



ALFRED BOX OF BOOKS

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

- Approval of Minutes: December 12th, 2023
- Treasurer's Report: December 2023
- Director's Report: December 2023
- Old Business
 - Village Update
- New Business:
 - Director's 2024 Goals
 - Book Challenge Policies
 - Elections
 - 2025 Tax Proposal
- Other:
- Next meeting (Tuesday, March 12th, 2024, 4 pm – Parish House)
- Adjournment



December 2023 Director's Report

Meetings Attended:

- 12/6- DEI Committee Meeting
- 12/11- Microsoft Teams Training
- 12/11- Cuba Board Meeting
- 12/12- Allegany County Library Association Meeting

Activities/ FYI:

- The month of policies! Worked on personnel policy draft and policies from STLS for book challenges.
- Also started work on a Book Challenge training for BOT and Staff.
- Created a Lucky Day collection for the library. Duplicate copies of popular titles that are not visible in STARCat, so they cannot be placed on hold. These are specifically for our patrons. They only check out for 2 weeks. Watkins Glen and Cuba are also doing this. We haven't decided how long these will stay in "Lucky Day."
- Worked on Calendar Fundraiser idea. (April)
- All Quarter 1 programs are on the website, and folks can now register directly online. Jackie has created a Microsoft Form for each program, so folks can register online, or still call or email the library.
- Wreath fundraiser earned about \$700. We did have to purchase some bows and baubles. Liked having it on the day of the Breakfast with Santa event. Will definitely do this again.
- Newsletter has 63 subscribers.
- This was also the month of projects! Specifically de-newing the CBC collection to prep it for integration with the Juvenile Stacks and cataloging/processing a huge Ingram order that was delayed several weeks.
- On January 25, Melanie will present a workshop on the April 2024 eclipse for the library system via Teams.

Programming Report

- True Crime Book Club: 8A
- Storytime: 8C; 8A (3 SESSIONS)
- Wreath Making: 45 sold
- Woolly Wreath Program: 12A
- Hair Tinsel: 3C

- 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, January 9th, 2024

Present: Allison Snyder, President; Deb Stephens, Vice-President; Pat Crandall, Treasurer; Megan Parry, Secretary; Kim MacCrae, Carlyn Yanda, all in person. Mechele Romanchock on Zoom.

Absent: Sam Frechette, Amy Powers.

Also present: Melanie Miller, Library Director.

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

2. Treasurer's Report: The report was tabled for the March meeting, when the end-of-year report will be available.

3. Director's Report:

1. Director Melanie Miller is preparing a January 25th workshop on the solar eclipse of April 2024 for the library system. It will be accessible through Teams and will provide a training opportunity for board members.

2. She will meet with a new director of the Almond Library, Beck Cronk.

3. Melanie is in conversation with other library directors about a possible hiking event for Allegany County towns. The program would highlight a chosen walk for each town, with hikers

gathering afterwards at their local library for a snack or lunch. The hikes could be jointly planned and managed by the libraries and the towns/villages associated with them.

4. Old Business:

1. The Village Update will be moved to the March agenda because there was nothing new to report in January.

5. New Business:

1. Director's 2024 Goals. Melanie presented five major goals for 2024 with three priorities:

Create personnel files and policies. This task has been completed vis à vis staff, but Melanie will also create files for trustees to keep track of training and education. In addition, she will work with the board to produce a personnel policy to meet the needs of the library staff.

Re-establish the Friends of the Library group. Melanie shared some promising strategies to get this going. A discussion ensued regarding the function of such a group: would they be helpers on hand to pitch in on projects, or something more formal, perhaps with 501(c)3 designation to handle fund-raising on their own? The board seemed to agree that the former would be easier to implement. The idea of running a bookstore came up; some Friends groups are doing this.

Create a staff and board training model to prepare for book challenges. Several nearby libraries have experienced challenges to items in their collection. Melanie will present a practice session to the board, perhaps at the March meeting, to clue the directors in on handling challenges, reviewing them, and monitoring public comment at board meetings. She will update staff and directors regarding any incidents.

Other Goals, lesser priorities: *Continue building community partnerships, and Conduct collection inventory.*

2. Book Challenge Policies. The board voted to approve a whole slew of book challenge policies, including: Collection Management Policy, Public Comment Policy, Public Communications Policy, and Challenge to Library Materials Policy. It voted to adopt the Request for Reconsideration of Library Materials Form, to be given to those who suggest removal of material from the collection. Allison moved to approve, Carlyn seconded and approval/adoption were unanimous.

3. Elections were tabled to March.

4. 2025 Tax Proposal: minimum wage rates will increase soon, and the Board voted to ask for a 5% tax increase following a motion from Carlyn, and a second from Pat.

6. Other: Melanie has been collecting and hoarding (ahem) duplicate copies of books in the collection. She has devised a fundraiser to take place throughout April; one \$10 ticket would enter the holder into daily drawings of these books. The prizes range in quantity from one adult fiction book to six children's books/graphic novels.

7. Adjournment: Allison adjourned the meeting at 5:15pm.

Respectfully submitted, Megan Parry, secretary

Next Meeting: Tuesday, March 12, 2024, at 4pm. Parish House.