



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Monday, February 15<sup>th</sup> 2022 4:00 PM**

1. Approval of Minutes: December 12<sup>th</sup>, 2021
2. Treasurer's Report: December 2021 and January 2022
3. Director's Report: December 2021 and January 2022
4. New Business:
  - Officer Election
  - Disaster Policy/Bed Bug
  - Collection Development Policy
  - Reconsideration of Library Materials
  - Annual Report
5. . Old Business:
  - Budget Proposal Letter
6. Other
7. Next meeting (Monday, March 14<sup>th</sup> @ 4:00pm via Zoom)
8. Adjournment



**December 2021  
Director's Report**

**Meetings Attended:**

N/A

**Activities/ FYI:**

- Submitted American Library Association American Rescue Plan Humanities Grant. This grant is for \$10,000 to focus on humanities initiatives. Our project will focus on items we heard from our focus group- bringing people together, getting to know one another, and supporting children and families. Programming will include One Voice/ One Community reading and discussion programs in conjunction with Alfred State and AU libraries; Human Library program in conjunction with both Alfred State and AU, a kids book club to bring together families, support for summer reading, and tech support.
  - We received letters of support from Alfred Montessori, Mechele Romanchock, Director of AU Libraries, Rob Foster, Associate Librarian at Hinkle Memorial Library, Corey Fectau, Assistant Dean Alfred University, and Nikkie Herman, Chief Diversity Office and Title IX Coordinator Alfred State.
- Completed DEI Library System-wide newsletter.
- Preparing for Storytime at Home. Making kits to include scarves, instruments (bells, shakers, etc) so kids can participate via Zoom.
- All Communities For Immunity Videos were released! Due to being unable to find local guest speakers, worked with the funders to decide how to resolve the grant. They agreed we would use the remaining funds to print posters to be distributed through the five county library system.
- Everyone is up to date on Sexual Harassment!!
- Applied for Arts Council of Wyoming County Grant with Maria Rhone for summer art classes.
- Weeding in non-fiction and picture books

**Programming Report**

- 12/2- Christmas Carol Read Aloud- 0
- 12/7- Star Talk w/ Mary Lu- 3A
- 12/7- True Crime Book Club- 8A
- 12/9- Christmas Carol Read Aloud-0
- 12/16-Christmas Carol Read Aloud- 0

- 12/21- Star Talk with Mary Lu- 5A

**Technology Report**  
**Statistics-**

	<b>2021</b>	<b>2020</b>
Circulation	<b>866</b>	764
Holds Received	<b>269</b>	283
Holds Filled	<b>200</b>	221
Users Added	<b>0*</b>	2
Items Added	<b>38</b>	56
eBooks	<b>75</b>	130
Audiobooks	<b>89</b>	118
ILL	<b>1</b>	0
Magazines	<b>16</b>	0

**Goals for January**

- Program planning January-March
- Begin looking at Summer reading

Respectfully Submitted,  
Melanie A. Miller



## January 2022 Director's Report

### Meetings Attended:

- 1/13- Ron Foster (ASC) & Kevin Adams (AU) via Zoom Kiss the Ground project
- 1/25- Interview with Michael Brantley (ASC Student)
- 1/26- Director's Advisory Council Meeting
- 1/27- Ron Foster & Kevin Adams re: Kiss the Ground Project
- 1/27- Diversity, Equity, and Inclusion Committee

