



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, September 12th, 2023 4:00 PM (Parish House)

1. Approval of Minutes: August 15th, 2023
2. Treasurer's Report: August 2023
3. Director's Report: August 2023
4. Old Business
 - Insurance Policy
5. New Business:
 - Revamp of Friends Group
 - Director Evaluation
6. Other:
7. . Next meeting (Tuesday, October 10th, 4pm – Parish House)
8. Adjournment



August 2023 Director's Report

Meetings Attended:

- 8/4: phone call with Tom Lawrence (STLS IT) to set up laptop computers
- 8/11: Met with Eliza Ordway and Jackie Wilson to discuss FestiFall planning
- 8/17: Met with Jim Ninos
- 8/23: ILS Meeting

Activities/ FYI:

- Set up laptop computers to bypass Microsoft account requirements with Tom Lawrence from STLS. Rima continued the set up with installation of Microsoft Office, connection to printers, etc.
- Set up new hotspots to replace the older ones.
- CBC books have flooded in! Spent a great deal of time this month cataloging and processing these new books. *We added nearly 200 books to the collection (double what we added last month).* 99 of these were Juvenile Fiction titles and 49 were Juvenile Non-Fiction Titles. We are waiting on cataloging from STLS to finish processing about 75 books.
- Summer reading officially finished with 82 total registrants (50 C; 26A; 6T). Over 350 people attended programs, and 1,363 books were read.
- Began working on Director Evaluation policies as well as personnel policies and evaluation procedures.
- Began work on a Wordpress Workshop for small businesses/organizations. There was a need for understanding Wordpress website management. Melanie will provide this workshop
- Worked on spreadsheet for tracking grant funds expenditures.
- Continued updating the website. Ozobots, digital microscope, Artie 3000, 3Doodler were all officially added to the collection and are available for check out.
- Alfred Almond Central School has agreed to participate in the Sora/Libby project. This allows Alfred Almond students to access materials on Libby with their student ID as opposed to a separate library card. (Sora is the public school version of Libby with audiobooks/ebooks, etc.). We will divide any checkouts with Almond library.

Programming Report

<https://docs.google.com/spreadsheets/d/12dgCkmrmAc3-4oCSJ7V-3fijNRydb7CB/edit?usp=sharing&ouid=113888592286099662205&rtpof=true&sd=true>

Statistics-

	2023	2022
Circulation	1018	1114
Holds Received	212	272
Holds Filled	232	238
Users Added	16 (11 cards; 5 digital)	13
Items Added	194	66
eBooks	120	116
Audiobooks	124	137
ILL	7	5
Magazines	19	13

*Digital circulation +10 from OWWL (Pioneer Library System) +7FLLS (Finger Lakes Library System)

Goals for September

- Finalize 2024 budget proposal
- Conduct staff reviews

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS

BOARD MEETING

**Tuesday, September 12, 2023
4:00 PM, at the SDB Parish House**

In Attendance: Allison Snyder, President; Deb Stephens, Vice-President; Megan Parry, Secretary; Sam Frechette; Amy Powers, Mechele Romanchock.

Excused absence: Pat Crandall, Treasurer; Kim McCrea; Carlyn Yanda.

Also in Attendance: Melanie Miller, Library Director.

- 1. Approval of Minutes, August 15, 2023:** Allison Snyder moved to approve, Sam Frechette seconded, and the Minutes were approved.
- 2. Treasurer's Report:** Pat Crandall conveyed to Allison that the Library is in good financial shape, and asked that the report be tabled until the October Meeting. The report was tabled.
- 3. Director's Report:** Melanie Miller recommended possible improvements for next year's Summer Reading Program: that there be two separate days for the two groups that take part, and that the program begin after July 4 and last about 5 weeks. Participation was way up from the previous two years. Melanie discussed the disappointing turn-out for the Outdoor Concert Series. One problem was bad weather, and another might have been that it took place on Monday, the day after the Farmer's Market. The Children's Book Council books have been flooding in: nearly 200 so far. Cataloging and processing these has absorbed a great deal of time, with more to come.
- 4. Old Business:** The Ryan Agency has yet to provide quotes for the Directors' Liability, and Building coverages, but the Library is already insured through them with Erie Insurance.

5. New Business:

Revamp of "Friends." The Friends of the Box of Books used to plan and produce fund-raising activities to benefit the Library; Mechelle Romanchock suggested that the Board look at ways to revive this group. Some ideas: use a membership campaign to solicit participants, approach some people directly who seem likely candidates, and include the option on the library card registration form. Melanie will contact ex-president of Friends Martha Lash to see if she might have some documents/policies we would need. The Board decided not to require prospective members to pay dues.

Director Evaluation: STLS has provided Trustees with copious paperwork to enable the Board to evaluate Melanie (who is flawless.) Allison prefers the Job Description document we already have to the one from STLS, but their sample Evaluation Policy looks useful. Melanie or Allison will send out a tweaked version that the Board can study and vote on at next month's meeting.

which will be on Tuesday, October 10th, at 4pm at the SDB Parish House.

Today's meeting was adjourned at 5:05pm.

Respectfully submitted,
Megan Parry, Secrétaire