



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Tuesday, October 10<sup>th</sup>, 2023 4:00 PM (Parish House)**

1. Approval of Minutes: September 12<sup>th</sup>, 2023
2. Treasurer's Report: August and September 2023
3. Director's Report: September 2023
4. Old Business
  - Director Evaluation
    - Director job description (vote)
    - Director Evaluation Policy (vote)
    - Library Director Evaluation Survey for Trustees (amendments)
    - Library Director Evaluation Form (amendments)
5. New Business:
  - 2024 Budget
  - Tax Cap Vote
  - PTO Policy
6. Other:
7. Next meeting (Tuesday, November 14<sup>th</sup>, 4pm – Parish House)
8. Adjournment



## September 2023 Director's Report

### Meetings Attended:

- 9/7- DEI Work day in Hammondsport
- 9/12- Allegany County Director's Meeting
- 9/12- Mechele Romanchock re: Friends Group
- 9/13- Amie Acton re: how the library can provide outreach at senior luncheon
- 9/14- Carmyn president of ABX re: how sorority can help the library
- 9/20- Eliza & Maggie from Alfred University re: Festifall Planning
- 9/21- Jim Ninos & Meredith Field re: Village acquiring the library
- 9/21- MS365 Using Outlook training for STLS
- 9/22- Nick Allington from STLS re: Email migration
- 9/27- Director's Advisory Council Meeting

### Activities/ FYI:

- All staff have completed trainings for email migration to MS 365. Migration took place on September 30<sup>th</sup>. There are still a few hiccups to work out with the [alfred@stls.org](mailto:alfred@stls.org) account, the scanner, and with getting monthly reports. Help Desk tickets have been created.
- CBC Book Cataloging. We have received over 200 books that needed to be processed.
- Met with Amie Acton to discuss how the library can support and provide outreach to the senior luncheon at the Union University Church Center. As part of our ALA Community Connect grant, we have to provide financial literacy workshops. My idea was to conduct a workshop related to financial scams at the senior luncheon.
- Finished the final grant report for Arts Council of Wyoming County for the concert series programs.
- Began weeding adult fiction. Focused on titles that not only had not circulated in 5 years, but primarily on titles that had fewer than 5 circulations. This will be an ongoing project.
- New marketing for storytime- weekly posts with theme info. Modeled after Wellsville. Hornell posts the entire month of themes. Hopefully this will generate some interest and we can re-build a group at the library.
- Also started creating a ½ page list of monthly programs for the circulation desk to promote programs.
- East Wind Nursery on wreath fundraiser. Lisa was very helpful and provided a lot of great information.
- Work with Liz at Terra Cotta on providing food for Fiber Arts program on October 8.

- Participated in the Day of Service in which students help with community projects. Students cleaned gutters, pulled weeds, installed storm windows and painted the benches outside the library. Thanks to Pat Crandall for being at the library to provide instructions.
- Received 2 boxes of COVID test kits from Allegany County Department of Health.
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**Programming Report**

- True Crime Book Club: 5A
- Storytime: 0
- Visible Mending- 9A
- Storytime: 1A; 1C
- Mushroom Foray: 14A
- Scarecrow Contest: 6 entries

**Technoiogy Report**

**Statistics-**

*Statistics not received. Help Desk ticket submitted.*

	2023	2022
Circulation		
Holds Received		
Holds Filled		
Users Added		
Items Added		
eBooks		
Audiobooks		
ILL		
Magazines		

**Goals for October**

- Finalize budget proposal
- Conduct staff review
- October statistics

Respectfully Submitted,  
Melanie A. Miller

## Patron Complaints- Current Policy

The Alfred Box of Books Library strives to provide a warm, welcoming, and friendly environment to all patrons. However, if a library patron encounters a situation he/she feels needs attention from administration, the patron can submit a formal complaint.

**General Complaints:** Complaints by patrons regarding any facet of library operations can often be handled best by staff as the complaint arises. Complaints made to the staff on duty can often be addressed immediately.

