



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Tuesday, April 11, 2023 4:00 PM (Parish House)**

1. Approval of Minutes: March 14th, 2023
2. Treasurer's Report: March 2023
3. Director's Report March 2023
4. New Business:
  - a. Annual Report – Newsletter approval
5. Old Business
  - a. First Amendment Audit – Policy
6. Other: Miscellaneous updates
7. . Next meeting (Tuesday, May 9th, 4pm – Parish House)
8. Adjournment



## March 2023 Director's Report

### Meetings Attended:

- 3/13- Met with Erika Jenns (STLS Engagement Consultant) re: DEI Newsletter accessibility
- 3/14- Allegany County Directors Meeting
- 3/18- Arts Council for Wyoming County grant awards ceremony (Belmont)
- 3/21: DEI Committee Meeting
- 3/29: Directors Advisory Council (DAC) meeting

### Activities/ FYI:

- Email newsletter audience continues to grow. Since January 1, we are sending to 24 recipients, with an 80% open rate.
- With the Annual Report to the State submitted, worked on annual report for community.
- Melanie will be attending the Twin Tiers Maker Expo on April 22 with Kate Miller (Wellsville), Cherylyn Wise (Cuba), and Keturah Cappadonia (STLS).
- There has been an ongoing issue with the DEI Newsletter. The file size is too big to email a pdf through library system list serves, and sending the Canva link is hard to read. There has been some feedback on that. We decided to pursue Mail Chimp (our monthly email newsletter) or Constant Contact (STLS uses). However, there was no way for the Canva creation to be uploaded into either of these mail systems. Melanie and Erika Jenns worked to find a solution so the newsletter would reach everyone, but also be easy to read. Melanie will continue to compile the articles and information into a Google Doc with related images. Erika will then use Constant Contact to send the emails. This does give us insight into how many people are opening and viewing the newsletter.
- Submitted application for Children's Book Council program. We'd received 300 children's books throughout the year, and then submit reviews of them. We can keep the books if we review them and seek parent feedback.
- We officially accepted the ALA Community Connect Phase 2 grant. This will provide us with 2 more years of hotspot service and 5 laptops that must be available for check out to patrons.
- We received notification that we were selected to participate in Free Comic Book Day on May 6<sup>th</sup>. We will receive free comic books that we can distribute.
- Melanie attended the Arts Council for Wyoming County grant award ceremony. (We received \$600 for a VR Workshop with Steve Guynup.) At that session, it was announced that there was a phase 2 of funding available. We can apply for up to \$5,000 annually, but the grants were due

to ACWC by 3/31. Melanie worked on and submitted 2 grants: 1 for summer music series, and another to host a fiber artist, Jo Staley.

- Melanie worked to book musicians for every Monday through our summer reading program (June 26-August 21). Concerts will take place 5-7pm. In the event of rain, we will move to the Union University Church Center. Terra Cotta has agreed to set up a food stand for the events, because it takes place during dinner time.
- Because of the success with our rug hooking workshop(s), Carlyn shared that her friend Joanne Staley is a fiber artist and would be coming to Alfred in the fall for a visit. If we could apply for a grant, she would be able to hold a workshop at the library.

### Programming Report

- 3/2: Comics, Manga & More: 8C
- 3/7: True Crime Book Club: 6A
- 3/9: Comics, Manga, & More: 8C
- 3/10: Grow Your Own: 1 attendee;
- 3/12: Youth Book Club: 0
- 3/16: Comics, Manga, and More: 8C
- 3/19: Braiding Basics: 3T; 2A
- 3/26: Rug Hooking Meet up: 8A
- 3/30: Comics, Manga and More: 8C
- Storytime: 5 Sessions: (4C; 4A)

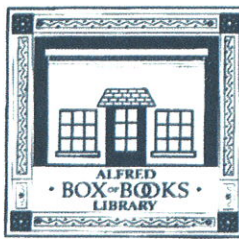
### Statistics-

	2023	2022
Circulation	1,104	
Holds Received	274	236
Holds Filled	268	275
Users Added	2	
Items Added	109	
eBooks	119	125
Audiobooks	128	125
ILL	0	
Magazines		

\*Digital circulation + from OWWL (Pioneer Library System) +OFLLS (Finger Lakes Library System) \*Data not received at time of report

### Goals for May

- Summer Reading Planning
- Annual report mailing



## **ALFRED BOX OF BOOKS**

### **BOARD MEETING**

**Tuesday, April 11, 2023 4:00 PM**

**In Attendance:** Allison Snyder, President; Deb Stephens, Vice-President; Pat Crandall, Treasurer; Megan Parry, Secretary; Sam Frechette, Kim MacCrae, Mechele Romanchock, Carlyn Yanda.

**Excused Absence:** Amy Powers.

**Also present:** Melanie Miller, Library Director.

1. Approval of Minutes, March 14, 2003: Debbie Stephens moved to approve, Pat Crandall seconded, and the Minutes were approved.
2. Treasurer's Report: According to Pat, "Mel and Allison say we're good." Good enough for the Board. Allison moved to approve, Megan Parry seconded and the report was approved.
3. Director's Report: Melanie attended the Arts Council for Wyoming County grant awards ceremony on March 18th and accepted a grant of \$600 for a VR Workshop. Melanie has also rushed to apply for two more grants from the ACWC, one for a summer music series (which she has already planned in advance,) and the other to host a workshop with Jo Staley, a visiting fibre artist.
4. New Business: The Board reviewed Melanie's Annual Report, which will be mailed in newsletter form to all households in the 14802-3 postal codes. The Board approved the report, with few changes. Allison moved to approve, Carlyn Yanda seconded.
5. Old/New Business: Melanie offered and the Board considered several new, revised, and existing library policies. The

Patron Code of Conduct Policy now has an added paragraph clarifying that only consenting library users can be filmed, photographed, or recorded. Melanie expects to receive an official STLS version of the new paragraph, but this one will serve for the present. The pandemic paragraph harking back to 2020 was kept.

The Donations and Memorial Items Policy remains the same, but with one sentence removed (concerning a list that the library no longer has.)

The Board unanimously approved the above policies, along with a new Library Programs Policy, the existing Copyright and Copiers Policy and the Website Policy. Kim MacCrae moved to approve, Mechelle Romanchock seconded and all policies were approved.

6. Next meeting: After some discussion, the Board decided it will probably meet again on Tuesday May 16th, 4 PM.

7. Allison adjourned this meeting at 5pm.

Respectfully submitted,

Megan Parry, Secrétaire