

ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, June 11th, 2024 4:00 PM - Parish House

1. Approval of minutes: May 14th, 2024
2. Treasurer's Report: May 2024
3. Director's Report: May 2024
4. New Business:
 - Bids Update
 - Personal Policy
5. Other
6. Next meeting (August 6th, 2024 at 4:00pm)
7. Adjournment

May 2024
Director's Report

Meetings Attended:

- 5/3- Met with Bec Cronk director of Almond 20th Century Club Library
- 5/13- Meeting organized by STLS & Ready to Learn with PBS Kids
- 5/15- ILS Meeting
- 5/15- Met with Kim H. (Alfred Farmers Market)
- 5/21- DAC Officer's meeting
- 5/22- STARQuest Tour Webinar
- 5/22- STARQuest meeting with Haliagh M. (STLS)
- 5/29- Director's Advisory Council Meeting

Activities/ FYI:

- Weeding of Juvenile Nonfiction and Picture books
- Began inventory May 8th. To-date we have completed Adult Fiction, Adult Non-fiction, audiobooks, YA, Graphic Novels.
 - 54 books have been repaired (spine or hinge repairs)
 - Fixing spine labels, locations (mostly Large Print)
- DEI Programming Committee updates- individually working on program kits to make available to library membership. Melanie has submitted "Neurodiversity" to the committee for review. Creating "Everyday Advocacy" flyers that go out to all libraries in print via delivery. Melanie has contributed two to-date: Body Positivity and Food Insecurity. DEI committee members, including Melanie, will present at the Pioneer (OWWL) library system annual meeting.
- Opened our fiber arts lending library to everyone. Added information to our website about fiber arts lending library.
- STEM Tales grant has finished. 4 programs were implemented in partnership with PBS, National Science Foundation, and Alfred Montessori School. We were asked to participate in a similar program to be implemented in 2026 about Bio-Medical fields. Melanie was asked to submit a letter of support to the National Science Foundation on behalf of PBS for grant funding of this program. The popularity of this program has encouraged Melanie to continue offering monthly STEM-based programs beginning in September.

- Finalizing events for summer reading; updated website, all registration forms, reading logs, event flyers, and schedules of events are created and ready for distribution. All Take and Make kits are created and ready to go for summer.
- Updated website will all board documents, newsletters, etc.
- Book Challenge training for staff to be held June 6th.

Programming Report:

- Perler Bead Magnets: 3C; 5A
- True Crime Book Club: 6A
- Trivia Night: 12A
- Community Charcuterie: 12A
- STEM Tales: 3C; 3A
- Storytime: 11C; 10A (4 sessions)

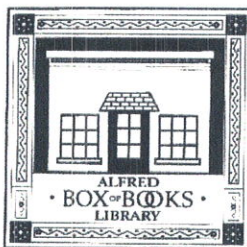
Statistics:

	2024	2023
Circulation	870	
Holds Received	184	
Holds Filled	274	
Users Added	3	
Items Added	119	
eBooks	106	
audiobooks	80	
ILL	0	
Magazines	100	

+ 8 checkouts Pioneer (OWWL) Library System; +3 checkouts FingerLakes Library System

Goals for June:

- Final summer reading prep
- Melanie on vacation June 25-July 8



ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, June 11, 2024

4pm - Parish House

Present: Allison Snyder, President; Deb Stephens, Vice-President; Megan Parry, Secretary; Amy Powers, Mechele Romanchock.

Absent: Kim MacCrae, Sam Frechette, Carlyn Yanda, Pat Crandall

Also present: Melanie Miller, Library Director.

Approval of May 14 Minutes: Deb Stephens moved to approve, Allison Snyder seconded; Minutes were approved.

Treasurer's Report: Tabled, due to Treasurer Pat Crandall's excused absence. Pat would like to resign as Treasurer; Allison invited Board members to consider replacing her. No volunteers as yet.

Director's Report:

1. Melanie Miller is deep into collection inventory. So far, she and Caleb have completed Adult Fiction, Adult Non-Fiction, YA books, graphic novels, and audiobooks. Melanie has repaired the spines and/or hinges of 54 books, and fixed spine labels.
2. The DEI Programming Committee continues work on program kits. Melanie presented her "Neurodiversity" kit to the committee for review. Print flyers will go out to all libraries in the system advertising the kits. The Programming Committee will present at the Pioneer Library System's annual meeting.
3. The STEM Tales grant will provide four programs in partnership with PBS, National Science Foundation, and Alfred Montessori School. Melanie will resume monthly STEM-based programming beginning in September.
4. Summer Reading: for the first time, Alfred Almond said they would not distribute printed flyers advertising the program to students. Mechele Romanchock and Amy Powers, both familiar with school personnel, offered ideas as to whom Melanie could approach about this. Melanie had already planned an August meeting at the school to discuss increased cooperation between library and school, but an earlier meeting addressing the distribution problem would be helpful. Printing costs for the flyers are steep, so there was discussion about splitting the expense with the Almond Library.
5. Book Challenge training for staff took place on June 6th. The success of that meeting has inspired Melanie to institute quarterly staff meetings.

Old Business:

1. **Request for Proposals to evaluate the conversion of the Burdick-Saunders house:** the BoB received three bids, of which the two lower ones looked most promising. Melanie contacted those

companies to set up meetings with them in July. The timing and location of these meetings will be determined when Melanie knows how many people might be attending. The Board discussed inviting Brian Hildreth; Alan Griffin's presence is crucial.

2. **Personnel Policy:** Melanie distributed an 11-page Personnel Policy for the Board to approve. Since it had been reviewed and approved by both Brian Hildreth and the STLS attorney, Allison moved to approve it and Amy Powers seconded the motion. The Policy was approved with the understanding that it is a work in progress subject to periodical review and expected to evolve over time. Mechele suggested that the policy include protections for the employee along with the existing and rather overwhelming litany of do's, don'ts, and consequences. She will share the more balanced policy she uses at AU with Melanie.

Adjournment: Allison adjourned the meeting at 5:25pm.

Respectfully submitted, Megan Parry, secretary.

Next meeting: Normally the next meeting would be in August, but because of scheduling difficulties that month, the Board agreed to meet on July 23, 4pm, Parish House. There will be no meeting in August.