**Chain of Command:** If a complaint or related concerns are not resolved by the staff member on duty, or the complaint is made to a student worker, the complaint should be forwarded to the Library Director. This may require that the statement of the complainant be in writing if the director is not immediately available.

**Appeals:** If the complaint or related concerns are not resolved by the Library Director to the satisfaction of the complainant, the complaint may be appealed to the Board of Trustees.

**Responses:** Whenever a complaint is made directly to the Board of Trustees as a whole or to a Trustee as an individual, the complaint will be referred to the Director for investigation and resolution. The Director, following the investigation, should respond appropriately to the person making the complaint, taking care to respect and protect any confidential aspects. If the complaint pertains to an individual employee, the individual employee involved will be advised of the nature of the complaint and given an opportunity to comment.

**Trustee Neutrality:** In light of each Trustee's fiduciary duties, no Trustee should act as a witness or advocate for any individual or group in any complaints where the Trustee was not personally involved.

Complaints against library materials should follow the "Challenge of Library Materials" policy.

Approved: February 11, 2019

## Patron Complaints- Proposed new policy

While the Alfred Box of Books Library strives to provide the highest level of satisfaction and library services to its patrons, we recognize that occasionally, patrons may wish to raise a complaint pertaining to an issue which interferes with their use and enjoyment of the library.

A library patron initially may choose to raise his or her complaint on an informal, verbal basis with the Library Director. In the event that the patron elects not to do so, or that the complaint proves not susceptible to informal resolution, the patron should request and complete a Patron Complaint Form (see attached). The Library Director will review promptly all completed Complaint Forms, and where appropriate, attempt to resolve the complaint directly.

If the patron is not satisfied with the response provided, and/or if the Director identifies the situation as one in which input from the Board of Trustees is warranted, either or both parties may bring the written complaint to the attention of the Board of Trustees. Patrons desiring to do so may also request an opportunity to address the Board at one of its monthly meetings.

The Board will promptly review all complaints presented to it, provide a verbal and/or written response to the complaint, and take any further remedial action warranted by the particular circumstances. The decision of the Board of Trustees with respect to a formal complaint shall be final.

## Patron Complaint Form

Patron information

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you an Alfred Box of Books Library cardholder? Yes No

If you are not an Alfred Box of Books Library cardholder, please list the name of any public library for which you are a cardholder: \_\_\_\_\_

**Briefly explain the nature of your complaint in the space below.**

To the extent relevant, include in your description: the date and time of day when the incident occurred, the names of library staff or patrons involved and the nature of their involvement, any previous efforts made by you and/or library staff to resolve the complaint, and any other significant information regarding the nature of the complaint.

Patron Signature: \_\_\_\_\_

**We will attempt to resolve your event complaint quickly and fairly.**

This form should be completed promptly and submitted to the Library Staff at the circulation desk.

Revised and Board Approved December 11, 2017

Revised and Approved by Board of Trustees: April 11, 2023

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 that covers the nose and mouth, following CDC guidelines.
- Anyone who violates social distancing or face mask guidelines will be asked to leave.

Revised and Approved by Board of Trustees: May 11, 2020

Revised and Approved by Board of Trustees: Just 14, 2021

# 2024 Budget Proposal

## Income

AACS Tax Levy  
 Community Chest  
 Library Fines/Donations  
 Fax/Copier  
 Library Aid/Grants  
 Fundraising  
 Total Income:

## Expenses

**Payroll**  
 Collection: Books  
 Collection: Other  
 Collection: Subscriptions  
 Collection: Media  
 Collection: Media Other (Video Games)  
**Total: Collections**  
 Facility: Repairs  
 Facility: Cleaning  
**Total Facility:**  
*Insurance:*  
**Utilities:**  
 General: Supplies  
 General: STLS  
 General: Postage/Mailing  
 General: Professional Services  
 General: Professional Development  
**Total General Expense:**  
 Programming: General  
 Programming: Summer Reading  
**Total Programming**  
 Building Fund:  
 Technology  
 Total Expenses:

