

ALFRED BOX OF BOOKS

AGENDA BOARD MEETING Tuesday, August 19th, 2025 4:00 PM (Parish House)

- Public Comment
- Approval of Minutes: June 10th, 2025
- Treasurer's Report: June and July 2025
- Director's Report: June and July 2025
- New Business:
 - Audit Report – Guest Ed
 - Board Training Session with Brian Hildreth
 - Policies: Circulation
- Old Business
 - Building Updates
- Other
- Next meeting (Tuesday, September 9th, 2025 at 4 pm – Parish House)
- Adjournment

LIBRARY DIRECTOR'S REPORT

June 2025

MEETINGS ATTENDED:

- 6/3- Circulation Committee
- 6/3- Meeting with Alan G.
- 6/4- Haliieg Mikolajczyk (STLS) re: Information Literacy
- 6/5- Ralph Wilson Arts and Culture Cohort Meeting via Zoom
- 6/10- Allegany County Library Association
- 6/12- Ancillary Insurance Session (STLS)
- 6/12- Ancestry.com representative
- 6/13- Public Hearing
- 6/18- Ralph Wilson Arts and Culture Initiative Meeting
- 6/24- Youth Advisory Committee (presented on OneNote)
- 6/26- Arts Council for Wyoming County grant panel

ACTIVITIES/ FYI:

- Sent requested items to Ed Bysiek, auditor. Items included- board minutes from 2024; IRS determination letter, financial policies, mission statement, logo
 - Lori sent balance sheet, profit and loss, trial balance, and general ledger
 - Site visit originally scheduled for 6/23. Rescheduled to 7/8.
- Jasmine Sims has joined the staff to help with summer. She is helping with Sundays and will cover Wednesday afternoons.
- Working on updating the Circulation Policy. Working with STLS to determine circ rules currently in place.
- Reached out to Snow Hill regarding landscaping. In 2024, we were awarded funds from the Village as part of the Empire State grant they received. They will reimburse the cost of landscape upgrades and additional outdoor seating. Met with Snow Hill, waiting for quote.
- Summer reading preparation- website, events calendars, lesson plans, take-and-make kits, instructions, storytime books pulled, ordered prizes
- Volunteered to be a panelist for Round 2 of ACWC grants. Since we did not apply this round, but received funds in Round 1, reviewed current applications. Met via Zoom with panelists to award funding to various artists.
- Ralph Wilson Arts and Culture Initiative grantee workshop- very interesting! Learned a lot. Round 2 funding application opens in August.
- Reached out to Aimee Parry, librarian at Alfred Almond Central School to partner on a Books Unbanned Grant application. Several grants will be awarded, and this was a great opportunity to partner with the school library. Our application includes a poster making contest, Zine making workshop, video project and more!
- Presented at the Youth Advisory Committee meeting on using OneNote for program planning.
- Books Unbanned Grant and Flight Path Grant Submitted.

- Vote Updates-
 - Budget passed 145-10; a 93.5% approval. Previous years averaged 73%.
 - Costs: \$845.86. Invoiced Almond for ½
 - Approximately 30 hours of time

PROGRAMMING:

- Digital Library Office Hours: 0
- Market Sprouts: 50 est.
- Birding w/ Eli Knapp- 12A
- Mushroom Walk- 1A
- Yarn Art- 3C
- True Crime Book Club- 4A
- Storytimes: 2A 2C (4 sessions)
- Dungeons and Dragons: 8A (2 sessions)
- Mah Jongg: 0

Statistics

	2025	2024
Circulation	878	804
Holds Received	191	141
Holds Filled	301	265
Users Added	8	14
Items Added	89	188
EBook Check Outs	119	103
Audiobook Check outs	151	78
Digital Magazines	140	86
ILL	2	0
Digital Services	Use	
Kanopy	59	
Mango Languages	0	
Job Now	0	

LIBRARY DIRECTOR'S REPORT

July 2025

Meetings Attended:

