

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### April 18, 2023

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**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: May 16, Jun 20, Jul 18, Aug 15, Sep 19, Oct 17, Nov 21, Dec 19

#### **Agenda/Minutes:**

Agenda and March Minutes were adopted by the Board.

#### **Updates:**

1. **Treasurer's Report** – \$4,000 allocated to roof repair, and staff expenses are up. After review, the Friends group has decided not to get a debit card.
2. **Maintenance Report** – Inquiry to Town Hall about safety inspection, they will reach out when they are ready to perform it. Mouse traps were purchased and set, though no mice have been seen since the Girl Scouts have vacated the upstairs space. The American flag was replaced with a flag donated by Bill Shofkom – a light may need to be installed to illuminate it. Upcoming plans to look into drainage/pooling water on the pavilion concrete pad, paint the front lobby, and mount the new SMART board. For additional details, see submitted Maintenance Report.
3. **Friend's Report** – Did not meet this month, but the SMART board donated by the group has arrived and is ready for install.
4. **Director's Report** – Tracy reported successful story time and adult programming over the past month. A theme for the Summer Reading Program has been determined – “All Together Now” with Thursday evening family nights scheduled. A Library employee's family member donated shirts for staff to wear promoting the program. The Tioga County Tax-Aide program concluded on April 12, serving 129 people, and the new Seed Library has been successfully bringing in patrons to the Library.

#### **Old Business:**

1. **Tech Station** – The SMART board purchased by the Friends has arrived and is ready to be installed when Steve returns from vacation in May.
2. **Sexual Harassment Training Completion** – All Trustees have completed the training and/or are working to obtain a certificate that states they have previously completed the training.

3. **Update: “Thank You” for C. Sorber** – Plaques for display have been ordered, and monetary donations from the Board were given to Sue for a charitable donation in Cathy’s name. A card will be sent from the Board, as well as from Rural Ministry to confirm the donation.
4. **Director 90 Day Evaluation** – Trustees returned completed evaluations to Donna, and will review with the Director at the next meeting.
5. **Pavilion Usage Work Group** - No new updates, still in touch with Parks Departments on what would be needed in order to utilize the pavilion as a public space. Pooling water has been noted in the pavilion, and this will need to be looked into as we plan programming for the space and consider potential issues for long term wear and tear.
6. **Informational: Review Paid Time Off Policy** – The policy was circulated for informational purposes by Director, Tracy. Suggestions were provided regarding verbiage; Tracy will consider the feedback and update the draft policy.

#### **New Business:**

1. **Quote on Logo** – Director, Tracy provided Trustees with a quote from Logowise to create a new logo for the Library. She received quotes from two other companies which were much higher and offeres less comprehensive services. Jerry motion to approve moving forward with the Logowise quote, Donna seconded, all in favor/none opposed; approved unanimously.
2. **Employee Handbook Update** – Tracy is continuing to work on this, and presented her draft of completed several sections. She will keep the Board updated on her progress, and give an update at the next meeting.
3. **Charter amendment required to change Trustee terms** – After submitting the Annual Report, FLLS reported it is not possible to change Trustee terms without changing the charter, which could be a very lengthy process. Tracy will follow up with FLLS to find out what is involved in the process for changing the charter. She will report at the next Board meeting and the Board will discuss how to move forward.

#### **Period for Public Expression**

**Executive session – Not needed this month**

**Items for Future Meetings - None**

**Meeting Adjourned:** Meeting was adjourned at 7:23 pm.