



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, August 15th, 2023 4:00 PM (Parish House)

1. Approval of Minutes: June 13th, 2023
2. Treasurer's Report: June and July 2023
3. Director's Report: June and July 2023
4. Old Business
 - Visitor: Steve Peck from the Ryan Agency – Insurance
5. New Business:
 - Special Collection Policy
 - Update of Library Card Registration Form
6. Other:
7. . Next meeting (Tuesday, September 12th, 4pm – Parish House)
8. Adjournment



June 2023 Director's Report

Meetings Attended:

- 6/9- Spring CE at Corning Community College
- 6/13- Allegany County Directors Meeting (Fillmore)
- 6/16- Meeting with Sloane Comstock-Gage insurance agent regarding our current policy and limitations

Activities/ FYI:

- The library construction project officially finished up on June 21! Everything is “back to normal.” We took this opportunity to re-think the space and make changes in the layout of the shelves. A few noticeable changes are the shifting of Young Adult books into the main portion of the library, freeing up space in the children’s room, and creating holiday bins for our large collection of holiday books.
- Insurance updates: 1.) the insurance requirements outlined in our lease were never added to our policy in 2017; 2.) Sewers and Drains coverage was an additional protection we were able to add to our policy for free effective June 16, 2023; 3.) our contents coverage (books/furniture/technology) is only \$36,000. At \$26.00 per book, contents coverage for books alone would be over \$300,000; 4.) There is another option of adding the “Library Protector” insurance.
 - Melanie emailed Sloane on June 28th for a quote to add the insurances required by the lease, and what increasing our contents coverage would look like. OR what adding the library protector would cost. As of 7/10/2023 we still have not heard back.
 - Melanie has reached out to other STLS Directors for info on their insurance, so that we might be able to make some comparison.
 - The quote we received in 2017 would have doubled our annual premium. We currently pay about \$1,800/ year.
 - Melanie will pursue quotes from other companies.
- We received 5 laptops as part of the ALA Community Connect: Fostering Digital Access grant. These five laptops must be able to be checked out by patrons. Melanie is completing the training for this project. This is a continuation of the Community Connect grant that provided us with five mobile hotspots. Our five hotspots have gone out 104 times. The Fostering Digital Access grant will also provide an additional 2 years of mobile service for the hotspots.
- Summer reading has begun! As of today (7/10) we have 16 adults, 6 teens, and 27 children registered to participate.

Programming Report

- True Crime Book Club- 4A
- Grow Your Own- 2A (3 Sessions)
- Owl Pellet Dissection & Tanglewood: 15C; 1T; 8A
- Monday Music: 10 C; 1T; 10A
- Kindness Crowns (Storytime) - 3C 2A
- Metal Foil Art- 5C; 3A
- Proddy Flower Pin- 2A 2C

Statistics-

	2023	2022
Circulation	839	1035
Holds Received	251	226
Holds Filled	77	211
Users Added	8	8
Items Added	40	57
eBooks	99	113
Audiobooks	112	80
ILL	2	4
Magazines	26	26

*Digital circulation +15 from OWWL (Pioneer Library System) +9FLLS (Finger Lakes Library System)

Goals for July

- To exceed last years and have over 50 participants in summer reading.

Respectfully Submitted,
Melanie A. Miller



July 2023 Director's Report

Meetings Attended:

- 7/13- DEI Programming Committee Meeting
- 7/11- Children's Book Council (CBC) Favorites Orientation
- 7/26- Directors Advisory Council

Activities/ FYI:

- Melanie reached out to the Ryan Agencies insurance for a quote. We have still not heard back from our agent, despite attempts to follow up.
- Received 5 laptops and 5 replacement hotspots from the ALA Community Connect Fostering Digital Access grant. STLS will be migrating their email to Microsoft 365. Each staff member will have a Microsoft account attached to their STLS email. Microsoft makes it difficult to set up laptops without an account. However, because these are public computers, Melanie will work with STLS to get these set up without interfering with the Microsoft migration and/or protecting patron privacy.
- Ingram is now charging \$.55 for MARC records. We currently do not purchase MARC records. However, this will have an impact on the library system as many libraries will see a significant cost increase. STLS has been working with Ingram to come up with a solution, but Ingram has held to its decision. Other library systems are encouraging libraries to consider ordering with Baker and Taylor.
- In June 2024, the state library will discontinue all of the NOVEL NY databases. This will have a huge impact on school and public libraries as these are the only databases we have access to. Due to flat state funding, and increasing expenses, they are making this decision to save money. Brian said library systems and school libraries are advocating by writing to state senators, but has little faith that this will be effective.
- Melanie has been working on updating our website to more accurately reflect services and collections. With the Community Connect grant, we need a laptop lending policy. This inspired me to look at all our lending policies for telescope, hotspots, etc. Worked on creating 1 form/policy for lending these "special collection" items.
 - Also looked at our "library of things"- board games, kits, etc. Working on promoting these items. Circulation stats higher than expected.
 - Adding Ozobots, 3Doodler, digital microscope, Artie 3000 robot, and Merge cube to collection available for check out.

