

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

March 21, 2023

Call to Order: Meeting called to order at 6:15 PM by Danielle Berchtold. In attendance were Trustees - Sue Legg, Jerry Ward, Donna Shofkom, Garry Christensen, Gina Hernandez, Perry Pierce, and Director – Tracy Savard.

Announcements:

1. 2023 Meeting Dates: Apr 18, May 16, Jun 20, Jul 18, Aug 15, Sep 19, Oct 17, Nov 21, Dec 19

Agenda/Minutes:

Agenda and February Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – \$4,000 was spent on repairing the roof (this will be reflected in the March statement). The donation from Dr. Sharon A. Sickles has been placed in savings. Tracy will reach out to friends of Dr. Sickles for suggestions on how to best utilize the funds in a way that is representative of her interests at the Library.
2. **Maintenance Report** – The building passcode was recently updated, further discussion to follow under review for building and key policies. Steve will be working with Tracy towards a long-range plan of addressing outstanding building and grounds projects including redesign of the porch, repair to the parking lot, and pavilion storage. Timeline, priority, and pricing for these projects will be discussed at next month's meeting.
3. **Director's Report** – Statistics and Facebook engagement are both up. 8 children's programs ran last month, with 290 attendees. The Library hosted a Valentine's Day party with 15 attendees, despite bad weather conditions. 4 adult programs also ran last month with 22 attendees. Yoga continues to be very popular with 37 people attending for 2 sessions held this month. Wendy recently attended FLLS workshop for summer reading and has begun to discuss programming with Tracy. The referendum was delivered to the school district; the vote on this will be May 16th. Tioga Tax program has continued at the library, with appointments filling. Lucy Foley is this month's featured author, and patrons have had the opportunity to participate in St. Patrick's Day trivia, as well as a shamrock hunt. The girl scouts group will no longer be meeting at the library, however a 4H Club has expressed interest in holding their meetings here. Aspire Hope, NY a Peer Run, Youth-Driven independent Family Support organization that delivers independent peer services and other supports to individuals and their families to achieve wellness and develop natural supports was introduced to patrons at story time and has been very popular, hosting a monthly event. The

Library earned \$1,000 towards new books via Baker & Taylor. Upcoming programs include a Teen Open House pizza party and a Princess Belle tea party, as well as the continuation of the Ollie and Nola program, which will take place monthly. Tracy met with the Owego Pennysaver for an interview and photo session, free of charge, and also with United Methodist Church to discuss collaboration, with the Library set to run a booth at their Carnival this summer. Tracy is working with Dani towards overhauling current personnel policies to create a new employee handbook with input and recommendations from FLLS.

4. **Friend's Report** – The Friends Group has offered funds towards the purchase of a new SMART board media center for the Library, as well as to provide for incidentals during the installation process. They recently provided funding for solar lights for the Library sign (these have been installed), are planning to purchase Dunkin Donuts gift cards for staff in honor of National Library Day, and have offered their assistance in cleaning out and organizing the upstairs rooms.

Old Business:

1. **Tech Station** – Covered under Friends report.
2. **Sexual Harassment Training Completion** – Any Trustees who still need to complete this required training should do so by next month's meeting, April 18th.
3. **Recommendation: "Thank You" for C. Sorber** – A proposal was made that in order to honor C. Sorber for her 20 years of service, the Library will make a \$250 donation in her name to a local charity of importance to her; the Board will match the funds from the library. A card with certificate of donation, as well as a photo of a planned memorial plaque will be sent to her.
4. **Director 90 Day Evaluation** – Donna requested that Trustees complete their evaluation forms by next month's meeting. An envelope with evaluation forms has been left at the desk for staff members to complete by this time as well, and the Board will review the evaluations with Tracy at the May meeting.
5. **Pavilion Usage Work Group** – Jerry reported recent communication with the Suffolk Coop Library System, who provided a handbook for library outdoor space usage for our reference. He also met with the Owego Parks Dept. securing a form to use as a template to request use of the space. Insurance will need to be updated, as well as formalized policy for public usage, should this be the intended use for the space going forward. Jerry also reported contacts with local Contra and square dancing groups that would offer educational programming to be hosted in the Pavilion.
6. **Trustee Terms** - Trustees should review the updated terms for accuracy. (Those covering a previous 5 year term have been grandfathered in with new Trustees serving a 3 year term.)

New Business:

1. Approve the following ALA policies, as recommended by FLLS:

- Library Bill of Rights
- Confidentiality of Library Records
- Access to Library Resources and Services for Minors: An Interpretation of the Library Bill of Rights

- Freedom to Read Statement
- Freedom to View Statement

After an inventory of current policies, Tracy proposed that the above be adopted and incorporated into the Library's policies, as is standard practice and recommended by FLLS. Sue motioned to approve, Perry seconded, all in favor with a unanimous pass.

2. Review Access to Building Policy and Key and Passcode Agreement Form-

Each of these documents were reviewed and unanimously approved by all Trustees.

3. Review Dr. Sharon A Sickles memorial plaque proposal – A plaque in memoriam will be placed near a newly positioned, “comfy chair” for high visibility in the Library. The Board reviewed proposed plaque and approved.

4. Staff time off proposal – Tracy proposed to offer staff paid time off benefits in an effort to increase staff morale and to support staff retention. She proposed a one-year trial. If approved, she would develop policy and procedure for awarding and using PTO. The cost to the library will be minimal, as the Library Director will cover the desk/hours when staff have requested time off. Motion by Garry to approve, Gina seconded, six in favor; one opposed, motion carried and passed by the Board.

Period for Public Expression

Executive session – Not needed this month

Items for Future Meetings - None

Meeting Adjourned: Meeting was adjourned at 7:57 pm.