	2024 2025 draft proposal		
		2% = 2,812	3.50%
	<b>140600</b>	143,412	145,520
	<b>1000</b>	1000	1000
	<b>100</b>	100	100
	<b>1528</b>	1528	1528
	<b>1000</b>	1000	1000
	<b>144228</b>	147,040	149,148
	<b>87000</b>	89,000	90,000
	<b>10000</b>	10,000	10,500
	<b>1000</b>	1,000	1,000
	<b>200</b>	300	300
	<b>1000</b>	800	800
	<b>200</b>	300	300
	<b>12400</b>	12,400	12,900
	<b>4500</b>	4500	4500
	<i>4000</i>	4,000	4,000
	<b>3800</b>	3800	4000
	<b>1600</b>	1600	2000
	<b>9100</b>	9100	9100
	<b>600</b>	600	600
	<b>4400</b>	4400	4400
	<b>2500</b>	2500	2500
	<b>18200</b>	18200	18600
	<b>5500</b>	6,000	6,250
	<b>1500</b>	1,500	1,500
	<b>7000</b>	7,500	7,750
	<b>5000</b>	5000	5000
	<b>2200</b>	2300	2350
	<b>144100</b>	146,700	149,100





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### Review of Past Year's Goals

**Goal #1:** (Example: Library Director will work with community groups to host a series of programs, discussions and events celebrating the community's bicentennial.)

Did the Library Director meet this goal in the past year? Describe your observations.

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**Goal #2:** (Example: Library Director will work with library staff to develop displays and self-directed programs to increase library materials usage.)

Did the Library Director meet this goal in the past year? Describe your observations.

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**Goal #3:** (Example: Library Director will partner with the library board, staff, volunteers and Friends to develop a 3-year strategic plan for the library.)

Did the Library Director meet this goal in the past year? Describe your observations.

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### Assess Knowledge, Skills & Abilities

Please rate the Library Director's performance on the following criteria based on your observations using a scale of 1 – 5.

- 1 - Strongly disagree with statement
- 2 - Disagree with statement
- 3 - Neither agree nor disagree
- 4 - Agree
- 5 - Strongly agree

## Communication

- Director responds to email or phone messages in a timely manner
- Director informs the Board of relevant information in a timely manner
- Director makes themselves available in person when needed

## Management

- Director appears to respectfully and effectively manage staff or volunteers
- Director works with staff to provide good balance of programs & services
- Director handles problems as they arise

## Customer Service

- Director demonstrates friendly interpersonal skills with patrons and staff
- Director handles patron complaints in a diplomatic and just manner
- Director works with Board to develop pro-customer service policy

## Board Meetings

- Director works with the Board President to set agendas
- Director provides relevant information and timely Director Reports
- Director is engaged during meetings and informs Board of best practices

## Budget

- Director proposes realistic library budgets and present them on time
- Director understands budget and financial spending
- Director make Board aware of how services impact the budget

## Facility

- Director works with Board to identify building needs
- Director contacts and meets with appropriate vendors to fix building problems
- Director works with Board to proactively fund building projects

## Programs

- Director works with staff, volunteers and community groups to offer diverse programs
- Director develops new or innovative programs in partnership with staff and volunteers
- Director seeks grant funding to support programs

Technology

- Director stays current on technology needs of community
- Director works with staff to maintain social media pages and website
- Director works with staff to securely use Workflows & STARCat

Collections

- Director develops library collection in line with collection development policy
- Director experiments with new library materials to encourage new users
- Director ensures collection contains reputable content

Training

- Director attends online or in person trainings provided by library system
- Director seeks additional learning opportunities when relevant and available
- Director references professional literature in working with Board

Planning & Policy

- Director works with Board to develop Strategic Plan or report out on goal progress
- Director recommends policy changes and updates Board on outdated policies
- Director works with Board to assess library performance or community needs

Awareness

- Director informs community of library happenings through newsletter or annual report
- Director advocates for local, county or state library funding
- Director meets with community groups to inform of library happenings

**Additional Comments for the Library Board to Consider in this Year's Evaluation**

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# Library Director Job Description

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Alfred Box of Books Library

## Summary of Position

The Director operates in accordance with the policies, goals, and objectives established by the Library Board of Trustees. The Director recommends, designs, implements and evaluates and active program of educational, cultural, and informational services to meet the needs and desires of the community by offering opportunities to learn, enjoy, and experience the world through access to a wide variety of materials, programs, and services.

