take this on and we'd save 3600 yearly. Les will email Brian about audits. Lori does the tax stuff and payroll, too, so her work is more complicated than just getting reports from banks. Melanie finds L's reports easy to use and Lori spends a lot of time answering questions when necessary. Allison agrees. Les offers to take Lori's data and convert to EXCEL for the board.

Part of Meeting on June 8, 2020.