



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Monday, June 14th, 2021 4:00 PM - Zoom Meeting**

1. Approval of minutes: May 10th, 2021
2. Treasurer's Report: May 2021
3. Director's Report: May 2021
4. New Business:
  - New Board Member Appointment - Amy Powers
  - Safety Plan
  - Patron Policy Update?
  - Survey Summary
5. Other
6. Next meeting (August 9th at 4:00pm)
7. Adjournment



**May 2021  
Director's Report**

**Meetings Attended:**

- 5/5- LTC- Reporting & Evaluation Webinar
- 5/6- Interview w/ C. Volk (summer help)
- 5/10- Interview w/ D. Steere (maintenance)
- 5/11- Interview w. J. Alexander (summer help)
- 5/12- FCC Emergency Broadband Benefit Webinar
- 5/19- ILS Meeting
- 5/21- ESLN Meeting w/ Stephanie Cole Adams Re: CDC Mask Guidance
- 5/26- Director's Advisory Council

**Activities/ FYI:**

- Successful budget vote (376/147)
- Applied for National Home Library Grant to further develop 1,000 Books Before Kindergarten Program
- Working on Summer Reading- Establishing ReadSquared- online platform for registering participants, logging reading, tracking prizes, etc.
  - Allows parents to track kids logging easily
  - Allows for classroom logging (daycare/Montessori)
  - Other badges, "missions," games, etc
  - Create customized reading lists for each age group
  - Automatically notifies me when reader achieves prize
  - Paper logging and registration will still be available
- Working on updating safety plan for updated CDC Guidelines in regards to mask wearing
  - According to STLS there are 5 different plans that libraries are legally required to maintain: Safety Plan, Pandemic Operations Plan, NYS Forward Plan, Disaster Preparedness Plan, and most recently the NY HERO Act.
  - STLS is working on a template and framework to help libraries develop these in the month of June.
  - In the meantime, I am working on formalizing my Planning for Reopening Library Action Plan to serve as interim safety plan based on policy by the Clifton Park Halfmoon Public Library (Saratoga County) and Penn Yan Public Library.
    - Reviewing the NY Forward Safety Plan Template for any updates
    - Reviewing the Pandemic Ops Plan for any updates
    - Review Policy & Procedures Manual for any updates.

- Bottom Line: we are comfortable with patrons following CDC guidelines for mask wearing. Staff will continue to wear face coverings simply because of the volume of people we interact with, and the confined workspace. Our policy should recommend/require masks at programs when physical distance cannot be guaranteed.
- Renewing museum passes. (Corning Museum of Glass, Rockwell Museum, Rochester Museum and Science Center, Genesee Country Village and Museum)

**Programming Report**

- Teen subscription kits- 6 teens
- 30 Take & Make Button masquerade masks
- True Crime Book Club- 7A
- May 11 StarTalk w/ Mary Lu- 6A; 3 C
- May 25- Star Talk w/ Mary Lu- 5A
- May 18- Digital Basics 1- 0
- May 19- Digital Basics 2-0
- May 25- Money Management 1- 0
- May 26- Money Management 2- 0
- May 19- Outdoor Storytime- 3A; 4C
- May 26- Outdoor Storytime- 2A 2C

**Technology Report**

**Statistics-**

	2021	2020
Circulation	943	
Holds Received	275	
Holds Filled	250	
Users Added	2	
Items Added	90	
eBooks	130	
Audiobooks	152	
ILL	0	
RB Digital/ Overdrive Magazines	21	

**Goals for June**

- Kick off Summer Reading
- Survive the changing pandemic guidelines

Respectfully Submitted,  
Melanie A. Miller



## **ALFRED BOX OF BOOKS**

### **Board Meeting Minutes Monday, June 14th, 2021 Zoom Meeting**

**Present:** Allison Snyder, President; Lesley Brill, Treasurer; Megan Parry; Pat Crandall; Sam Frechette; Mechele Romanchock; Debbie Stephens; Amy Powers; Maria Rhone, Secretary

**Also Present:** Melanie Miller, Library Director; Rima O'Connor, Technology Coordinator

President Allison Snyder called the meeting to order at 4:04 pm.

**1. Approval of minutes: May 10th, 2021:** Allison moved the approval of the May minutes, Deb seconded. The minutes were approved.

**2. Treasurer's Report: May 2021:** Pat moved to approve the May report, Allison seconded. The May report was approved. Les reported that the expenses are usual. A \$3,000 deposit was made from the Libraries Transforming Communities grant. All is looking good in the account.

**3. Director's Report: May 2021:**

- The budget passed.
- Melanie applied for a grant from the National Homeline Library Program to help develop the 1,000 Books Before Kindergarten program.
- Summer reading updates: Melanie's primary focus is on setting up READSquared as an online platform for registering and recording summer reading. It is an engaging and user friendly platform. It can also be used as part of the 1,000 books Before Kindergarten program.
- Melanie is renewing all museum passes as they had expired after Covid.
- Melanie is working on a grant- NASA at My Library through the American Library Association. This will provide STEM education from October-September 2022.

#### 4. New Business:

- New Board Member Appointment - Amy Powers will be replacing Lana. Deb made a motion to approve Amy as a new board member, Les seconded. All were in favor.
- Safety Plan: Melanie is waiting on further guidance from STLS. Melanie updated one of the safety plans of the five required. There were no major changes from last year. No changes needed for the Pandemic Operation Plan.
- Patron Policy Update: Melanie recommended that the BOB follows CDC guidelines. The Patron Policy was updated as follows:

All patrons entering the library must adhere to social distancing guidelines- that is a distance of 6 feet between people. The library reserves the right to limit the number of patrons entering the building, and the time allowed inside in order to maintain social distancing protocols.

All patrons entering the library must wear a face mask that covers the nose and mouth, following CDC guidelines.

Anyone who violates social distancing or face mask guidelines will be asked to leave.

Allison moved to approve the changes, Pat seconded.

- Survey Summary: 78 survey responses have been received. Melanie went over the results so far and is hoping for more surveys.

5. The next meeting will be on August 9th at 4:00pm, via Zoom.

6. The meeting was adjourned by Allison at 4:48 pm.

Respectfully submitted,  
Maria Rhone, Secretary