



## **ALFRED BOX OF BOOKS**

### **AGENDA BOARD MEETING Tuesday, November 5<sup>th</sup>, 2024 4:00 PM (Parish House)**

- Approval of Minutes: October 8<sup>th</sup>, 2024
- Treasurer's Report: October 2024
- Director's Report: October 2024
- Old Business:
  - Board in-person training session – November 12<sup>th</sup> at 4pm with Erika Jenns from STLS (2 hours)
  - Director's Goals 2024
- New Business:
  - Patron Code of Conduct
  - Wireless Internet Policy
  - 2026 Budget
  - Tax Cap Vote
- Next meeting (Tuesday, December 10<sup>th</sup> at 4 pm – Parish House)
- Adjournment

**Director's Report**  
**October 2024**

**Meetings Attended:**

- 10/4: Fundraising Committee Meeting
- 11/7: STEM Tales Final Meeting
- 10/10: DEI Programming
- 10/21: Cataloging Advisory Committee/ Library of Things
- 10/29: FLX Gives Webinar
- 10/29: Budget Meeting

**Activities/FYI:**

- Worked on policy updates. Internet and Computer Use and Wireless Internet Policies. Working with STLS to update the splash page of our wireless internet connection to reflect updated policies. Bed bug policy additions to the patron code of conduct. Working with STLS IT on how we disable CIPA search for legitimate research requests.
- Wegmans donation request for Wreath Fundraiser; approved \$150 for refreshments
- DEI Micro Grant from STLS \$500 approved (Wonderbooks)
- Grant from the Wagner Family Fund \$200 approved (Cardboard cutters for STEM programming)
- COSAC Application for Allegany County libraries approved (\$1,000) for promotional items for outreach events
- FLX (Finger Lakes) Gives 2024
  - Registered our library and attended first webinar
  - November 14-November 15; 24 hours of giving
  - Will integrate with website and social media
  - Library scavenger hunt- \$50 for participating; \$50 for patron to choose a nonprofit they'd like to donate to
- DEI Committee updates-
  - Everyday Advocacy- monthly newsletters on an issue with ways to get involved
  - Program kits- 1 live (Body Positivity); 2 under review (Neurodivergence and Empathy); 1 in progress
  - Quarterly Newsletters- set schedule for 2025
  - DEI Discussion Group- invite guest speakers; incentivize libraries for participating

- Melanie working with STLS to ensure the DEI LibGuide up to date for libraries with all newsletters, advocacy flyers, program kits, etc.
- Wreath Fundraiser- tickets and flyers designed and printed; tickets distributed to board members
- Library of Things- increasing number of libraries with items that are not books/magazines/ video, etc. STLS looking for ways to standardize cataloging and increase public access. Updates to our records on item type.

**Programming Report**

- Gilmore Girls Fall Fest: 125
- Storytime: 11c; 5A (3 sessions)
- Dungeons and Dragons: 5A (2 sessions)
- Macrame: 2A
- Reptile Visit: 14C; 9A
- Glowing Orb Hunt: 18C; 7A
- Library Lab: 1A; 2C
- Perry Ground @ Herrick: 35A
- Deana David Visit: 10A
- American Mah Jongg: 17A (4 sessions)
- Chinese Mah Jongg: 15A (5 sessions)

**Statistics:**

	2024	2023
<b>Circulation</b>	<b>885</b>	
<b>Holds Received</b>	<b>162</b>	
<b>Holds Filled</b>	<b>297</b>	
<b>Users Added</b>	<b>7</b>	
<b>Items Added</b>	<b>90</b>	
<b>EBook Check Outs</b>	<b>109</b>	
<b>Audiobook Check outs</b>	<b>114</b>	
<b>Digital Magazines</b>	<b>115</b>	
<b>ILL</b>	<b>2</b>	

+8 OWWL; +2 FLLS

**Director Goals for November:**

- Fundraiser promotion
- Finalize employee evaluations



## ALFRED BOX OF BOOKS BOARD MEETING

Tuesday, November 5, 2024

4pm - Parish House

**Present:** Allison Snyder, President; Deb Stephens, Vice-President; Sam Frechette, Treasurer; Megan Parry, Secretary; Carlyn Yanda.