- 7/7- meeting with K. Snyder re: Gilmore Girls Event Planning
- 7/8- Audit site visit w/ E. Bysiek
- 7/15- STLS IT computer installation
- 7/21- NYLA Presentation Prep w/ Nick and Mechele
- 7/22- Meeting with E. Rosales re: Multilingual Storytime
- 7/22- Meeting with Allison and Tammy Raub
- 7/29- Meeting with Casey Barber re: Libraries without Borders Grant
- 7/30- Meeting with Bec Cronk re: library program; Great Give Back

Activities/ FYI:

- Technology Updates
 - New printer and new staff ILS computers installed by STLS IT Staff.
 - Ordered Microsoft licenses for both computers and Rima's laptop
 - Signed phone agreement with STLS for VoiP system as soon as phones arrive.
- Summer Reading Updates:
 - Total Registered: 32 Adults, 9 Teens, 44 Children
 - Over 45 people signed up on kick off day in addition to 12+ listening to music
 - Over 25 people attended Doogie Horner's presentation
 - Estimated 36 people attended Family Day at Alfred Ceramic Art Museum
- Grants
 - Flight Path Grant- submitted 7/10- bird migration and light pollution (Awarded)
 - Books Unbanned Grant- 7/9- Partnered with Aimee Parry, Librarian @ Alfred Almond Central School; will raise awareness of banned books through art
 - Meeting with Casey Barber & Libraries Without Borders Grant- grant to support library-school relationship building. Melanie will attend Back to School Picnic on September 3 for activities and library card sign-ups. Ordered an outreach tablecloth and library stickers. December & May Scholastic Book Fair events. Promote library services, increase accessibility to library via relationship with school
- Building Updates
 - Met with Tammy Raub. Hopes to begin drafting leases this fall. Would like us to consider additional space at current site; if we have drawings she can include additional land in lease agreement.
 - Melanie worked with Ethan Smith at Hunt to create a proposal for a building conditions report of current site with potential floor plans for addition.
- Elizabeth Rosales- Multilingual Storytime program. Successful program at Hornell (will be presenting at NYLA) and hopes to start program here. Melanie will share storytelling tips with their

volunteers. Melanie will work with Elizabeth to purchase additional multilingual books. Melanie is working to explore potential funding to support this program

- STLS Annual Meeting Poster Presentations

Programming

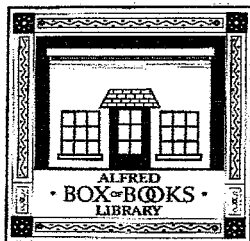
- True Crime Book Club: 7A
- Summer Reading Kick Off- 57 attendees
- Art Book Club: 9A
- Crafternoon: 14C 5A
- Doogie Horner: 25 (total)
- Fun that Pops: 38 (total)
- Color in the Garden: 2A
- Crafternoon: 10C; 4A
- Spoon Rings: 13A 1T
- Crafternoon: 6C 3A
- Petting Zoo: Estimate- 100
- Crafternoon: 3C 2A
- Storytime: 18C 12A (4 Sessions)
- Dungeons and Dragons: 6A (2 Sessions)

Statistics

	2025	2024
Circulation	987	1245
Holds Received	134	234
Holds Filled	326	264
Users Added	4	9
Items Added	85	49
EBook Check Outs		149
Audiobook Check outs		107
Digital Magazines		91
ILL		1

Goals September:

- Finalize Q4 Programming
- Round 2 Application for Ralph Wilson Community Arts Initiative Grant



ALFRED BOX OF BOOKS PRE-MEETING & BOARD MEETING

Tuesday, August 19, 2025

4pm - Parish House

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

Absent: Isaac Mattson.

Also present: Melanie Miller, Library Director; Ed Bysiek, CPA; Brian Hildreth, STLS Executive Director.

