

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

September 19, 2023

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

Excused – Gina Hernandez

Announcements:

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

Agenda/Minutes:

Agenda and August Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – \$500 was received from the Tioga County Senior Citizens Foundation as part of their yearly donation. Commercial insurance was paid in the amount of \$2,876 and this was a 12% increase. Logowise was paid \$675 for their work on the new logo, and Sue created a new line item under, "Marketing" for this. Sue and Perry will be established as signatories for our Visions account; Gina's signature is also needed to finalize. Sue and Tracy will begin work on the proposed budget for 2024 and will be providing updates to the Board.
2. **Maintenance Report** – The plumbing issue has been the focus of the past month. AJ Leto, Evans, and Arctic Bear quotes to fix the issue were all very similar (Leto - \$3,200; Evans - \$3,200; Arctic Bear - \$3,100) Matthew Welch provided a quote of \$1,125, which would focus on the specific issue only. Steve has used Matthew Welch's services previously and was very satisfied with his work. After reviewing the quotes, the Board discussed using Matthew Welch to address the Library plumbing issue, as long as a warranty could be included with the work. Jerry made a motion to approve the Welch proposal contingent on a warranty. Perry seconded, all approved. Steve also power washed the Library.
3. **Director's Report** – The stuffed animal sleepover was a great success and a lot of fun. There was a great Erie Canal presentation on the Underground Railroad. Yoga attendance is growing. Missy provided crochet class in the Makerspace. Women's self-defense class was very well-attended. Tina Stair is a great volunteer and has been teaching computer skills. Attendees are very enthusiastic. Construction Grant application is now in the hands of FLLS before it goes to the state. The Library expects to receive \$1,500 this week from the Town of Owego. Tracy attended the Funder's Roundtable at Owego School District Offices, and it was a good opportunity to meet funders. FLLS wants libraries to participate in giving back, and to participate, Apalachin Library is

doing a sock drive. The Library will be working with the Elks Club in the future for the annual coat drive.

4. **Friend's Report** – The group last met on September 18th. They are restoring the \$5/bag of books in the Book Barn. Sustainable Shelves is now restricting books they will accept; the Library is actively looking for ways to dispose of other books besides recycling. Gail made a quilt to be displayed and raffled off at the Fall Festival in October. The Friends will hold elections for officers who will begin their terms in January 2024.

Old Business:

1. **Update to Construction Aid Grant** – this will be submitted to the state by FLLS. Tentative start date for construction is May 2024.
2. **Visions Account Update** – Addressed in Treasurer's Report.
3. **Plumbing Issue Update** – Addressed in Director's Report.
4. **Meeting Space Policy** – Donna made a motion to approve the policy. Dani seconded, unanimous approval.
5. **Change in Employment Status for the Cleaner** – She will need to be made an employee or the Library will need to file a 1099. She will be notified of the status of this and a decision needs to be in place by the end of December 2023.
6. **Annual Letter** – On track to go out in October 2023, and was printed by Village Printing.

New Business:

1. **Background Checks** – Questions to Sarah about conducting these for staff members. FLLS does not do them, and the Library will need to create their own policy around this.
2. **2024 Board Meeting Dates were approved unanimously** – Jan 20 (Annual Meeting), Feb 20, Mar 19, April 16, May 21, June 18, July 16, Aug 20, Sept 17, Oct 15, Nov 19, Dec 17. All meetings are scheduled to begin at 6:15pm
3. **Volunteers for Fall Festival** – This will be on Oct. 14, 11:00 – 1:00pm and most Trustees are planning to attend to help.

Executive session – N/A

Items for Future Meetings –

Meeting Adjourned: Meeting was adjourned at 7:27