



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, August 9, 2022 4:00 PM (Parish House)

1. Approval of Minutes: June 14th, 2022
2. Treasurer's Report: June and July 2022
2. Director's Report: June and July 2022
3. Old Business:
 - Training opportunities: August 18th- Online Safe Zone Training, 10 – 1.
- 4 New Business:
 - Policy updates: Circulation, Seed, and Displays/Community Postings Policies
 - STLS Library System Awards and Scholarships – see email for more details.
5. Other
6. Next meeting (Tuesday, September 13th, 2022)
7. Adjournment



**June 2022
Director's Report**

Meetings Attended:

- 6/14- Allegany County Library Meeting
- 6/14- STLS Policy Meeting
- 6/23- Library Director's retreat
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Activities/ FYI:

- Working on updating policies and policy manual. This includes adding new policies and revising old ones. Melanie will send trustees policies for review ahead of board meeting. Melanie has created a Google folder for this so that board members can access the policy manual at any time. <https://drive.google.com/drive/folders/1Q0pT-FRqsZ1EbZZgshrklFh2GGZDDFvC?usp=sharing>
- Working with Alex Andrasik from Penn Yan on DEI empathy-building kits to circulate to member libraries.
- Summer reading flyers created with Alfred and Almond library info provided to Alfred-Almond Central School for distribution.
- Summer reading information and event on the website. Most summer reading programs will also have a virtual component for those who cannot attend in person. The videos and instructions are available on Niche Academy. A limited number of supplies will also be provided in take-and-make form at the library for those who cannot attend in person.
- Claire Volk and Ella Napolitano will be assisting for summer reading. Claire will be gone for most of July, so Ella will be helping when Claire not available. Their pay is part of the American Rescue Plan Humanities Grant.
- Summer reading registrations: 38 children, 3 teens, and 6 adults.
- Community Bank emailed Melanie. The Steuben Trust building is now released for sale. Any purchase offers or other info can be directed to Denise French. The village of Alfred is also interested in this property. Brian has recommended Melanie and Allison meet with the village to discuss.
- Melanie attended the STLS Director' Retreat and led a panel discussion with Brian Hildreth, Nic Gunning (Wellsville), and Pauline Emery (Corning).
- Melanie and Rima were invited to the Lion's picnic where they were awarded the Citizen of the Year award.
- Completed July DEI Newsletter.

Programming Report

- True Crime Book Club- 7A
- Grow Your Own Gardening- 2A
- Grow Your Own Gardening- 2A
- 1972 Flood Presentation- 1A
- Summer reading kick off- 40
- Summer Art Series (Watercolor): 3C 2A
- Kids Classics Book Club 1C, 1A
- Crafternoon: Jellyfish in a Bottle: 10C; 4A
- Storytime- 6/1- 4C; 2A
 - 6/8- 2C; 2A
 - 6/15- 2C; 2A
 - 6/22- 3C; 2A
 - 6/29-0

Technology Report

Statistics-

	2022	2021
Circulation	1035	1015
Holds Received	226	251
Holds Filled	211	267
Users Added	8	1
Items Added	57	71
eBooks	113	118
Audiobooks	80	143
ILL	4	0
Magazines	26	27

*Digital circulation +4 from OWWL (Pioneer Library Sytem) +3 FLLS (Finger Lakes Library System)

Goals for July

- Continue working on policies
- Take Fridays off

Respectfully Submitted,
Melanie A. Miller



**July 2022
Director's Report**

Meetings Attended:

- 7/6- met with librarians from Alfred State/ Alfred University for Humanities grant planning
- 7/20- met with librarians from Alfred State/ Alfred University
- 7/20- Cost Share Committee Meeting
- 7/22- met with Jackie Wilson to answer questions about being a library director
- 7/25- STLS Appalachian Regional Commission Grant intro meeting
- 7/27- Director's Advisory Council Meeting (DAC)

Activities/ FYI:

- Melanie is working on applying for a DEI micro-grant for fall programming to invite Onondaga storyteller, Perry Ground, to the library
- Completed course towards Early Literacy Certificate (Technology, Literacy, & Young Children) Library Juice Academy
- Did a podcast episode about book bans with Alex Andrasik (Penn Yan) and Sally Jacoby-Murphy (Hammondsport) libraries. Conversation about book bans across the country and what they mean for libraries.
- Made contact with all of the libraries I represent on the DAC for input regarding 2023-2025 Digital Cost Share Contributions, and presented this feedback at the DAC
 - To that end, the Directors Advisory Council has agreed not to add Hoopla to digital offerings for this coming cost-share period.
 - We will vote in September about cost-share contributions.
- Appalachian Regional Commission grant was awarded to STLS. This will allow the BoB to upgrade public computing hardware and software. This is a 70% matching grant. There may be funds from the American Recovery Act STLS received to help offset the 30% match. We have until October 31 to make our purchases. We will be upgrading 1 public desktop, 2 public laptops, as well as the Microsoft Office software for them. This is significantly under our initial proposal to STLS.
 - Mel and Rima have also made the decision that we will purchase the equipment ourselves, and get reimbursed from STLS rather than have STLS purchase the equipment. The turnaround time on purchasing from STLS is slower.
- Summer reading was VERY successful! We had 39 children, 10 adults, and 3 teens registered! We did have a cut off for registration this year of July 3. This is an increase over last year when