## Duties

- Provides leadership to further the library's mission.
- Evaluates library services and makes recommendations for improvements.
- Works with elected officials, school officials, other libraries, professionals and community groups to develop programs and resolve problems.
  - Advocates for library funding on state and local levels.
- Updates knowledge and skills through use of current professional materials and participation in professional meetings, seminars, and workshops.
  - Participates on STLS committees and attends STLS workshops to maintain knowledge of current system-wide information and represent the library's needs.
  - Advises and consults with other libraries, professionals, officials and community groups.
- Uses technology to understand patrons needs and develops collection accordingly.
- Directs collection development through selection, acquisition, maintenance, organization and withdrawal of library materials.
- Directs and oversees the development and acquisition of new technology.
- Pursues grant and funding opportunities and administers grant and funding sources to enhance the mission of the library.
- Maintains required records and statistical reports (Annual report, STLS statistics, donations, fines, etc.).
- Files State required documents and reports in timely manner.
- Recruits, hires, trains and supervises staff, work study and volunteers in exemplary public service.
- Evaluates staff performance.
  - Plan, coordinate, implement, and annually review programming for all ages.
  - Supervises maintenance and security of facilities and equipment.
- Works with the Board of Trustees to develop and adopt policies.
  - With the Board of Trustees, develop, implement, and review the library budget.
- Directs and controls budget expenditures and fund allocations.
- Develops and enforces the short and long-range goals of the library.

- Prepares monthly narrative and statistical reports for the Board of Trustees.
- Maintains records for the Board of Trustees.
- Provides staff support for the Board of Trustees as needed.
- Works with the Friends of the Library group for library needs and community representation.
- Communicates with the Board of Trustees regarding fundraising.
- Attends all board meetings.
- Strives for positive community relations by offering friendly service to all users
- Recognizes donors and volunteers in a timely and appropriate fashion.
- Create and distribute reports to the community.
- Promote the library through active participation on social media.

### **Knowledge and Skills**

- Is able to work with a minimum of supervision individually as well as with others and regularly takes personal initiative to execute work responsibilities.
- Works in a pleasant and effective manner with customers, co-workers, other organizations, and agencies. Has good customer service and public relations skills.
- Tact, courtesy and enthusiasm in dealing with members of the public, as well as clarity of expression, both orally and in writing to groups and individuals.
- Ability to train volunteers, plan and coordinate, exercise leadership, and establish effective working relationships with community organizations.
- Ability to use current computer hardware and software and learn new technologies as they become available. Knowledge of computers automated search methods and effectively uses the various information access methods available in contemporary public library with a high degree of proficiency and accuracy.
- Demonstrates a working knowledge of library practices.
- Successfully completes on the job training in library processes and procedures, and basic reference.
- Enjoys reading and using materials commonly found in libraries and helping others of all ages enjoy and use library resources.
- Commitment to community improvement and engagement through public library services.

### **Physical and Mental Effort/ Environment and Working Conditions**

- Assists library customers in their use of the library, performing work which is moderately. physically demanding and administers the library collection wherever materials may be located including obtaining and replacing books from shelving in the stacks.
- Required to reach with hands and arms, may be required to climb, balance, stoop and crouch.
- May occasional lift/move 20lbs.
- IS able to communicate effectively orally, in writing and by listening to individuals and small groups of all ages.

