



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, December 13th, 2022 4:00 PM (Parish House)

1. Approval of Minutes: November 8th, 2022
2. Treasurer's Report: November 2022
3. Director's Report: November 2022
4. Old Business
 - a. Policies
5. New Business:
6. Other: Executive Meeting to complete budget
7. . Next meeting (Tuesday, February 7th, 2022, 4pm – Parish House)
8. Adjournment



**November 2022
Director's Report**

Meetings Attended:

- 11/3- NYLA Conference
- 11/4- NYLA Conference
- 11/8- ALA Libraries Transforming Communities Pre application webinar
- 11/8- Met with Pierre Thomas from Niche Academy
- 11/9- ILS Meeting
- 11/17-DEI Meeting
- 11/22- Interview w/ D. O'Kelly
- 11/29- Interview w/ J. Wilson
- 11/29-Interview w/ C. Fesmire
- 12/1- Interview w/ N. Pepe

Activities/ FYI:

- Awarded STEM Tales Grant! This is a \$1,600 grant to provide 4 STEM programs in conjunction with PBS. We have partnered with Alfred Montessori. This is a 2 year grant in which a curriculum and all materials are provided for us.
- Attended several excellent sessions at the NYLA conference, including 1st Amendment Audits, It's Ok to Be Just a Library, Beyond Ramps: Services for People with Disabilities, and So You Want to Start a Podcast.
- Submitted an Arts Council for Wyoming County grant project. This is in conjunction with Dr. Steve Guynup and providing VR projects.
- Met with Niche Academy about increasing patron use of the academies on our website. Usage Stats:

March	April	May	June	July	August	September	October	November
72	35	38	43	42	29	5	5	10

Most viewed lessons: Summer Reading (81), Letter of the Week Storytime (61), Star Talk (40), StarCat Tutorial (15), Libby Tutorial (13).

- Working on Penguin Random House Grant for Small and Rural Libraries. In-kind book donations or \$1,000 for programs or digital materials.
- ALA Libraries Transforming Communities Grant for Accessibility. \$10,000 or \$20,000 grant to improve accessibility. Considering applying for sidewalk improvement, railings, and exit door.
- Considering Mail Chimp for monthly newsletter-inspired by Penny Yan. To help with advertising programs and event. And for the DEI Quarterly newsletter

- Melanie has been nominated for President of the Allegany County Directors Association

Programming Report

- 11/1-True Crime Book Club- 7A
- 11/4- World of Weather- 11 views; 1 participant
- 11/18-World of Weather-6 views; 2 participants
- Storytime- 4 sessions-0
- 11/7- Chair Yoga- 3A
- 11/14- Chair Yoga-3A
- 11/28-Chair Yoga-4A
- 11/9- Rethinking Thanksgiving- 3A
- 11/23- Thanksgiving Thumbprint Craft- 3c; 4A

Statistics-

	2022	2021
Circulation	995	818
Holds Received	244	208
Holds Filled	264	264
Users Added	0	0
Items Added	69	99
eBooks	102	102
Audiobooks	103	85
ILL	1	3
Magazines	33	9

*Digital circulation +10 from OWWL (Pioneer Library System) +0FLLS (Finger Lakes Library System)

Goals for December

- Hire part-time program & circulation assistant

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING

Tuesday, December 13 2022

4:00 PM

Present in Person: Allison Snyder, President; Deb Stephens, Vice-President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Sam Frechette, Kim MacCrae.

Present on Zoom: Mechele Romanchock.

Excused Absence: Amy Powers.

Also present: Melanie Miller, Library Director

1. **Approval of Minutes**, November 8, 2022: Megan Parry moved to approve, Pat Crandall seconded; the Minutes were approved.

2. **Treasurer's Report:** Les Brill noted that expected tax money has not shown up, so the checking account is thin: down to 15k - 17k. Tax funds come through the bank this time, which may be slowing the process. An unusual expense turned out to be related to an unsolved heating problem. However, the library is mostly on budget, and warm. Allison Snyder moved to approve, Deb Stephens seconded and the Treasurer's Report was approved.

3. **Director's Report:**

Melanie Miller interviewed 4 candidates to round out Rima O'Connor's reduced schedule and will probably make an offer to one of them.

The library was awarded the STEM Tales Grant for \$1,600 to fund a two year project with four programs to be shared with the Alfred Montessori School.

As usual, Melanie attended many meetings and the Library ran many programs. Melanie is now **President** of the Allegany County Directors Association.

4. **Old Business:**

The Board reviewed and adopted the Social Media Policy from 2019 and the new, mostly boilerplate, Website Policy with Allison moving to approve and Sam Frechette seconding. Melanie will work on combining the "Wireless Internet Policy" with the "Computer and Internet Use Policy" to create one coherent policy. A sentence in the latter will be changed to read something like "Library staff will perform searches for telephone customers as time allows" instead of "Library staff will not perform reference searches on the internet at the request of telephone customers."

5. Other: Executive Meeting to complete budget

Melanie Miller exited the meeting. Discussion centered on three employees and their compensation: Melanie; Rima, whose schedule is now greatly reduced; and the person who will fill out Rima's schedule. Two points of consideration are (1) how to apportion paid leave and holidays for varying work schedules, and (2) raises. Mechele Romanchock offered to share a formula used by AU for paid days off, and Les will work on a way to assign raises for differing job descriptions and schedules while considering longevity of employment. Allison will ask Brian Hildreth what other libraries are doing. The Board would like a workable arrangement that will make these decisions easier and less contentious than they might be. Allison emphasized that it would be good to figure all this out before January.

The meeting was adjourned at 5:14 pm.

Respectfully submitted, Megan Parry, Secretary

NEXT MEETING: 4pm Tuesday, February 14, 2023 at the SDB Parish House.