

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### June 20, 2023

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**Call to Order:** Meeting called to order at 6:17 PM by Danielle Berchtold. In attendance were Trustees - Sue Legg, Jerry Ward, Donna Shofkom, and Director – Tracy Savard. Excused – Perry Pierce, Gina Hernandez

Announcement – Trustee Garry Christensen has resigned, as he does not feel that he can continue to provide adequate time to his trustee role.

#### **Announcements:**

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

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

Agenda and April and May Minutes were adopted by the Board.

#### **Updates:**

**1. Treasurer's Report** – Some money has been received from Baker& Taylor for Sustainable Shelving, this will be placed under, "Misc. Income." Sue proposed a business market account at Visions, which will earn 3% interest. Donna made a motion to open the business market account. Jerry seconded. Motion passed unanimously.

The Board discussed whether the cleaner's status should be changed to employee, instead of a contractor. The Board will discuss further at a future meeting.

**2. Maintenance Report** – Dirt project around the pavilion was completed, mouse removed from upstairs and traps replaced. Beatrice Eileen Alger Children's Room sign was moved to another wall, and unneeded cables were removed from upstairs. Steve plans to acquire and install more smoke detectors.

**3. Director's Report** – Our numbers of new members and program participants continue to grow. The Referendum was approved by voters, 810 – 391. Minor changes were made to the Children's Room for better traffic flow. The Apalachin Fire Dept. made a site visit. We're in good shape, except for the need for additional smoke detectors. NYS boiler inspection was made, and the Library passed. These inspections take place once every two years. Many programs are planned for the summer. Tracy gave a talk at the Apalachin Lions Club, and received a lot of interest. She also volunteered at the Apalachin United Methodist Church Carnival. Upcoming events include – Magic the Gathering, and a Summer Reading Kickoff Party.

**4. Friend's Report** – No Friends report this month. Next meeting is on July 17, 2023.

### **Old Business:**

- 1. Pavilion Usage Work Group** – The Board will schedule time to discuss and determine project needs at an upcoming meeting, so we can begin addressing usage and maintenance issues
- 2. Logo Design Update** – First draft of the logo was presented and discussed. Feedback will be provided to the graphic artist. Any ideas can be sent to Tracy by 6/30.
- 3. Update on charter amendment required to change Trustee terms** – This process will take about 18-24 months. Donna made a motion to process with the process, Jerry seconded. All approve.

### **New Business:**

- 1. New Board Member/Trustee application process** – We will need a new Board member, as Garry Christensen has resigned. The Board discussed the need to formalize our Board application and nomination process. Tracy created a draft application and a draft Trustee nomination process and has requested feedback. A thank you gift for Garry will be discussed at the next meeting.
- 2. Two Hours of Annual Training for Trustees** – Tracy will be setting up a recorded training at the Library with the option for Trustees to watch together. Details to follow.
- 3. Quotes for parking lot re-pavement/NYS Construction Aid 2024** – The work needed to repair the parking lot is eligible for a NYS construction grant, which Tracy will apply for. We discussed adding construction costs for making the pavilion ADA compliant to the grant, as well.
- 4. Sexual Harassment Policy Update, Lactation Accommodation Policy (required by NYS)** – Tracy explained new policies for Sexual Harassment and Lactation Accommodation Policy. Sue made a motion to approve both policies. Dani seconded both of them. Vote to approve was unanimous for both.
- 5. Website update proposal** – Tracy will begin working with FLLS to host our website through them. The website is currently hosted through a community volunteer. The cost is \$60/year for this and will provide more supports and resources for managing, developing, and maintaining the website.

### **Period for Public Expression**

#### **Executive session –**

1. Compensation for Maintenance Employee
2. Director 90-day evaluation

### **Items for Future Meetings - None**

**Meeting Adjourned:** Meeting was adjourned at 7:40 pm.