

ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, January 9th, 2024 4:00 PM (Parish House)

- Approval of Minutes: January 9th, 2023
- Treasurer's Report: December 2023 and January 2024
- Director's Report: January 2024
- Old Business
 - Programming Position
- New Business
 - Director Evaluation 2024
 - Alan Griffin
 - Annual Report
- Other:
- Next meeting (Tuesday, April 9th, 2024, 4 pm – Parish House)
- Adjournment



February 2024 Director's Report

Meetings Attended:

- 2/1- Met with Librarians at Alfred State and Alfred University to coordinate the next Community Read
- 2/5- Attended the Freedom to Read panel discussion at Cuba Circulating Library
- 2/6- Interview Alfred State Student for work study
- 2/8- Met with ALlegany County library directors to coordinate a summer reading hike challenge
- 2/16- Met with Eliza Ordway (Alfred University) to view Susan Howell Hall for a potential program space this spring
- 2/19- Met with Tina F. about a substitute circulation position
- 2/20- Met with Kim Hannigan (Farmer's Market Manager) regarding how the library can support the market and potential collaborations
- 2/21- Met with Bec Cronk from Almond 20th Century Club library on potential collaborations
- 2/28- ILS Meeting

Activities/ FYI:

- Annual report completed and submitted
- Submitted charity application for Hot Dog Day
- Helped a patron with Wordpress
- Completed work on the Calendar Fundraiser for March-April.
- Sent Personnel Policy draft to Brian for review
- Submitted documentation for Amazon Refund. We overpaid about \$800 and will be receiving a refund from Amazon.
- Contracted with storyteller Perry Ground to host his Raven Steals the Sun program ahead of the April eclipse. Mechele Romanchock has agreed to allow us to use the space in the book lounge at Herrick.
- Completed flyers, social media posts, and ordered books for the community read. These were distributed to Herrick/Scholes, Hinkle, Alfred-Almond Central School, Almond Library, and our library.
- Weeded Large Print books and moved them into their own separate section for easier access. This also frees up space in the adult stacks.
- Completed program planning and creation of the quarter 2 program brochure.
- Worked with ThriftBooks to create an account so they would buy some of our discarded books. I was able to send in several books and the library will receive just over \$16. There are no

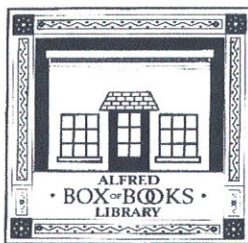
	2024	2023
Circulation	820	954
Holds Received	206	240
Holds Filled	270	290
Users Added	4	3
Items Added	81	80
eBooks	216	97
Audiobooks	98	120
ILL	3	1
Magazines	110	

*Digital circulation +6 from OWWL (Pioneer Library System) +11 FLLS (Finger Lakes Library System) t

Goals for March

- Finalize Quarter 3 program planning
- Submit an RFP to several architects
- Finalize a Personnel Policy for submission to the Board of Trustees

Respectfully Submitted,
Melanie A. Miller



ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, February 27th, 2024

Present in Person: Allison Snyder, President; Pat Crandall, Treasurer; Megan Parry, Secretary; Sam Frechette, Carlyn Yanda.

Present on Zoom: Deb Stephens, Vice-President; Mechele Romanchock.

Absent: Kim MacCrae, Amy Powers (excused.)

Also present: Melanie Miller, Library Director.

1. Approval of Minutes, January, 2024: Pat Crandall moved to approve the Minutes, Allison Snyder seconded, and the Minutes were approved.

2. Treasurer's Report: According to Pat, the Library is operating on budget with a bank balance of \$31,000. The sum of \$9977, left over from 2023, will move to the "Building" savings account.

3. Director's Report:

Director Melanie Miller is planning a STEM Tales Program with the Director of the Alfred Montessori School. She has also submitted an Arts Council for Wyoming County grant proposal to host the Caledonia Bagpipe Band on Hot Dog Day. Another grant from the ACWC would fund a punch needle workshop in October. Melanie learned recently that both grants have been approved.

The Village of Alfred is soliciting proposals for funding from the Empire Grant it received some years ago, so Melanie has applied for funds to revitalize the landscaping/furnishings in front of the Library.

The Library, in conjunction with Alfred Montessori, is implementing their 2022 National Science Foundation/PBS Grant. The first of four sessions has already taken place.

4. Old Business:

The Library is looking to hire a Circulation Assistant. Melanie will post a "Circulation Assistant Job Description" to attract applications. In the meantime, Tina Frechette is receiving training for the position and will fill in until a hire is made.

5. New Business:

Director Evaluation 2024: Megan Parry moved to approve the new form to be used in September. Carlyn Yanda seconded and the form was approved.

Board Elections were held, with the result that officers will remain in their roles:

Allison Snyder, President

Deb Stephens, Vice President

Pat Crandall, Treasurer

Megan Parry, Secretary

Carlyn moved to approve, Sam Frechette seconded, and the reappointments were approved.

Future Plans: Brian Hildreth is advising on a procedure to evaluate a proposed donation: a property that would considerably enlarge library space while remaining convenient to the downtown. Needed are an existing conditions report, and design solutions for the conversion of this residential property to a library. Melanie has prepared proposals to solicit bids from architects and engineers. Meanwhile, Tammy of AU, with whom Melanie and Allison have met, will assist in renewing the Library's lease on the current property.

Annual Report: Allison moved to approve, Sam seconded, and the report was approved. There were no significant changes from last year's report.

The Library's next newsletter will be sent out in May. Melanie will send her newsletter file to the Board for approval.

6. Other: Carlyn presented an idea from Anne Currier for a sculptural knitting project that would end in a show. Brian Hildreth and Bookkeeper Lori will be asked for advice about allowing the Library to function as a non-profit umbrella for this program.

7. Adjournment: Allison adjourned the meeting at 5:00pm.

Respectfully submitted, Megan Parry, secretary

Next Meeting: Tuesday, April 8, 2024, at 4pm. Parish House.