- Children’s Book Council Favorites books have begun to arrive. We will be receiving about 320 juvenile fiction/ non-fiction books. Some of these books we are receiving pre-publication date. Working closely with STLS ILS team to catalog these books, because usually we are not supposed to catalog pre-pub. These books are available for check out. We are asking kids, library staff, and educators to rate the books. We collect the ratings, and report to CBC. In 2024 CBC will release lists of favorites by age groups, genre, and library favorites.

Programming Report

- Storytime (4 Sessions) 31C; 9A
- Kids Yoga 8C; 2A
- Great and Powerful Dave: 13C; 1T; 6A
- Kindness Rocks: 7C; 1A
- Woven reed fish mobile: 10C; 4A
- True Crime Book Club: 6A
- Grow Your Own (2 sessions) 5A
- Ukuladies: 37 total
- Peter O’Connor: 28 total
- Emma Tyme: 32 total
- Anton Flint: 6 total

Statistics-

	2023	2022
Circulation	966	1095
Holds Received	209	209
Holds Filled	249	194
Users Added	2	11
Items Added	87	53
eBooks	134	117
Audiobooks	113	106
ILL	6	3
Magazines	28	

*Digital circulation +14 from OWWL (Pioneer Library System) +7FLLS (Finger Lakes Library System)

Goals for August

- Begin looking at 2024 budget
- Working with Jackie on Fall programming

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING

**Tuesday, August 15, 2023
4:00 PM, at the SDB Parish House**

In Attendance: Allison Snyder, President; Pat Crandall, Treasurer; Megan Parry, Secretary; Amy Powers, Kim MacCrea, Carlyn Yanda

Excused absence: Deb Stephens, Vice-president; Sam Frechette, Mechele Romanchock

Also in Attendance: Melanie Miller, Library Director
Steve Peck, representing the Ryan Insurance Agency

1. Insurance: Steve Peck presented the Library's insurance policy from our current carrier. He recommended adding building coverage, coverage for sewer and drain back-up, executive liability insurance to cover directors and officers, and a \$2,000,000 umbrella policy. The Ryan Agency will submit their proposal on August 18th. The Board will review it and make a decision before the next meeting.

2. Approval of Minutes: June 13, 2023. Pat Crandall moved to approve, Carlyn Yanda seconded, and the Minutes were approved.

3. Treasurer's Report: June and July of 2023. According to Treasurer Pat, finances look good, and "we will not run out of money." Allison Snyder moved to approve, Megan Parry seconded, and the Treasurer's Report was approved.

4. Director's Report, June and July 2023:

Melanie and the Library received an A+ on line from a "1st Amendment" crusader who shot a video in the Library and interacted briefly with Melanie and a patron.

MARC records from Ingram, which have been free, will cost 55 cents each starting in June of 2024. Melanie hopes that Mechele Romanchock might help us decide what to do about this

The Children's Book Council awarded the BoB 350 books. Third through fifth graders are invited to read and rate the books, which they may check out. The BoB is one of a small number of libraries nationwide to be chosen to participate.

Summer Reading ends August 21st.

Alfred University's FestiFall (a sort of autumnal version of Hotdog Day) is coming October 21st. The Bob will participate with games and activities.

5. Special Collections Policy: Melanie consolidated five forms into one streamlined version. Under "Terms and Conditions" she will add that a newly acquired Library card must be 30 days old before a special item may be checked out. On the list of items, laptops will show a cost of replacement, like all the other items.

Allison moved to approve this policy, Amy Powers seconded. The motion carried.

6. Library Card Registration Form: Melanie combined forms for children and adults into one form. She will insert a line somewhere to entice prospective volunteers. Megan moved to approve, Carlyn seconded, and the motion passed.

Allison Snyder adjourned the meeting at 5:20pm.

Next Meeting: September 12, 2023

Respectfully submitted, Megan Parry, Secretary