we only had about 25 total registered. Montessori school age children have been coming to most programs.

- Ian will no longer be working Wednesdays. He will fill in some Sundays until we get new students hired. He has accepted a full-time position at Corning, Inc.

Programming Report

- True Crime Book Club- 3A
- Grow Your Own Gardening- 3A
- Grow Your Own Gardening- 3A
- Grow Your Own Gardening 3A
- Summer Art Series: Drawing Sea Creatures: 12C; 1T; 3A
- Crafternoon: Rainbow Fish Weaving: 8C;4A
- Summer Art Series: Clay Sea Turtle: 14C; 4A
- Crafternoon: Paper Bag Sea Otter- 16C; 5A
- Geocaching 101: 1A
- Summer Art Series: Pastel Coral Reefs: 15C; 4A
- Circus for All: 5C; 3A
- Crafternoons: No-Sew Octopus: 16c; 4A
- Storytime- 7/6- 2A; 2C
7/13- 0
7/20- 2A; 3C
7/26- 4A; 3C

Statistics-

	2022	2021
Circulation	1095	1005
Holds Received	209	234
Holds Filled	194	297
Users Added	11	6
Items Added	53	113
eBooks	117	115
Audiobooks	106	120
ILL	3	6
Magazines		10

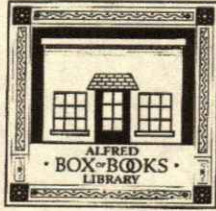
*Digital circulation +X from OWWL (Pioneer Library System) +XFLS (Finger Lakes Library System)

Data not yet available

Goals for August

- Hire student workers from Alfred State & Alfred University
- Finish summer reading with my sanity 😊

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING

**Tuesday, August 9, 2022
4:00 PM**

Present, in person: Allison Snyder, President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall. **Present, via Zoom:** Mechele Romanchock.

Also present: Melanie Miller, Library Director.

Absent: Deb Stephens, Sam Frechette, Amy Powers.

1. **Approval of Minutes**, June 14 2022: Les Brill moved to approve, Pat Crandall seconded; the Minutes were approved.

2. **Treasurer's Report:** Les Brill reported nothing unusual. The Library is "living within its means." He had not received the bookkeeper's report for July; Melanie had it and forwarded it to Les. Pat moved to approve, and Allison seconded. The report was approved.

3. **Director's Report:**

a. Melanie has been meeting with the Directors Advisory Council regarding Digital Cost Share Contributions for 2023-2025. The DAC will vote in September about cost-share contributions, but agreed not to add HOOPLA to digital offerings.

b. STLS received the grant from the Appalachian Regional Commission to upgrade public computing equipment and software. The Grant is 70% matching, but money received by STLS from the American Recovery Act could help to offset the remaining 30%. The Box of Books has until October 31 to finalize purchases, which will include 1 desktop, 2 laptops, and Microsoft software to go with. To speed up the acquisition, Mel and Rima will order the equipment themselves and get reimbursed from slow-ordering STLS.

c. The Summer Reading Program had twice as many participants as it had last year. A great success!

d. Ian, who has worked at the Library for several years, is moving on to a full-time position at Corning. He will fill in on Sundays until new students are hired. Melanie was pleased that both campuses have contacted her regarding Work Study hires.

4. **Old Business:**

Allison will get a list of training opportunities to forward to board members from Brian Hildreth.

5. **New Business:**

The Board approved three Policy updates, which included the following changes:

Circulation: No fees will be charged for book media; when something is lost or damaged beyond 20\$, the Library can suspend borrowing privileges. Any fees can be paid at any library in the system.

Seed: The Library will no longer record the names of users.

Displays/Postings: Space on the bulletin board will favor Library announcements, and then preference will go to local non-profits. Only the Library may remove materials, and it reserves the right to limit size and quantity when necessary.

Allison moved to approve the updates, Les seconded, the updates were approved.

The meeting was adjourned at 4:48pm.

Respectfully submitted, Megan Parry, Secretary

NEXT MEETING: Tuesday, September 13, 2022.