



**ALFRED BOX OF BOOKS**

**AGENDA BOARD MEETING**

**Monday, March 9, 2020**

**4:00 PM**

1. Approval of minutes: February 10, 2020
2. Treasurer's Report: February 2020
3. Director's Report: February 2020
4. Old Business:
  - Community Meeting – Details: supplies
  - Census Update – funding amount unknown/trainings have begun
5. New Business:
  - Annual Report – must date back to February 10<sup>th</sup>. 2020
  - Letter to the Community
6. Other:
7. Next meeting (Wednesday, April 8<sup>th</sup>, 2020)
8. Adjournment



## February 2020 Director's Report

### Meetings Attended:

- 2/10- Conference call- STLS re: County Census funds
- 2/10- Digital Library Services meeting (GoTo Meeting)
- 2/13- Meeting with Sarah Cote re: Humanities NY Reading and Discussion grant

### Activities/ FYI:

- Evaluated standing order services
  - We will not be renewing our McNaughton lease subscription in August
  - We added additional authors to our standing orders
    - Baker and Taylor (Children's)
    - Brodart (Adult)
- Annual report submitted
- Proposal for Census funding submitted
- Hot Dog Day application submitted
- Programming policy
  - After no one shows up to a program after 15 minutes
- Provided activities for Montessori school age children during winter break each day
- Melanie will present a breakout session at the Summer Learning Workshop at STLS March 3

### January Programming Report

### December Technology Report

### Statistics- February

	2020	2019
Circulation	849	
Holds Received	244	
Holds Filled	331	
Users Added	0	
Items Added	52	
eBooks	97	
Audiobooks	110	

ILL	0	
Freegal Downloads		
Freegal Streamed		
RB Digital	0	

**Goals for March**

- Begin to solidify summer reading program plans
- Census outreach

Respectfully Submitted,  
Melanie A. Miller



March 5, 2020

Tracie Preston, Superintendent  
Alfred Almond Central School  
6795 State Route 21  
Almond, NY 14804

Dear Ms. Preston,

The Board of Trustees of the Alfred Box of Books Library and the Almond 20<sup>th</sup> Century Club Library requests that a proposition be placed on the 2020 – 2021 School District budget ballot seeking a total levy of \$185,302 (\$100,939 to the Alfred Box of Books Library and \$84,363 to the Almond Library). Such a levy would remain in effect each year until a proposition in the amount is submitted.

We believe that the proposition should read as follows:

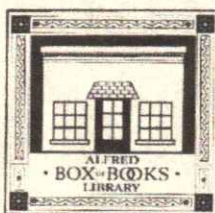
Proposition:

Shall the Board of Education of the Alfred-Almond Central School District be authorized to the support of the Almond 20<sup>th</sup> Century Club Library and the Alfred Box of Books Library; resulting in the total amount of One Hundred Eighty-Five Thousand, Three Hundred and Two dollars annually (\$185,302), with the annual distribution being \$100,939 to the Alfred Box of Books and \$84,363 to the Almond Library, and pay over said amounts to the Trustees of the Alfred Box of Books and the Almond Library?

Sincerely yours,

Allison Snyder, President, Board of Trustees, Alfred Box of Books

Elva Owlett, President, Board of Trustees, Almond 20<sup>th</sup> Century Club Library



## ALFRED BOX OF BOOKS

### BOARD MEETING Monday, March 9, 2020 4:00 PM

Present: Allison Snyder, President; Lana Meissner, Vice-President; Megan Parry, Secretary; Deb Stephens, Martha Lash, Maria Rhone.  
Absent: Lesley Brill, Treasurer; Pat Crandall, Kelly Williams.

Melanie Miller, Library Director, out with flu, was also absent.

Allison Snyder called the meeting to order at 4:02

1. Approval of February 10th minutes: Deb Stephens moved to approve the minutes, Lana Meissner seconded. Minutes were approved.

2. Treasurer's Report: February 2020:

Lesley Brill via email: "I found nothing to worry about; we still have a considerable amount in our main bank account, c. \$100,000. The Friends Account statement will come in next month. I have emailed Brian Hildreth with questions about investing some of our reserves in approved bonds, but I have not had a reply yet. The "Profit and Loss" part of Lori's report remains semi-opaque to me--I don't think that much matters--and I have asked Lori to reformat it in some way clearer and more appropriate to a non-profit like the BoB. Respectfully submitted, Lesley Brill, Treasurer." Lana moved to approve, Martha Lash seconded, the Treasurer's report was approved.

An additional note from Allison: the BoB is actually asking 100,939\$ from the school district instead of the amount formerly reported.

3. Director's Report, February 2020:

The board had not yet received the Director's Report, so Allison read highlights from her copy (items 1-6 below.)

(1) Training finished for census but amount of funds county will supply is unknown. Ads pertaining to census are appearing on Facebook.

- (2) The BoB cancelled the McNaughton Lease, and will not renew in august.
- (3) Annual Report submitted; Hotdog Day application submitted.
- (4) Melanie amended a programming policy - if no one shows up within 15 minutes of a program's scheduled start time, the staff can clean up.
- (5) Activities planned for Montessori kids during break.
- (6) Director's Goals: census, summer reading plans.

#### 4. Old Business:

**New meeting venue:** Allison will ask Lori if our budget can accommodate a \$300 donation (per year) to the SDB Parish House for use of the sitting room.

**Community Meeting:** the Board set the date April 21, at 7pm, for this meeting to discuss future plans for the BoB. The Board decided not to serve food or beverages, and will not supply special notebooks. There will be paper and pencils. Letters of invitations should go out 3 weeks in advance.

#### 5. New Business:

Melanie submitted the Annual Report, dated 10 February 2020. Lana moved to approve, Martha seconded. The report was approved.

Allison will email our Letter to the Community to Board members. It will include a message soliciting contributions.

#### 6. Other:

April 18th is this year's Day of Service. Deb has sent the Bob's request in and hadn't heard back yet. She will meet the crew and coordinate their activities.

#### 7. Next meeting (Wednesday, April 8<sup>th</sup>, 4pm, 2020)

#### 8. Adjournment 4:33.

Respectfully submitted,  
Megan Parry, Secretary