



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, November 8th, 2022 4:00 PM (Parish House)

1. Approval of Minutes: October 11th, 2022
2. Treasurer's Report: October 2022
2. Director's Report: October 2022
3. New Business:
 - Budget
 - Update Job Descriptions
4. Other
5. Next meeting (Tuesday, December 13th, 2022, 4pm – Parish House)
6. Adjournment



**October 2022
Director's Report**

Meetings Attended:

- 10/11- Met with Jackie Wilson new director from Almond
- 10/13- Met with Kate Miller (Wellsville) and Cherilyn Wise (Cuba) re: Storytime planning for Dolly Parton Imagination Library
- 10/13- STEM Tales pre-application webinar
- 10/14- Met with Steve Guynup re: Arts Council of Wyoming County (ACWC) grant
- 10/19- Allison, Les, & Lori Bokan re: 2023 budget
- 10/21- American Astronomical Society- Eclipse workshops (3 separate workshops)
- 10/22- AAS Solar Eclipse Workshop (2 separate workshop)
- 10/25- Met with Mary, Director at Alfred Montessori School re: STEM Tales grant partnership
- 10/27- DEI Programming subcommittee meeting
- 10/28- STLS Gather and Grow workshops

Activities/ FYI:

- Completed Equity and Early Literacy Library Juice Academy course
- STEM Tales grant application- opportunity to provide STEM education to families
- Arts Council for Wyoming County final report for Summer Art Series submitted
- Submitted application to STARNet Libraries for eclipse glasses
- ALA Humanities grant final report submitted
- Prepared 2023 budget proposal for finance committee
- Working on 2023 ACWC grant application with partner Steve Guynup, Storytelling with Virtual Reality
- Attended virtually 2-day Solar Eclipse workshops. 2024 total solar eclipse. Preparing for totality.
 - Working on prepping materials and workshop for STLS Libraries in totality
- We were awarded a DEI Mini-Grant from the Coordinated Outreach Services Advisory Council (STLS). We received \$600 which will pay for speaker Perry Ground on November 9, and add more books related to Indigenous peoples to the collection.
- Revised job descriptions

October Statistics:

	2015	2016	2017	2018	2019	2020	2021	222
Patron Visits	8840	6888	9960	8232	8352	1340	3480	5364
Computer Use	571	792	600	648	912	124	180	300

- In-person library visits are steadily increasing from the pandemic
- Computer use is increasing as well, but much slower. We attribute this to 1.) people getting connected to the internet during the pandemic or 2.) people purchasing their own devices during the pandemic.

Programming Report

- 10/4-True Crime Book Club- 10A
- 10/7-Grow Your Own-1 participant; 0 views
- 10/21-Grow Your Own-1 participant; 0 views
- Storytime- 4 sessions; 1A 1C
- 10/27- Sugar Skull Flower Pot- 1C; 1A

Statistics-

	2022	2021
Circulation	1018	
Holds Received	222	
Holds Filled	265	
Users Added		
Items Added	83	
eBooks	104	
Audiobooks	136	
ILL	1	
Magazines	49	

*Digital circulation +13 from OWWL (Pioneer Library System) +4FLLS (Finger Lakes Library System)

Goals for November

- Hire part-time program & circulation assistant

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING

Tuesday, November 8, 2022, 4:00 PM

Present: Allison Snyder, President; Deb Stephens, Vice-President; Sam Frechette, Amy Powers, Kim MacCrea, Pat Crandall. Also present: Melanie Miller, Library Director
Excused Absence: Megan Parry, Lesley Brill, Mechele Romanchuck.

1. Approval of Minutes, October 11, 2022: Pat Crandall moved to approve, and Deb Stephens seconded; the Minutes were approved.
 2. Treasurer's Report: Les was not present for the meeting but sent a report stating that he did not find anything alarming in Lori's reports. The bank account balance was greatly enlarged, indicating that tax money had been delivered on schedule. Allison Snyder moved to approve, Kim MacCrea seconded, and the report was approved.
 3. Director's Report: Melanie attended the 2022 New York Library Association conference in Saratoga Springs and delivered some of the highlights.
 - A new policy will go into effect to protect libraries against 1st Amendment Auditors. This policy will ban videos being taken to protect the library, as we are a limited public forum.
 - Melanie attended an eclipse training by the Virtual American Astronomical Society, preparing for the 2024 solar eclipse, which will take place on April 4. In 2017 the Space Institute gave out eclipse glasses to the Box of Books. Overall, they gave out 2.1 million glasses. Melanie has already applied
 4. New Business: Rima has accepted a new job position, and while she will still work at the Box of Books Mondays and Tuesdays for 12 hours a week, that will leave a void in staffing. Melanie created a job description for a position combining programming and general library desk duties for 24 hours a week. Pat Crandall moved to approve the job descriptions, Sam Frechette seconded, and the job description was approved.
 5. New Business: The Seventh Day Baptist Church kindly is allowing the Box of Books to use a room in the Parish House free of charge for board meetings. Allison will send a thank you note.
- 2024 Budget: Melanie created a Budget spreadsheet proposing a tax levy request for \$140,600, which would bring our budget total to \$142,700. Melanie, Les, and Allison met with Lori to review the numbers

with her, which she approved. Amy Powers moved to approve the budget, Sam Frechette seconded, and the budget was approved.

The meeting was adjourned at 4:58 pm.

Respectfully submitted, Allison Snyder, President

NEXT MEETING: Tuesday, December 13, 2022.