Pre-Meeting Item One: Ed Bysiek, of Bysiek CPA PLLC, presented his firm's recent audit of the Library's financial records. His assessment was flatteringly positive; he said he had to "struggle" to come up with a few suggestions about how entries could be improved, suggestions that will be followed. Audits need to take place on a regular schedule; the next will occur in 5 years, if not before. The Board thanked Ed Bysiek and he left the meeting

Pre-Meeting Item Two: A discussion with Brian Hildreth regarding Alan Griffin's offer of 61 South Main Street and associated topics. Allison Snyder and Melanie Miller revealed that Alan's architects, who undertook the property's recent restoration, confirmed that they had not installed the now-requisite fireproofing, and that they agreed with the findings from Hunt E/A/S. Alan indicated to Melanie and Allison that he will not "gut" the house to install fireproofing. Carlyn Yanda, who also met with Alan, urged that the Board not rule out the use of 61 South Main. She added that Alan talked about leaving all five houses in that neighborhood to the Library in his Will. From there, the discussion ranged broadly. Allison and Melanie met with Tammy Raub from AU, who indicated that the University would renew the lease on the existing BoB property for up to 99 years, with the Library free to expand/improve the building. There was also talk of inviting 3rd year architectural students from Alfred State to devise a plan for the "Sculpture Park" across the street, and asking the Seventh Day Baptist Church for some staff parking in their lot just west of the Parish House. A question arose: would expansion of the current BoB be approved by the NY State Historic Preservation Office (SHPO), who have squelched all previous proposals? The Village's ideas/plans/preferences for the location came up in discussion, too. The Village has expressed interest in making use of the Library building, suggesting that the Library move next door to Crandall Hall. An inspection revealed that Crandall, besides needing massive repairs, would be unsuitable for library use.

Brian offered the following suggestions and advice:

1. Look into a way the Library could buy the existing building and lot from AU instead of leasing. Ownership offers more control than leasing.
2. Alan Griffin's eventually deeding all five of his buildings to the Library could be as problematic as useful.
3. In working with SHPO, Brian has found them to be flexible and accommodating. A proposal from an architectural firm such as Hunt should modify their response.
4. A meeting or meetings involving all interested parties (the Library, the Village, the University) could be enlightening, and might result in a collaborative plan that would be less piecemeal, and attract a

lot of interest from the community. A blog, as suggested by Melanie and Allison, would also help stir up interest.

5. Funding; though the Library would need to raise money on its own, there are outside sources for grants and funding available. Proper publicity (a blog, a collaborative proposal for lower West University) might inspire people to help out.

6. The Library could consider buying Crandall Hall, demolishing it, and building on the lot.

The Board thanked Brian Hildreth for his time and input, and he left the meeting.

SPECIAL: The Board then voted to accept a proposal from Hunt E/A/S to undertake a feasibility study and conceptual design for the Library's current location. Carlyn moved to approve, Deb Stephens seconded, and the Motion carried, with a caveat: the proposal should include preliminary approval from SHPO.

BOARD MEETING PROPER

Present: Same as above, minus Ed Bysiek and Brian Hildreth.

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

Treasurer's Report for June-July 2025: Treasurer Sam Frechette had a few questions about expenditures in July that he could not identify. Melanie accounted for these. The largest two: payments to the auditor, Ed Bysiek, and to STLS. Otherwise, funds came in and went out as usual.

Melanie believes that AU requires the Library to carry more Umbrella Insurance than necessary. She would like to ask Tammy Raub about bringing the amount of insurance down from \$3,000,000, which seems excessive - and is suddenly expensive. Megan Parry moved to approve a decrease in umbrella insurance coverage, Mechele Romanchock seconded, and the motion passed.

Director's Report, May, 2025: Melanie was busy as usual during June and July, but she especially wanted to praise the Summer Reading Program, which had a total of 469 participants this year. Melanie continues to work with Casey Barber at AACCS to enhance collaboration between the school and the Library. She will attend Alfred/Almond's Back to School Picnic and encourage students to sign up for library cards.

The STLS will feature poster presentations at their Annual Meeting. Melanie passed out copies of the very nice poster she has designed for the Box of Books.

New Business:

1. The Board reviewed the Library's newly-tweaked Circulation Policy. Deb noticed a few typos to be fixed, and Sam moved to approve the very minor changes to the Policy. Deb seconded the motion, and the Policy was approved.

Adjournment: Allison adjourned the meeting at 5:45pm.

Next meeting: Tuesday, September 9, 2025 at 4 pm – Parish House

Respectfully submitted, Megan Parry, Secretary