- The work requires the ability to work directly and personally with office computers, associated peripheral equipment, and related library application programs.
- Recurring intellectual effort is required to maintain a current knowledge of library resources, literature, and information resources.
- Ability to deal with volunteers and public in a courteous manner.
- Ability to make decisions of other than a routine nature.
- Ability to travel to attend meetings both inside and outside of the library community.

#### **Minimum Education, Training and Experience**

- A Bachelor's Degree is required. Preference will be given to candidates with training and library experience.
- Library experience is desirable.
- Demonstrates ability to effectively handle public interaction.
- Flexibility to deal with multiple and extra unexpected tasks and patrons simultaneously.
- Ability to learn media/ computer operations
- Experience in computer training with the public for a variety of age groups is desirable.

The Library Director reports to the Library Board of Trustees, is subject to a 6-month probationary period and annual review thereafter based on the expectations outlined in the Library Director Job Description.

## **Director Evaluation Policy**

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### Working Together – Board & Director Responsibilities

The Alfred Box of Books Library Board of Trustees is responsible for selecting, hiring, and regularly evaluating a qualified Library Director.

In addition to this responsibility, the Library Board is charged with working in partnership with the Library Director to:

1. Create and develop the mission of the library
2. Plan and evaluate the library's service program based on community needs
3. Secure adequate funding
4. Exercise fiduciary responsibility
5. Adopt policies regarding library governance
6. Maintain facility needs
7. Promote the library to the community
8. Conduct library business in a legal, ethical, and transparent manner
9. Incorporate practices of diversity, equity, and inclusion to promote a just library

In return, the Library Director is equally accountable for working with the Board of Trustees on all library matters that fall under Library Board responsibilities by developing a healthy institutional culture for staff, volunteers, patrons, and community members to ensure successful public library services. Specific responsibilities are highlighted within the Library Director's Job Description.

### **Process**

The Library Director of the Alfred Box of Books Library shall have their performance and salary evaluated annually, coinciding with the annual budget.

The performance evaluation will be developed by the Board of Trustees based on the following:

- Goals and objectives as mutually established by the Board and Director.
- Execution of duties and responsibilities as described in the Director's Job Description.
- Accomplishment of the library's goals as described in the Strategic Plan.

Assessment for the performance evaluation may utilize the following means:

- Survey of the Library's Board of Trustees
- Analysis of library performance – Annual Statistical Report to the State

Upon completion of the assessment, the Evaluation Committee shall present the written performance evaluation along with any supporting data to the Board for approval. At that time, the Evaluation Committee may recommend salary change to the Board of Trustees.

Considerations for determining salary change may include:

- Overall results of the assessment as summarized in written performance evaluation

- A comparison to other agency leaders or library directors within the region

In the case of a newly hired Library Director, a six-month progress report shall be conducted based on realistic objectives established by the Board of Trustees and the Library Director at the time of hire. The new Library Director will also have a one-year anniversary evaluation. The one-year anniversary objectives are similar to those established at the time of hire.

The Library Director may submit a written reply to the Library Board in the form of a letter that serves as supporting documentation for the review process. The letter can support or disagree with comments shared by the Library Board within the written review.

A written copy of all evaluations furnished by the Board and signed by the Board President and Library Director, along with supporting documents, shall be filed in the Library Director's personnel file and made available to the Board of Trustees or Library Director upon request.

