

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

July 18, 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, Perry Pierce, Gina Hernandez and Director – Tracy Savard.

Excused – N/A

Announcements:

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

Agenda/Minutes:

Agenda and June Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – As discussed at a prior Board meeting, a money market account was opened leaving \$1 in savings, \$500 in grant checking account, and \$60,000 was transferred out of the general checking account. There is a total of \$81,600 in the new account. Since Garry left the Board, a backup signer is needed for the Visions account.
2. **Maintenance Report** – New smoke detectors were installed, and Steve is working with potential contractors to obtain updated quotes to include an ADA compliant and accessible pathway from the parking lot to the pavilion as part of our request for 2024 NYS Construction Aid grant. A/C was installed upstairs and bird feeders have all been cleaned.
3. **Director's Report** – The Library has gained more Facebook followers, good for driving programming numbers. 10 children's programs and 5 adult programs took place in the past month. Summer reading kickoff party was well attended with many people signing up. Tracy requested \$1,000 in Bullet Aide by writing to NYS Senator Tom O'Mara and Assemblyman Christopher Friend. AES had a field trip to the Library, and flyers were sent home with the children about the summer reading initiative and kickoff party. A \$200 donation was received from the Apalachin United Methodist Brothers of the Cross. Tracy is working on a SNAP partnership for October concerning nutrition during story time, and the FMK Karate self defense class was well attended. It was discussed that Board members and members of the Friends group may want to volunteer at future Library programs/events, to support Library the Library staff.
4. **Friend's Report** – 50 ice cream coupons were purchased for summer reading prizes. BookPage continues to be very popular among staff and patrons. \$5 book bags will return in the Fall due to popular demand. A quilt made by Friends President, Gail Christensen, will be raffled off and displayed at the Library's Fall

Festival. New officers for the group will be elected in November to start in January.

Old Business:

- 1. Pavilion Usage Work Group** – The Board discussed a vision for how to best use this space, who should be able to use the pavilion, how funding might be appropriated to spruce up the area, and policies for usage, as well as usage of meeting space in the Library. Tracy and the Library staff will make a list of desired items needed to run programming out of this space, and Dani will sort through language needed to put together a policy for use of the pavilion and meeting at the Library to be presented and discussed at the August meeting.
- 2. Gift for Garry** – Tracy will reach out to Gail to find out where would be best to get a gift card for Garry, and Dani will get a card to be circulated at the next meeting.
- 3. Update on process for amending charter** – The Library has submitted our request to NYS to have our charter amended.
- 4. Approve updated Bylaws** – The Bylaws have been amended to include 5 year term language for Trustees. This will be reviewed and approved at the August meeting.
- 5. Update on training for Trustees** – Tracy will set up a training to be available for Trustees to watch as a group one hour prior to the August meeting. This will count as one hour of annual training for anyone who watches with the group or individually.
- 6. Update on Construction Aid 2024 Project** – Sarah G. will plan to conduct a site visit at the Library to review our proposal, and she said that we can start the application process. Tracy will provide an update at the next meeting with updated quotes and grant requirements.
- 7. Update on website** – Tracy is waiting to hear back from the current website owner, but has worked with FLLS to set up a wordpress account for the Library to work on creating a new website. Language has been added to the current website to reflect that an update will be forthcoming.
- 8. Logo design update** – A second proposed logo design was circulated for review. Tracy will communicate the feedback to Logowise and provide an updated sample at the August meeting.

New Business:

- 1. Annual letter/campaign and timeline** – The annual campaign and timeline was discussed. Dani will work on the letter and circulate for review at the August meeting. We discussed the potential use of a QR code for those who wish to contribute, in addition to a traditional means of donating.
- 2. Signer on Visions account** – A back up signer is needed on the Visions account. Trustee Perry Pierce volunteered himself to be the back up signer. Sue motioned, Jerry seconded, all approved and passed unanimously. Tracy will initiate the process with Visions so Trustee Perry Pierce may be added as the third signer.

3. **Trustee process and application** – Dani and Tracy circulated new Board member application as well as description of duties required to be a member for Trustee review. It was noted that language should be added concern felony charge and conviction, as well as the need to complete annual sexual harassment training.
4. **Recording in the Library Policy** – In the current policies, there exists language that prohibits taking photos or videos in the Library, however we did not have an existing comprehensive policy. A draft policy was circulated for review – Donna motioned to approve, Jerry seconded, all approved and passed unanimously.

Period for Public Expression

Executive session – n/a

Items for Future Meetings – Approve updated Bylaws

Meeting Adjourned: Meeting was adjourned at 8:00 pm.