



ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, December 12th, 2023 4:45 PM (Parish House)

- Approval of Minutes: November 14th, 2023
- Treasurer's Report: November 2023
- Director's Report: November 2023
- Old Business
 - Director Evaluation
 - PTO Policy
- New Business:
 - Payrates for 2024 – Executive Session
- Other:
- Next meeting (Tuesday, February 13th 2024, 4 pm – Parish House)
- Adjournment



November 2023 Director's Report

Meetings Attended:

- 11/3- Met with Mechele Romanchock regarding AU sale of library property
- 11/8- Meeting with Tammy Raub (Alfred University), Allison Snyder, Mechele Romanchock
- 11/8- DEI Programming Committee
- 11/10- Allison and Melanie met with Jim Ninos
- 11/14- Allison and Melanie met with Jeremy (contractor) and Alan Griffin
- 11/15- ILS Meeting

Activities/ FYI:

- Submitted grant to Nora Roberts Foundation and to Allegany Area Foundation to support a community read in collaboration with AU and ASC libraries
- Diversity Audit on new purchases from Ingram for the six-month period of March through September 2023
- Melanie and Jackie dropped off socks collected for Socktober and the Great Give Back at the Genesis House in Olean.
 - Melanie has taken the lead on Great Give Back participation system-wide with Lorie Brown of STLS. Our goal is to increase participation which is currently about 45% of STLS libraries.
- Lucky Day Collection- a few duplicate popular items that will not be holdable. These are only for patrons that come into the library and see the book. They check out for 14 days with no renewals. These are not visible in STARcat to other libraries to fulfill holds.
- Ingram update: Ingram is now willing to negotiate a separate contract with STLS apart from the NYS contract. Our current discount off hardcover books is 46% and the \$.55 charge for MARC records. They are willing to negotiate a contract of a 43% discount and include MARC records. STLS will keep us updated, but this is great progress.
- Leveled Readers- several patrons have asked about early reader books. These were shelved simply alphabetically with picture books. I reached out to Cuba and Wellsville to see how they handled leveled readers. Both libraries have these books separate from picture books. I removed the books from the picture book collection and changed their home location and call numbers. We added spine labels and shelve them separately. This will make it easier for parents/caregivers to find early readers.

- Weeding project- weeded audiobooks, adult fiction and juvenile oversize books. Only weeded items that hadn't circulated in 5 years AND fewer than 10 times. This is to help account for COVID closure. However, space constraints might mean we have to weed these sections more.
- Long range plan updates- a look back on goals we worked on/met in 2023.
- Sexual harassment prevention training updates.
- Pop up library to the senior lunch site continues to be successful. I change it out every 2 weeks and they are eager for new boxes. We collect a survey to get feedback on what they would like included in the box. This has been helpful. Melanie and Nic Gunning (Wellsville) are working to incorporate more Office for the Aging outreach into Allegany county libraries.

Programming Report

- True Crime Book Club: 7A
- Storytime: 16C; 9A (3 SESSIONS)
- Rug Hooking Program: 6A
- Wordpress Workshop- 3A

Technology Report- July-November 2023. Rima assisted 3 patrons.

Statistics-

	2023	2022
Circulation	873	995
Holds Received	196	244
Holds Filled	225	264
Users Added	8	0
Items Added	114	69
eBooks	155	102
Audiobooks	124	103
ILL	1	1
Magazines	114	33

Total checkouts of digital content via Finger Lakes Library System- 7; OWWL- 7

Goals for December

- Clean out the back closet

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, December 12, 2023 4:45 PM

Present: Allison Snyder, President; Deb Stephens, Vice-President; Pat Crandall, Treasurer; Megan Parry, Secretary; Sam Frechette, Amy Powers, Mechele Romanchock, Carlyn Yanda.

Absent, excused: Kim MacCrae.

Also present: Melanie Miller, Library Director.

1. Approval of Minutes, November 14, 2023: Deb Stephens moved to approve the Minutes, Pat Crandall seconded, and the Minutes were approved.

2. Treasurer's Report: The Library's finances are "in great shape," according to Treasurer Crandall. Tax money has come in, and \$8500 was transferred to the Building Account. Allison Snyder moved to approve, Carlyn Yanda seconded, and the Treasurer's Report was approved.

3. Director's Report:

1. Melanie Miller was happy to say that Ingram has now offered STLS an exclusive 43% discount, with a \$.55 charge per MARC record.

2. Following a request for "Leveled Readers," Melanie will create an "Easy Reader" category in order to accommodate patrons looking for age-appropriate books. New spine labels will help to identify these books.

3. New shelves have allowed formerly floor-level books to be repositioned more conveniently.

4. Melanie produced an annotated 10-page Five Year Strategic Plan which expires in 2026. New entries describe plan goals that have already been accomplished.

4. Old Business:

1. Director Evaluation: The Board will discuss Melanie's goals for 2024 at the February meeting.

2. Insurance: The Ryan Agency's estimate for a policy that would cover everything the Library needs came in at \$3128, lower than expected. The Board approved the policy, following a motion from Mechele Romanchock, which was seconded by Deb.

3. PTO (Paid Time Off): Allison will distribute to the Board the formal version of this policy. In brief, it offers Melanie 40 hours of sick days, plus twenty days of PTO (ten days each paid holidays and vacation.) Other employees receive 40 hours of sick days plus 6 days of PTO. Remaining niceties will include what departing employees will get, a carry-over plan, and longevity. Megan Parry moved to approve, Carlyn seconded, and the PTO policy was approved.

5. New Business, executive session:

1. 2024 Pay rates: The Board considered raising everyone's pay by 5%, but finally approved a 7% increase across the board. Allison will notify Melanie, Rima, and Jackie of this. Pat moved to approve, Deb seconded, and the new pay rate was approved.

6. Adjournment: Allison adjourned this meeting at 6:35pm.

Respectfully submitted, Megan Parry, secretary

Next Meeting: Tuesday, February 13, 2024, at 4pm. Parish House.