**Adopted by the Alfred Box of Books Library Board of Trustees 10/2/2023**



Library	PTO Policy
Hornell	<p>Part time employees receive 4 paid shifts at the start of the year  Any unused time is bought out at the end of the year  Holidays: paid all holidays the number of hours they would be scheduled</p>
Bath	<p>Start of the year employees receive a lump sum based on the number of hours worked in 1 week.  Employees working 10-19 hours a week received 48 leave hours  Employees working 20+ hours receive 72 leave hours</p> <p>On anniversary of employment, employees receive additional time based on their average weekly work week (i.e. employee works 10 hours a week, receives 10 hours on 1 year anniversary):  1 year anniversary- receive 1 week equivalent  2 year anniversary- receive 2 week equivalent  5 year anniversary- receive 3 week equivalent  15 year anniversary- receive 4 week equivalent</p> <p>30 hours maximum carry over each year.</p> <p>Employees separated in good standing will receive leave time paid out.</p> <p><b>Paid all federal holidays</b>  This model accounts for both hours per week and longevity.</p>
Hammondsport	<p>Receive ½ typical working week at start of year. (i.e. employee works 20 hours a week receives 10 hours at start of year)  After 1 year anniversary, receive 2 weeks PTO (typical weeks; i.e. employee works 20 hours per week receives 40 hours at start of year) in addition to 10 at the start of the year (total pto=50 hours)  1 additional day per year of employment until they reach 6 weeks total (employee works 20 hours week will receive 4 hours each year)  Director receives 4 weeks of PTO plus annual lump sum</p> <p>All employees are paid for holidays that fall on their regularly scheduled workday. (Holidays include new years, mlk, presidents day, memorial day, juneteenth, 4th of July, labor day, columbus day, halloween, veterans day, thanksgiving, christmas eve, christmas, nye)</p> <p>This model accounts for both hours per week and longevity</p>
Wellsville	<p>Full time employees receive 3 weeks PTO upon employment  1 year anniversary: 4 weeks  5 year anniversary: 5 weeks  15 year anniversary: 6 weeks</p>

	<p>Director starts with 4 weeks PTO  5 year anniversary: 5 weeks  10 year anniversary: 6 weeks  15 year anniversary: 7 weeks</p> <p>Paid all federal holidays</p>
Cuba	<p>Holidays: staff are paid for holidays the library is closed if the holiday falls on regularly scheduled workday  Inclement weather: staff paid if they were scheduled to work</p> <p>Vacation pay:  Director: receives 2 weeks PTO; after 4 years employment Director receives 3 weeks PTO  Staff: 1 week (average week);earn additional 4 hours per year of employment  Must be used in the year earned; no carry over</p> <p>Sick pay: 1.25 hour per every 30 hours worked; unused sick time can carry over up to 80 hours  Calculating sick leave seems like a headache! 😊</p>
Watkins Glen	<p>Directors has 15 days</p> <p>Staff receive 3 weeks PTO (typical work weeks) i.e. employee works 20 hours per week, receive 60 hours leave  Director is 40 hours per week</p>
Whitesville	<p>60 hours vacation/personal  40 hours of sick  (unused time rolls over)  7 paid holidays</p>
Fillmore	<p>50 Vacation hours  40 sick hours</p>
STLS Recommendation	<p>Minimum of 2 weeks vacation/personal  40 hours sick  8-12 holidays.</p>

**Anniversary dates**  
**Mel-2015 (9 years)**  
**Rima-2010 (14 years)**  
**Jackie-2023 (1 Year)**

**Hours per week**  
**Mel: 32**  
**Rima: 12**  
**Jackie: 24**

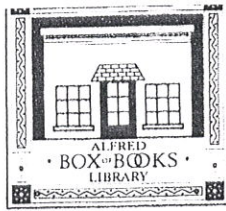
**Current Model:**

"6 days paid time." What is considered a day? One person's regularly scheduled "day" might only be 4 hours, while another's is 8.

This is 48 hours maximum.

**Holidays:**

BoB Closed	Federal Holidays
New Years Day Easter Memorial Day Independence Day Labor Day Thanksgiving Day after Thanksgiving Christmas Eve Christmas Day New Year's Eve	New Years Day MLK day Presidents Day Memorial Day Juneteenth Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Christmas



## ALFRED BOX OF BOOKS

### BOARD MEETING

Tuesday, October 10, 2023

4:00 PM, at the SDB Parish House

**In Attendance:** Allison Snyder, President; Deb Stephens, Vice-President; Pat Crandall, Treasurer; Megan Parry, Secretary; Sam Frechette (on Zoom); Amy Powers, Mechele Romanchock, Carlyn Yanda.