**Absent:** Kim MacCrae, Pat Crandall, Mechele Romanchock, Amy Powers.

**Also present:** Melanie Miller, Library Director.

**Approval of October Minutes:** Deb Stephens moved to approve, Allison Snyder seconded, and the Minutes were approved.

**Treasurer's Report for September:** Treasurer Sam Frechette reported \$32,000. plus change in the Library account. \$5,000. from a matured CD was recently deposited into the savings account. There will be \$18,000. coming in from the school system; this typically arrives in November or December. Carlyn Yanda moved to approve, Megan Parry seconded, and the Treasurer's Report was approved.

### Director's Report, September, 2024:

1. Director Melanie reported good news regarding grant applications: The DEI Micro Grant from STLS will provide \$500 for Wonderbooks; the Wagner Family Fund Grant will cover tools (cardboard cutters) for STEM projects; the COSAC Application for Allegany County libraries approved \$1,000. towards promoting outreach events. No word yet on the Ralph Wilson Foundation Grant.
2. For the first time, the Box of Books is included in Finger Lakes Gives 2024. For 24 hours, spanning Nov 14-15, on-line visitors can choose an entity they'd like to donate to from a provided list. The BoB will receive \$50 for participating in a Library Scavenger Hunt.
3. The Library will close early on December 5th so that staff and directors can complete the annual sexual harassment training.

### Old Business:

The Board of Directors will have an opportunity to scoop up their annual two hours of (non-sexual) training Tuesday, November 12th. Erika Jenns of STLS will provide the training.

( Note: The scheduled annual discussion of Melanie's Director's Goals was moved to the Executive Session at the end of this meeting.)

**New Business:**

**Patron Code of Conduct Policy:** Melanie had added a new section to this policy regarding a bedbug problem that has erupted in a few libraries in our system. Melanie will now insert additional information about restoring library privileges to those whose returned materials were infested by bedbugs, silverfish, or other destructive insects. Allison moved to approve the policy with the above addition, Deb seconded; approval was unanimous.

**Wireless Internet Policy:** A "filtering" mechanism is installed in all public access computers. Melanie will talk to STLS about temporarily disabling this system when a patron needs to legitimately access a subject that the system deems offensive. Sam moved to approve the policy, Allison seconded, and the policy was approved.

**2026 Budget:** After the Board considered a possible 10% increase for 2026 versus a 13% increase, Allison moved in favor of the 13% increase, Deb seconded, and the motion passed. An important omission from the proposed budget is maintenance/service funding for Alan Griffin's building. Melanie will ask Alan what utilities, grounds care, snow removal, etc, cost him annually. At some point, these costs will presumably be part of the budget.

**Tax Cap Vote:** The board voted to over-ride the tax cap, following a motion to do so from Allison, with Carlyn seconding. The vote was unanimous. Formal Tax Cap language below:

Whereas, the adoption of the 2026 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 2026 on this day, November 5, 2024.

**Executive Session:**

**Two items:** The evaluation of Melanie's Director's Goals for 2024, and raises in 2026 for Melanie and the library staff. Allison distributed Goal Sheets for the directors to fill out and return, either to Allison's folder at the library, or electronically in an email to her. One of Melanie's Goals, establishment of a Friends Group, has been put temporarily to the side because it requires guidance from STLS and more Trustee deliberation. As for salary increases, Allison will check with Bookkeeper Lori about what we're able to do in the way of raises. The Board will vote on this at the December meeting.

**Adjournment:** Allison adjourned the meeting at 5:03pm.

Respectfully submitted, Megan Parry, secretary.

**Next meeting:** Tuesday, December 10th, 2024, 4pm, at the Parish House.