

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

August 15, 2023

Call to Order: Meeting called to order at 6:36 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: Sep 19, Oct 17, Nov 21, Dec 19

Agenda/Minutes:

Agenda and July Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – Reminder that the annual budget is available to review via printouts provided at each meeting, with a look at its changes over time in response to information discussed during the training video watched by Board members prior to the meeting. We discussed whether we needed a financial reserves policy.
2. **Maintenance Report** – For the NYS Construction Grant: A new quote was obtained for the driveway, including adding an ADA compliant walkway; we are waiting on the greenlight from New York State. Decorative additions have been added to the Library, and a book cart is being repaired. Flushing capability has been an issue in both the patron and staff restrooms. After having a few companies look at the issue, Steve recommended AJ Leto and they found that the restrooms are currently draining in a formation that is not to code and suggested a redesign as well as new toilets. After discussion, it was agreed that Tracy will request an itemized invoice from AJ Leto, and she will also reach out to Martin's Plumbing and Heating (who did the original installation and plumbing work) to ask about a warranty on the previous work. Tracy will update Trustees on the status of the quotes and next steps to be voted on via email in the coming weeks. This will be reflected in the next meeting's Minutes.
3. **Director's Report** – Tracy reported that circulation and Facebook reach are both up as well as attendance at programming. The American Girl program went well, and will run again. Book club attendance has been slightly down, likely due to summer travel. Yoga and self-defense classes as well as Makerspace classes have been well attended with new people coming. Summer reading has been going well and 50 new library cards were issued in July alone. Thursday Family Nights have also been going well and have been very well attended and fun. A new Library volunteer will hold, "office hours" 11:30-1:30 on Tuesdays in August for patron computer help and will lead an adult internet literacy class beginning in

September. Next month ACCORD will be tabling at story time. The Library has been invited to participate in a trunk or treat event with WIC. Tracy has also connected with Youth Employment at the Cornell Cooperative Extension, which will be an important resource in creating a career center at the Library. Upcoming programs include a beach party stuffy sleepover and STEAM night. Sustainable Shelving is no longer accepting certain books, so will need to work with the Friends group to plan how to move forward with book donations.

4. **Friend's Report** – No report this month. The group will meet next on September 8, 2023.

Old Business:

1. **Gift for Garry** – A Kristofer's gift card and card will be purchased and signed by the group. Perry motioned to approve, Jerry seconded, all in favor and unanimously passed to purchase the gift.
2. **Approve Updated Bylaws** – Bylaws were circulated for review prior to the meeting. Donna made a motion to approve, Sue seconded, all in favor and unanimously passed.
3. **Approve Trustee process and application** -
4. **Approve annual letter and timeline** – The letter and timeline were circulated for review by Dani ahead of the meeting. Donna motioned to approve, Sue seconded, all in favor and unanimously passed.
5. **Approve logo design and official "Apalachin Library" font** – The logo with updates based on Trustee commentary was circulated for review. Donna made a motion to approve, Sue seconded, all in favor and unanimously passed.
6. **Update on Construction Aid 2024 Project** – Tracy provided the Assurance form to Dani for review and signature, Dani reviewed the document and signed it. Tracy will wait for a greenlight from Sara at FLLS in order to move forward with the application.
7. **Update on Visions account** – Tracy updated Trustees that she has all the information necessary to move forward with adding Perry as a second signer on the account.

New Business:

1. **Meeting Room Policy** – This was circulated for review prior to the meeting, and feedback was provided from Trustees, with comments given indicating the outdoor pavilion should not be included in the Policy for the time being and may need a separate policy in the future. The policy will be further reviewed at the September meeting.
2. **Changes to Employment Status** – Sarah Glogowski advised that our cleaner should be added to our Library staff/payroll to simplify things and for worker's compensation coverage. If not, the Library does not need to file a 1099 annually. This issue will be further discussed at the September meeting.

Period for Public Expression

Executive session – N/A

Items for Future Meetings – Approve updated Bylaws
Meeting Adjourned: Meeting was adjourned at 8:04 pm.