### Activities/ FYI:

- Received word that we were awarded the ALA American Rescue Plan grant for \$10,000. (It will be publicly announced in an ALA press release in February).
- Final reports for Communities for Immunity have been submitted
- Working with Ingram and Lori on invoicing.
- The library has distributed over 600 kn95 masks and roughly 250 COVID-19 test kits supplied by Allegany County.
- Working on Kiss The Ground project with Ron & Kevin- film showing and panel discussion with local farmers.
- Worked with STLS delivery to distribute posters from Community for Immunity project to all 48 libraries.
- Served on the Director's Advisory Council nominating committee to nominate representatives. Will continue to serve as representative for 5,000-10,000 population and as secretary of the DAC.
- Created a Black History Month campaign via social media to focus on individual's contributions to science, humanities, and the arts while avoiding the trauma of Black History Month.
- Tax Cap filing completed.
- Participating in Allegany County wide virtual scavenger hunt for teens. (NYQuest).
- Patrons now have access to Finger Lakes Library System and OWWL (Pioneer Library System) content on Libby.
- We have access to 2 new databases- Job Now and Peterson's Test Prep.

### Programming Report

- ¼- Star Talk w/ Mary Lu- 4A
- True Crime Book Club- 7A
- 1/5- Storytime from Home- 0

- 1/6- Book Journaling-0
- 1/11- Star Talk for Kids- 0
- 1/12- Storytime from Home- 3C 3A
- 1/18- Star Talk with Mary Lu- 6A
- 1/19- Storytime from Home- 2C 2A
- 1/20- Travelogue: Anza Borrego Desert- 1A
- 1/25- Star Talk for Kids- 0

### Technology Report

#### Statistics-

	2022	2020
Circulation	900	
Holds Received	239	
Holds Filled	276	
Users Added	5	
Items Added	78	
eBooks	123	
Audiobooks	96	
ILL	7	
Magazines	14	

#### Goals for February

- Annual Report due 2/28
- Begin working on Summer Reading Plans.

Respectfully Submitted,  
Melanie A. Miller



## **ALFRED BOX OF BOOKS**

### **Meeting Minutes via Zoom Tuesday, February 15<sup>th</sup> 2022**

**Present:** Allison Snyder, President; Megan Parry; Lesley Brill, Treasurer; Sam Frechette; Mechele Romanchock; Debbie Stephens, Vice President; 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 4:00 pm.

- 1. Approval of Minutes from December 12<sup>th</sup>, 2021:** Allison moved to approve the November minutes, Deb seconded. The minutes were approved.
- 2. Treasurer's Report from December 2021 and January 2022:** Les reported that there is not much to report on. We are in good shape at the moment. Pat moved to approve the reports, Megan seconded. The December and January reports were approved.
- 3. Director's Report from December 2021 and January 2022:**
  - a.** Melanie reported that the \$10,000 American Rescue Plan grant was received. This will go towards humanities programs this summer. There will be some collaboration with Alfred State College.
  - b.** Melanie finalized the Communities for Immunity Project.
  - c.** Melanie continues to serve as secretary of the Director's Advisory Council.
  - d.** We have access to two new databases- Job Now and Peterson's Test Prep.
- 4. New Business:**
  - **Officer Election:** All officers wanted to remain in current positions. Les moved to approve all positions remain the same. The board voted. All were in favor.
  - **Disaster Policy:** Changes were made to the Pest Infestation policy, specifically relating to bed bugs. A note was added to the disaster policy in the event of bugs found in materials. This protocol will guide the staff in

handling a potential pest infestation. This will prevent contamination of other materials, especially in transit. Megan moved to approve the new policy and Allison seconded.

- **Collection Development Policy:** Melanie added suggested language (from STLS) to the Reconsideration of Library Materials policy so patrons are able to challenge library materials that are added to the collection. Policies for weeding materials are also in place. Les moved to accept both policies, Deb seconded.
- Megan moved to approve the annual report, Les seconded. Melanie mentioned a change for 2022- both synchronous and asynchronous programming will be included in the report.

**5. Old Business:**

- **Budget Proposal Letter:** Allison submitted the letter this week to the Alfred-Almond Superintendent.

6. The next meeting will be on Tuesday, March 8<sup>th</sup> @ 4:00pm via Zoom.

7. The meeting was adjourned by Allison at 4:24 pm.

Respectfully submitted,

Maria Rhone, Secretary