



ALFRED BOX OF BOOKS
AGENDA BOARD MEETING
Zoom Meeting
Tuesday, September 15, 2020
9:30 AM

1. Approval of minutes: August 11, 2020
2. Treasurer's Report: August 2020
3. Director's Report: August 2020
4. Old Business:
 - Re-opening and REALM (Re-opening Archives, Museums and Libraries) study results
5. New Business:
 - Investment Opportunities, Lesley Brill
6. Other
7. Next meeting (Monday, October 5th or Tuesday, October 13th @ 4:00pm)
8. Adjournment



August Director's Report

Meetings Attended:

8/4- Keturah re: Census
8/12- STLS Services to Homeschool Families
8/19- OJ Shepard & Desmond Davis re: Race Conversation grant
8/19- Age Friendly Allegany County
8/19- Brian Hildreth re: Long Range Planning and Community Survey
8/31- Sheryl Faye re: Program for September

Activities/ FYI:

- Website updates (weekly)
- Brodart/McNaughton book lease- sending back 70 books; invoice for 443 @\$1.50/ title.
 - Look into Baker and Taylor for audiobooks
 - Brodart point plan vs. Baker and Taylor
- Submitted 2020 COSAC Grant for project called: Critical Conversations Talking to Kids about Race. I am working with OJ Shepard and Desmond Diamond from Alfred State on this project.
 - Goal to have 3 virtual storytime type programs
 - Parents/kids can submit questions about race and conversations surrounding race via Google form. Answered live during storytime.
 - Take and Make craft on theme with weekly lesson for the week.
 - Reading and Discussion LIVE of books.
- Summer reading finished. Couple of takeaways: 1.) Will do an online registration next year! We definitely reached more people and a different audience with online registration. 2.) Maybe keep some components virtual (videos). For people who can't make it to the library for in-person sessions, video options are an option.
- Long Range Plan- expires in 2021. That means we need to start the work of strategic planning NOW! 😊 Coincidentally, I am also working on one of my final classes for my Leadership Certificate from the Library Juice Academy in Strategic Planning. Unfortunately, this might mean paper surveys in curbside bags. BUT, we did get a good response from our curbside survey. Pair this with our community survey.
- Way back in the winter we were awarded funds from Humanities NY for a Reading and Discussion Grant and a Vision Grant. These awards were for focusing on Women's Suffrage. We will move forward with the Vision grant portion by hosting our Susan B. Anthony reenactor on September 24 virtually. Meet with Sarah Cote 9/10 to focus on the R&D side of the grant.
- Statistics from STLS Re: Circulation is down about 56% system-wide from last year.

- In Alfred specifically between June 29-August 16 our circulation is down 41%
- Holds received from other libraries are down 60%
- Holds provided to other libraries are down 57%
 - Circulation as a whole is down 59% among Allegany County libraries
 - Holds received are down 71%
 - And holds provided are down 69%

Programming Report

- Introducing Take & Make programs in September (Craft programs)
- Regular program planning routine
- Storytime will be moving to Tuesdays at 10:00am

Technology Report

Statistics-

	2020	2019
Circulation	631	1255
Holds Received	162	218
Holds Filled	290	325
Users Added	1*	4
Items Added	94	194
eBooks	111	76
Audiobooks	117	76
ILL	n/a	4
Freegal Downloads	n/a	21
Freegal Streamed	n/a	93
RB Digital	4	4

*There may be an error with this report.

Goals for September

- Program planning
- Storytime routine

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS LIBRARY
BOARD MEETING

Minutes for Tuesday, September 15th 2020, 4:00 PM
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: 4:01pm

1. Approval of August 11, 2020 Minutes. Lana Meissner moved approval and Martha Lash seconded. Minutes were approved.
2. Treasurer's Report: Treasurer Lesley Brill emailed the board a copy of his modified report, the board was incredibly pleased with its simplicity. He had not received the September report from the bookkeeper, August's financials will be tabled until October.
3. Director's Report:
 - a. Going to discontinue lease with Brodart/McNaughton, not cost effective to continue the lease.
 - b. STLS sent out statistics, system wide circulation is down 56%. Alfred is down just 41%.
 - c. The users added column in the monthly statistics is incorrect. STLS is trying to run a report to accurately depict those numbers for the BOB.
 - d. The Long Range Plan needs to be updated by the end of 2021. Melanie will draft questions that will be asked of the community through targeted mailing, face to face interviews and put in curbside pick ups.
 - e. The lack of being able to continue with a Community Meeting was brought up, Brain suggested that those questions be clumped into the Long Range Plan questions. Having a meeting or recording for the community was mentioned as a way to get Melanie's Power Point Presentation out.

4. Old Business:

a. Re-opening Plans:

- i. Patrons will have the opportunity to browse the library's collection through appointment only. Each browsing appointment is 30 minutes. Appointments for computers will continue at 1 hour.
- ii. REALM (Re-opening Archives, Libraries and Museums) study suggested longer quarantine for library materials. STLS, released their own suggestions, with a 96 hour quarantine recommendation. Melanie has decided to stick with STLS suggestions, to make circulation easier for patrons. We are keeping eye of studies for more information.

5. New Business:

- a. A motion was made to give Lesley Brill the opportunity to research, suggest and propose investing opportunities to the Board. Deb Stephens moved approval. Martha Lash seconded. No objections.

Next meeting: Tuesday, October 13th @ 4:00pm (on Zoom)

Adjournment – 4:51pm

Minutes reported by Allison Snyder (Megan – broken wrist)

*Due to computer, internet and audio issues, this report was written to follow the agenda, not in the order of events of that meeting.