**Absent:** Kim MacCrea.

**Also in Attendance:** Melanie Miller, Library Director.

**In Addition:** Steve Peck from the Ryan Agencies.

1. **Approval of September Minutes:** Deb Stephens moved to approve, Pat Crandall seconded. Minutes were approved.
2. **Treasurer's Report, August and September, 2023:** According to Treasurer Crandall, the library has sufficient funds for the remainder of this year.
3. **Director's Report:** Due to this meeting's unusually complicated agenda, Melanie Miller's report was brief. The East Wind Nursery needs orders for the wreath fundraiser by November 4. She distributed to each board member 5 tickets to sell to friends and neighbors. Melanie also met with representatives from AU for further planning of the Festifall event on October 21.
4. **Steve Peck**, of the Ryan Agencies, informed us that Utica National Insurance has not yet finalized quotes for the Directors' Liability and Building additions to our policy, but he thought that would happen soon. We do have adequate coverage for the time being. Steve left the meeting.
5. **Old Business, Director Evaluation:**
  1. **Director Job Description.** Megan Parry and Carlyn Yanda will edit the Director Job Description, which they think unnecessarily complicated and repetitive. The revised version will be voted on at the November meeting.
  2. **Director Evaluation Policy.** Megan moved to approve, Deb seconded, and the policy was approved.
  3. **Director Evaluation Survey for Trustees.** A committee consisting of Carlyn, Allison, and Deb will generate an evaluation survey, possibly based on the sample forms we have from STLS, to present to the board at the next meeting.

4. **Library Director Evaluation Form.** This form requires the Director to submit three goals for the year ahead to be evaluated by trustees when the year ends. Melanie will propose three goals to be reviewed in 9 months.

5. **New Business:**

1. **2024 Budget.** Allison moved to approve the budget for 2024, Carlyn seconded, and the budget was approved.

2. **Tax Cap.** Pat moved to override the Tax Cap, Mechele Romanchock seconded, and the board voted to override the Tax Cap. See the Resolution below:  
*Whereas, the adoption of the 2024 budget for the Alfred Box of Books Library requires a tax levy increase that exceeds the tax cap imposed by state law as outlined in General Municipal Law Section 3-C adopted in 2011; and*  
*Whereas, General Municipal Law Section 3-c expressly permits the library board to override the tax levy limit by a resolution vote of sixty percent of qualified board members; now therefore be it Resolved, that the Board of Trustees of the Alfred Box of Books Library voted and approved unanimously to exceed the tax levy for 2024 on this day, October 10, 2023.*

3. **PTO Policy.** STLS libraries employ a bewildering array of PTO (Paid Time Off) policies. The BoB Trustees will look through these confusing options to try to determine what would work for us. The board agreed that basing compensation on "hours" makes more sense than on "weeks." Two points to consider are longevity (length of employment) and whether unused hours can "roll over." (A compelling argument against "rolling over," voiced by Mechele, is that employees might come to work sick in order to store up maximum paid time off.) Of the policies we looked at, the one from Wellsville seemed relatively uncomplicated, altho time was expressed in "weeks" instead of "hours." Bookkeeper Lori believes that the BoB can afford 14 6-hour PTO days for everyone. The Board hopes to act on a workable PTO Policy at the November meeting.

7. **Other: Patron Code of Conduct and Complaint Form.**

1. **Code of Conduct.** The Board decided to retain a section added to the Code in 2020 which outlines visitor behavior during pandemic events. Deb suggested amending the second bullet under "Enforcement" to read "For violations. . . not perceived to be threatening, library staff may issue one warning *before excluding the patron.*" Allison moved to approve this version, Pat seconded and the Code was approved.

2. **Patron Complaint Form.** Pat moved to approve the Complaint Form, Deb seconded, and the Form was approved with the proviso that the word "event" be removed from the penultimate sentence at the bottom of the page.

8. **Adjournment.** Allison adjourned the meeting at 5:27.

Respectfully submitted,  
Megan Parry, Secretary.

**Next meeting:** Tuesday, November 14, 4pm, at the Parish House