



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Zoom Meeting Monday, March 8<sup>th</sup>, 2021 4:00 PM**

1. Approval of minutes: February 8<sup>th</sup>, 2021
2. Treasurer's Report: February 2021
3. Director's Report: February 2021
4. New Business:
  - Annual Report
  - Village Parking
5. Old Business:
  - Sick Policy
  - Community Survey
6. Other
7. Next meeting (Monday, April 12<sup>th</sup> @ 4:00pm, via Zoom)
8. Adjournment



## February 2021 Director's Report

### Meetings Attended:

- 2/4- Phone Meeting with Brian Hildreth (STLS) Re: Direct Access Plan
- 2/4- Sally Jacoby-Muphy & Alex Andrasik Re: DEI Book Club
- 2/11- Phone Meeting with Elena Pepe-Salutric (ALA) Re: LTC: Small & Rural Communities Grant
- 2/12- STLS Summer Planning Committee
- 2/18- DEI Programming Sub Committee

### Activities/ FYI:

- Annual Report- completed and submitted (yay!!)
  - Recorded programs do not count as programs
    - Section 8A CV10 captures the number of recorded programs offered.
    - These were viewed over 750 times
    - It looks like we did not hold summer reading programs because of this.
  - Curbside only doesn't count as being "open" in section 9 questions 16, 16a, 16b.
  - 2 hours of trustee education is required annually
    - Sexual Harassment does NOT count
    - Brian offers workshops
    - NY Library Webinars
  - Section 8, 8.6 we are not meeting minimum standards right now with our current hours we are open. I propose changing our hours to: Monday/Wednesday 10-5:30; Tuesday/Thursday 12-5:30; Friday 10-4:30 and Sunday 12-4. This would still give us ½ hour to do the daily cleaning and allow us to meet NY State minimum standards.
- Libraries Transforming Communities Focus on Small and Rural Libraries grant submitted. Worked closely with Elena from ALA to get feedback several times before submitting so I am cautiously optimistic.
- RB Digital App is no longer- magazines have been moved to Libby app.
- Summer reading planning going. ReadSquared FREE for NY State Libraries. Website for tracking, also curate reading lists, games, etc. Might try it but give people option of paper registration forms.
- Rima and Melanie attended Metered Parking Info session (3/2) with the Village Board. Several of our patrons have expressed concerns to us. We have presented our concerns to the Board. And will continue to work with them to try to come up with solutions, and provide educational opportunities.



- Only methods of payment accepted are credit/debit card, Google/ Apple Pay, Paypal. Many folks don't have these methods of payment or don't want to use these methods due to privacy concerns.
- There is a toll free number to call so you don't have to use the app.
- There will be two non-metered 15 minute spaces in front of Rogue Carrot. We have proposed 2 non-metered 15 minute spaces on W. University for library patrons. We must present this at the March 9<sup>th</sup> Board Meeting.
- We proposed making an informational sheet to help people. We will work with the Village on this.
- We know the library will be addressing many of the technical support and educational questions when it comes to the app and use. We will be sharing info on social media and website.

**Programming Report**

- Teen subscription kits- 6 teens
- 20 Take & Make Button Snow Men
- True Crime Book Club- 7A
- Feb 16- StarTalk w/ Mary Lu- 6A
- 2/17- Let's Draw Animals- 7C
- 2/26-3/1- Without a Whisper Film Screening-

**Technology Report**

**Statistics-**

	<b>2021</b>	<b>2020</b>
Circulation	<b>705</b>	849
Holds Received	<b>277</b>	244
Holds Filled	<b>263</b>	331
Users Added	<b>2</b>	0
Items Added	<b>42</b>	52
eBooks	<b>125</b>	97
Audiobooks	<b>134</b>	110
ILL	<b>0</b>	0
RB Digital/ Overdrive Magazines	<b>8/5</b>	0

**Goals for March**

- Complete Summer Reading Plans

Respectfully Submitted,  
Melanie A. Miller





## **ALFRED BOX OF BOOKS**

### **BOARD MEETING Zoom Meeting Monday, March 8, 2021 4:00 PM**

**Present:** Allison Snyder, President; Lana Meissner, Vice President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Sam Frechette, Maria Rhone, Mechele Romanchock, Deb Stephens.

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

President Allison Snyder called the meeting to order at 4:10.

1. Approval of Minutes of February 8, 2021: Les Brill moved to approve the February Minutes, Lana Meissner seconded, and the Minutes were approved.

2. Treasurer's Report: February 2021.

Treasurer Les Brill had not received financial info from our bookkeeper, so he had nothing to share with the Board. Melanie Miller reported that purchases on Amazon still default to the debit card, but that practice should end soon. Allison will talk to Lori the bookkeeper about producing a financial report. The Treasurer's Report was tabled until the April meeting.

3. Director's Report: February 2021.

Melanie completed and submitted her painstakingly prepared Annual Report. She noted that it revealed a 47% decrease in book media circulation, but a 76% increase in electronic circulation - a reflection of the Covid Year. The Summer Reading Program attracted 750 viewers of its pre-recorded offerings.

Two hours of Trustee education must be enjoyed annually. Melanie will send Brian Hildreth's schedule of March workshops to the Board, who can also take advantage of NY Library webinars to fulfill this requirement.

Melanie has added an additional two hours per week to bring Bob hours up to the minimum standard of 35. The new schedule starts Monday, March 15th. Les moved to approve the new hours proposal, Deb Stephens seconded and the proposal was approved.



Pat Crandall moved to approve the Annual Report, Allison seconded, and the report was approved.

Melanie submitted a new Libraries Transforming Communities grant after conferring with Elena from the American Library Association. Melanie is "cautiously optimistic!"

4. Village Parking, a lengthy discussion. Melanie and Rima attended the Alfred Village Board's Metered Parking info session on March 2. For a myriad of reasons, the new Village parking system would create hardships for the library, and for many patrons without appropriate devices or tech no-how. Library computer-users face rather exorbitant parking fees, as well. Melanie and Rima will attend the next meeting on March 9 to ask for two unmetered spaces on West University for library patrons. The Board discussed possible use of nearby parking lots, which would allow for longer visitor parking periods. The Trustees noted that preparing a resume, and other computer-related tasks, can take much longer than 15 minutes, the time allotted to visitors to the Rogue Carrot.

Old Business:

Allison moved to approve the Sick-leave Policy, Deb seconded, and the policy received official approval by the Board.

Community Survey. The latest version met with strong approval. Melanie will shorten a sentence on Page 5 to "Please rate the following in terms of importance," removing "to a *potential* new library building." She will add a question suggested by Pat, "Do you think the current space is adequate to provide the services you require?" The Board is eager to survey students before the semester ends; Melanie will talk to a contact at Alfred State about implementing this, and Mechele Romanchock will do the same at AU. The community can be polled later, but before August, to be included in the BoB Long-range Plan.

New Trustee to replace Lana Meissner. Allison reported that someone is considering becoming a Trustee; she has a list of names to resort to, if needed.

New Officers: Pat moved that Deb Stephens replace out-going Lana Meissner as Vice-President, Allison seconded, and the appointment was approved. Maria Rhone graciously volunteered to replace your humble narrator as Secretary. Allison moved to approve the appointment, Megan Parry seconded, and the motion was approved.

Next meeting: Monday April 12, at 4pm, via Zoom.

Allison adjourned the meeting at 5:15pm.

Respectfully submitted, Megan Parry, secretary.