



## **ALFRED BOX OF BOOKS**

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

1. Approval of Minutes: August 9th, 2022
2. Treasurer's Report: August 2022
2. Director's Report: August 2022
3. Old Business:
  - Training opportunities: October 7<sup>th</sup>: STLS Annual Meeting and Social Event (in person), Friday, October 28<sup>th</sup>: Gather and Grow (online, 9 – 3) or a BOB group training.
- 4 New Business:
  - Policy updates: Code of Ethics, Conflict of Interest, Whistleblower & Ethical Behavior, and American Library Association.
  - Conflict of Interest: Signatures needed
5. Other
6. Next meeting (Tuesday, October 11<sup>th</sup>, 2022, 4pm)
7. Adjournment



**August 2022  
Director's Report**

**Meetings Attended:**

- 8/8- Human Library Planning
- 8/17- ILS Meeting
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**Activities/ FYI:**

- Submitted DEI Micro Grant for fall programming and collection development
- Working on Human Library event in collaboration with AU Libraries and Hinkle Library. This includes coordinating with all volunteers, creating marketing materials (flyers/ social media info), and reserving space. This event takes place on September 14 from 5-7pm at Village Hall. Everyone is invited to participate!!! Spread the word!
- Working on community read event, One Book One Alfred. This is also in collaboration with AU and ASC Libraries. This also includes creating marketing materials, reserving space, coordinating with Terra Cotta, writing discussion questions. We will also be working with Alfred-Almond's high school English classes to offer extra credit to students who participate. We have selected the book *Kindred* by Octavia E. Butler. Discussion will take place on October 6 from 5-7pm at Terra Cotta.
- Summer Reading Final Report was submitted to NYS.
  - Participants: Age 0-5: 12; 6-11: 25; Teens: 4; Adults: 12
  - Total books read: Children: 707; Teens: 26; Adults: 41
  - Program Attendance (in-person)

Participant Age	Number of in-person programs	Total Attendance
0-5	8	131
6-11	7	102
12-18	3	10

- Self Directed/ Asynchronous Programming

Age Group	# of Take & Make Activities	Number of Participants	Number of self-directed activities	Number of Participants
0-5				
6-11	9	90	9	114
12-18				

- Pre-recorded programs: 1

# of views in 7 days: 23

- Working on DEI Newsletter. Deadline is end of September. Mel coordinates with DAC DEI Committee for articles, info and creates/designs the newsletter for distribution to STLS member libraries.
- Scheduled several interviews with AU Students for work-study position. Hired Rebecca Weaver who will begin on September 7.
- Weeded Juvenile Fiction. This is one area where I do not feel like our collection is as robust, and I do not actively collect here. I reached out to Cherilyn Wise, Youth Librarian at Cuba Circulating Library, and Kate Miller, Children's Librarian at Wellsville. Subscribed to School Library Journal for help with collection development, children's book reviews. We subscribe to Booklist, but that focuses on all age groups and genres. SLJ will be more focused on children's materials, particularly middle-grade. Using Blue Cloud Analytics to pull reports on this collection, its circulation, and usage to better understand this collection, patron needs, and the direction of this collection.
- Appalachian Regional Commission Grant- purchased 2 laptops that Rima is working on setting up. These are for in-library use for public and staff use. 1 Desktop has also been ordered to replace public computer.

### Programming Report

- True Crime Book Club- 6A
- 8/12 Grow Your Own Gardening- 2 views, 1 participant
- 8/26 Grow Your Own Gardening- 3 views, 1 participant
- Storytime (5 sessions) – 6 C; 3A
- Summer Art Series: Collage: 10C/ 1T/ 3A
- Crafternoon: Starfish: 8C, 2A
- Summer Art Series: Print Making: 14C; 1T; 5A
- Crafternoon: Shark Suncatcher: 16C; 2T; 5A

### Statistics-

	2022	2021
Circulation	1114	1005
Holds Received	272	234
Holds Filled	238	297
Users Added	13	6
Items Added	66	113
eBooks	116	115
Audiobooks	137	120
ILL	5	6
Magazines	13	10

\*Digital circulation +10 from OWWL (Pioneer Library System) +1FLLS (Finger Lakes Library System)

**Goals for September**

- Humanities grant programming (Community Read and Human Library) and finalize this grant. Final report is due in October.
- Fall programming

Respectfully Submitted,  
Melanie A. Miller



## ALFRED BOX OF BOOKS

### BOARD MEETING

Tuesday, September 13, 2022

4:00 PM

**Present:** Allison Snyder, President; Deb Stephens, Vice-President; Lesley Brill, Treasurer; Megan Parry, Secretary; Sam Frechette, Amy Powers.

**Also present:** Melanie Miller, Library Director; Kim MacCrae, Trustee Candidate.

**Absent:** Pat Crandall, Mechele Romanchuck.

1. **Approval of Minutes**, August 9, 2022: Allison Snyder moved to approve, Les Brill seconded; the Minutes were approved.

2. **Treasurer's Report:** Les reported nothing unusual, but warned of a possible increase in utility costs. The Library will receive tax monies in the next two months in two installments. Megan Parry moved to approve, Deb Stephens seconded, and the report was approved.

3. **Director's Report:**

a. Melanie has been working diligently on the upcoming Human Library Event with her collaborators from AU libraries and Hinkle Library. The event takes place September 14th at the Village Hall.

b. Melanie, again in association with AU and ASC Libraries, announced a community reading event called One Book One Alfred. The book in question is KINDRED, by Octavia Butler, and the community discussion will be on October 6th from 5-7 at the Terra Cotta.

c. The Appalachian Regional Commission Grant provided new computer equipment for on site use by public and staff. Rima is currently setting up the equipment.

d. Melanie hired a replacement for the departing Ian. The new work study student will be Rebecca Weaver.

4. **Old Business:**

Allison spoke to Brian Hildreth regarding training opportunities for trustees. No training is necessary until 2023, but they discussed options available before then.

The STLS Annual Meeting and in-person Social event will happen Friday, October 28th.

**5. New Business:**

The Board reviewed and adopted a group of Policy updates; to wit, Code of Ethics, Whistleblower & Ethical Behavior, and American Library Association Library Bill of Rights. The latter update included a new "freedom to view" statement which the board adopted. In addition, the trustees who were present at the meeting reviewed and signed the Conflict of Interest document. Les moved to approve the updates, Allison seconded, the updates were approved. Melanie warned of more of these to come at the next meeting.

**6. Other:**

Our Trustee candidate, Kim MacCrae, agreed to join the board. Allison moved to approve, Sam Frechette seconded, and the motion was approved.

The Library will close for Columbus Day.

The meeting was adjourned at 5:10 pm.

Respectfully submitted, Megan Parry, Secretary

NEXT MEETING: Tuesday, October 11, 2022.