



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING

Zoom Meeting

Monday, May 11th, 2020

9:30 AM

1. Approval of minutes: April 6, 2020
2. Treasurer's Report: April 2020
3. Director's Report: April 2020
4. New Business:
 - Patron Policy Updates
5. Other
6. Next meeting (June 8th either 9:30am or 4:00pm)
7. Adjournment



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BOARD MEETING

Monday, May 11 2020

9:30AM

Meeting held via ZOOM teleconference

Present: Allison Snyder, President (for part of the meeting); Lana Meissner, Vice-President; Lesley Brill, Treasurer; Megan Parry, Secretary; Pat Crandall, Martha Lash, Maria Rhone, Deb Stephens, Kelly Williams.

Also Present: Melanie Miller, Library Director

President Allison Snyder had not yet arrived, so Library Director Melanie Miller led the meeting.

Melanie called the meeting to order at 9:37am

1. Approval of April Minutes: Martha Lash moved approval; Pat Crandall seconded and the minutes were approved.

2. Treasurer's Report: Treasurer Lesley Brill reported nothing notable. Following a short discussion, Melanie agreed to approach fellow librarians about their bookkeeping arrangements. Megan Parry moved approval, Lana Meissner seconded, and the treasurer's report was approved.

3. Director's Report: Melanie's report was brief; all board members had received her emailed account of recent activities. In preparation for reopening, the Library has acquired 100 face masks, erected sneeze guards, and stocked up on special cleaning supplies. The Southern Tier Library System would like member libraries to reopen simultaneously; the Box of Books could be delayed since not all libraries are in the same zone set by Governor Cuomo. In addition, libraries are in a late phase (Phase 4) of his reopening plan for the state. Perhaps July.

Melanie and Rima communicate almost every day; they would like to start curbside service. Melanie is preparing a virtual summer reading program, which she will announce soon.

4. Old Business: Melanie proposed adding the following to the existing Library policy:

In order to ensure the safety and well-being of staff, patrons, and the community, during pandemic events:

- All patrons entering the library must adhere to social distancing guidelines- that is a distance of 6 feet between people. The library reserves the right to limit the number of patrons entering the building, and the time allowed inside in order to maintain social distancing protocols.
- All patrons entering the library must wear a face mask if advised by local, state, or federal governments and/or the Library Board of Trustees.
- Anyone who violates social distancing or without face masks will be asked to leave.

Lana moved to approve this addition to the Library policy, Deb Stephens seconded, and the addition was approved.

5. Other: Martha suggested that the Minutes reflect the board's appreciation and enthusiasm for the wonderful job Melanie and Rima O'Connor are doing to ensure that the Library remains active. Lana, who participates in the True Crime book group, praised Melanie for keeping that program thriving.

Melanie updates the Library's virtual programs each week; digital/wifi usage has increased steadily. Patrons can connect from outdoors; the password is on the Library door.

6. The meeting was adjourned at 10:07am.

7. Next meeting: June 8, 2020 (Zoom, 9:30am) or (Parish House, 4:30pm)

Respectfully submitted, Megan Parry, secretary



**May 2020
Director's Report**

Meetings Attended:

- 5/12- Conference Call with STLS regarding reopening
- 5/13- webinar "Maximizing and Measuring Virtual Programming"
- 5/20-ILS Meeting
- 5/21- Conference call with Allegany County Library Directors and STLS to decide reopening date
- 5/28- Conference call with Allegany County Library Directors to prepare press release for reopening and discuss reopening logistics

Activities/ FYI:

- 330 summer reading flyers were distributed to students in grades K-6 via Alfred-Almond!
- Our official reopening date is June 29; staff will report June 22
- Melanie is working on a June 22 training day for staff to go over all policy and procedural updates
- NY Forward Business Safety Plan is completed
- Website has been updated to reflect changes

Programming Report

Technology Report

Statistics-

| | 2020 | 2019 |
|-------------------|------|------|
| Circulation | | |
| Holds Received | | |
| Holds Filled | | |
| Users Added | | |
| Items Added | | |
| eBooks | | |
| Audiobooks | | |
| ILL | | |
| Freegal Downloads | | |
| Freegal Streamed | | |

Goals for June

- Reopen the library successfully
 - Ensure all staff are comfortable with new policies, curbside procedures
 - Communicate new policies and procedures with community clearly and effectively

Respectfully Submitted,
Melanie A. Miller