

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### May 16, 2023

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**Call to Order:** Meeting called to order at 6:23 PM by Donna Shofkom. In attendance were Trustees - Sue Legg, Gina Hernandez, and Director – Tracy Savard. Excused – Jerry Ward, Danielle Berchtold, Perry Pierce, Garry Christensen

We did not have quorum at the meeting so those in attendance met for informational purposes only.

#### **Announcements:**

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

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

Agenda and April Minutes will be adopted at the June meeting

#### **Updates:**

1. **Treasurer's Report** – Sue reported that the nonprofit tax returns are due this month. She also proposed to move savings into a business account, further discussion and a vote will take place at the June meeting.
2. **Maintenance Report** – Steve painted the entryway, hung commemorative plaques, hung and set up the new SMART board, and completed the dirt fill project by the pavilion, the cost of which was \$410.
3. **Friend's Report** – The group has elected to purchase a yearlong subscription for the Library to "BookPage". They also recently funded postcards encouraging residents to vote, "yes" on the referendum, and will be providing ice cream vouchers as summer reading program prizes. They are currently working on plaques that would detail the history of the Library.
4. **Director's Report** – Tracy reported well-attended programming for weekly story time, Ollie and Nola, and Princess Belle's Library Tea Party. The Teen Open House was successful both in attendees and feedback leading to an upcoming Magic the Gathering game event in June. Yoga and book clubs are still going well, and the Seed Library has been very popular. In total there were 19 programs serving 379 people. Other upcoming programs at the Library will be a free self-defense class in July, financial wellness classes for adults through a partnership with the Visions Financial Wellness Team, and a Makerspace Open House on May 27<sup>th</sup>. Tracy will host the Library booth at the United Methodist Church Carnival next month, and has met monthly with other Tioga County library directors. She has plans to meet with Southern Tier AIDS Program and the Rural Health Network, and will be speaking at this month's Lions Club

meeting about the Library. Apalachin Elementary School incoming kindergarteners will also receive a flyer with Library information in their registration packet, and the summer reading program will officially begin on June 24<sup>th</sup>, running 7 weeks throughout the summer including 4 family night events each Thursday in July.

#### **Old Business:**

- 1. Pavilion Usage Work Group** – An update on this will come at the June meeting.
- 2. Review first proposed logo design** – Tracy provided the first round of the logo design to the group. A discussion and vote will come at the June meeting.
- 3. Update on charter amendment required to change Trustee terms** – Tracy conferred with FLLS, and was advised that the process would take 2-3 years to be completed. Currently all Trustees are bound to the 5 year terms until the charter is amended and approved. Discussion about how to move forward with this will take place at the June meeting.

#### **New Business:**

- 1. Two Hours of Annual Training for Trustees** – Links to suitable trainings are available on the NYS Library website, as well as FLLS website. Tracy offered to have a training set up on the SMART board prior to the Board meeting if any Trustees would find that helpful.
- 2. Quotes for Parking Lot Re-pavement** – 3 quotes were provided by Tracy for review. A discussion and vote will take place at the June meeting to decide how to move forward.
- 3. Compensation – Maintenance** – Steve has requested an hourly pay increase. Discussion and a vote on this will take place at the June meeting.
- 4. Sexual Harassment Policy Update** – This policy has been updated and is in accordance with New York State requirements. A copy of the updated policy was provided for Trustees to review. A vote to approve the updated policy will take place at the June meeting.

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

##### **Executive session – a/r**

- 1. Director 90 Day Evaluation** – Will take place at the June meeting.

**Meeting Adjourned:** Meeting was adjourned at 7:04 pm.