



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Zoom Meeting Monday, December 14, 2020 4:00 PM**

1. Approval of minutes: November 9<sup>th</sup>, 2020
2. Treasurer's Report: November 2020
3. Director's Report: November 2020
4. New Business:
  - Director's Advisory Council -Diversity, Equity and Inclusion Project
  - Term Renewals: Martha Lash and Kelly Williams terms both end January 2021
  - Zoom Meetings
5. Other
6. Next meeting (Monday, February 8<sup>th</sup> @ 4:00pm, via Zoom)
7. Adjournment



**November 2020  
Director's Report**

**Meetings Attended:**

- 11/4- Allegany County Directors Re: Wireless hotspots & Allegany County Area Foundation
- 11/5- NYLA Developing EDI Training for Library Staff
- 11/5- NYLA Social Media for Small Libraries
- 11/6- NYLA When You are the HR Department
- 11/6- NYLA How Libraries Advance Social Justice
- 11/9- Directors Advisory Committee (DAC) DEI Committee
- 11/10- Meet with OJ Shepard/ Kathy Sherman Re: COSAC Program
- 11/17- Meet with OJ Shepard/ Kathy Sherman Re: COSAC Program
- 11/18- Directors Advisory Committee
- 11/19- DAC DEI Committee
- 11/23- Allegany County Library Association meeting Re: Ralph Wilson Grant

**Activities/ FYI:**

- Melanie and Rima attended NYLA virtual conference
  - Social Media with Hootsuite; managing both Instagram and Facebook accounts from Hootsuite to schedule posts. Huge time saver!
  - Account with Blackstone Audio for audiobook purchases. Library packaging and MARC records.
- Melanie has completed her Library Leadership Certificate through Library Juice Academy!!
- Hotspots arrived, cataloged and are now ready to circulate.
- Submitted ALA Libraries Transforming Communities grant with support from Caitlin Brown and Rebecca Weaver Hamm.
- Melanie has committed to another 3 year term as the Director's Advisory Council (DAC) Representative for libraries serving populations of 5,000-14,999. Melanie was nominated and accepted the position of Secretary as well.
- Melanie committed to another term as Vice President of the Allegany County Library Association.
- Submitted our Talking to Kids About Race program to the Public Library Association (PLA) as a possible webinar for March.
  - In addition to the curriculum, we created a manual to make the program easily replicated in other communities.
  - Our goal is to also submit it as a program proposal for NYLA 2021 Conference.

## Programming Report

•

## Technology Report

Two in October (moving images and removing virus on PC; iPad).

One in November (laptop questions)

## Statistics-

	2020	2019
Circulation	601	
Holds Received	245	
Holds Filled	236	
Users Added	3	
Items Added	114	
eBooks	104	
Audiobooks	102	
ILL	0	
Freegal Downloads	n/a	
Freegal Streamed	n/a	
RB Digital	8	

## Goals for January

- Prep for annual report- gather programming stats.
- Work with Sarah Cote on Humanities Grant (received pre-Covid)

Respectfully Submitted,  
Melanie A. Miller



## **ALFRED BOX OF BOOKS**

**BOARD MEETING**  
**Zoom Meeting**  
**Monday, December 14, 2020**  
**4:00 PM**

**Present:** Allison Snyder, President; Lana Meissner, Vice President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Martha ILash, Maria Rhone, Deb Stephens, Kelly Williams.

**Also present:** Melanie Miller, Library Director; Rima O'Connor, Technology Coordinator

1. Approval of Minutes: Lana Meissner moved to approve the November Minutes, Deb Stephens seconded, and the Minutes were approved.

2. Treasurer's Report: November 2020

Treasurer Lesley Brill reported some confusion regarding bookkeeper Lori's accounting: it seemed that only half of the payroll expenditure had been included; however, according to Allison Snyder, the other half was there, but listed under a different category. She added that the reported payroll expenditure does not include benefits. Despite the confusion, Les deems the BoB to be in good shape financially: he hopes for a less puzzling bookkeeper's report next time. Martha Lash moved to approve the Treasurer's Report, Lana seconded, the report was approved.

3. Director's Report: November 2020

Melanie Miller and Rima O'Connor participated in four New York Library Association meetings, plus many others. NYLA topics included "Developing EDI Training for Staff" and "How Libraries Advance Social Justice." In addition, they attended the NYLA Virtual Conference, where presentations included how Hootsuite can manage social media for libraries (Facebook, Instagram, etc.) And what Blackstone Audio can provide to libraries.

Melanie submitted an ALA Libraries Transforming Communities Grant proposal for \$3000, with the backing of Caitlin Brown and Rebecca Weaver Hamm. Results to be announced soon.

Melanie also offered the BoB's own Talking to Kids About Race Program to the Public Library Association as a possible webinar for March 2021. In addition to the curriculum, Melanie and Rima have created a manual to make the program easily replicated. They will submit the same program proposal to the NYLA 2021 Conference.

4. New Business:

- The Directors Advisory Council has initiated a Diversity, Equity and Inclusion Project. Melanie represents the libraries serving our area, besides serving as DAC secretary. Five rotating collections of about 60 books will be shared by five nearby counties and distributed among libraries there. Although support for this project comes from various sources, more funds are needed. Martha suggested that the defunct Friends of the BoB might be able to contribute part or all of its remaining bank account balance.
- Term Renewals: The terms of Martha Lash and Kelly Williams both end in January 2021, and each has decided to leave the Board. A few suggestions for replacements came up, and Allison has "a few ideas." Directors can send more names to Melanie in hopes that some candidates will be ready to attend the February meeting.
- Zoom Meetings: The board will continue with Zoom for the immediate future.

6. Next meeting (Monday, February 8<sup>th</sup> @ 4:00pm, via Zoom)

7. Allison Snyder adjourned the meeting at 4:54pm