

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### October 17, 2023

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**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: Nov 21, Dec 19 (Perry will be absent for these meetings.)
2. 2024 meeting dates adopted at last month's meeting.

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

Agenda and September Minutes were adopted by the Board.

#### **Updates:**

1. **Treasurer's Report** – An anonymous \$10,000 donation was received. Most line items are close to budget or under; the salary line has been a little higher, but there have been some changes to staffing to meet Library and programming needs over the past year. Tracy will work with Sue as we plan for 2024.
2. **Maintenance Report** – This past month Steve power washed the building and fixed the exterior porch lights. The clog in the basement was fixed by Drain Brain. Gutters were cleared out and bushes cut back, quotes received for tree trimming and exterior painting, and the AC unit was taken out upstairs. 2 new toilets to be installed by Matt Welch to address plumbing issue; working on the design and an estimate for a storehouse will cost for garbage and recycling receptacles.
3. **Director's Report** – Great month: slight decrease in circulation numbers, which is typical for this time of year. 14 programs were held, serving 228 people. Programs included: Yoga, a women's self-defense class (run by patron), Maker's space, and mahjong. Volunteer Tina is holding sessions for patrons on adult computer literacy - this month's focus will be Microsoft Word and PDFs. Construction grant has been approved by FLLS and submitted to NYS for approval - expect to hear back from them next spring. Wendy had asked Walmart for a donation for the Fall Festival, and they gave her a \$50 gift card. Missy got a discount on cider for the event - her family also donated the tiny pumpkins for painting, as well as decorations for the Festival. 133 people attended the Fall Festival. Jamie worked with a Library patron to develop her resume, resulting in the patron finding and securing a job. Outreach update – Tracy recently met with Tioga PACT, they will begin tabling at the Library this week and the Library staff will participate in their Trunk or Treat event. She also met with Rural Health Network, who will begin tabling during story time; in addition they offer an 8 hour course on mental health first aid; Tracy hopes to take the training when offered.

Aspen Poole, a local artist who is blind, has been making playdough and bracelets for patrons. Aspen will provide a demo on bead making in December after story time, The Library will partner with Tioga County Libraries and Orchestra of the Southern Finger Lakes to host story times with music in summer 2024. The recent sock drive is going well; hosting Elks Club winter coat giveaway this weekend, working with the Lion's Club to collect winter coats as well. Banned Books week was popular with patrons. Maker's Space will continue this weekend; the Library is closing early on Monday 10/23 so the staff can participate in the PACT Trunk or Treat event. Tracy and Trustee, Jerry gave an FLLS Annual Meeting update, which included the voting in of some new board members, and well-received keynote speakers.

4. **Friend's Report** – No report this month, this week is the National Friend's of Libraries Week. We are very lucky to have the group that we have that allows us to expand our services and supports to the community. The Friends will vote on officers next month, terms begin in January.

#### **Old Business:**

1. **Plumbing Update** - \$650 for new toilets and installation; will get pipe, etc. up to code.
2. **Background Checks** – Working document on background checking options/costs has been started by Tracy and Dani, will be circulated to Trustees for review and commentary. Library has access to attorney as an SCRLC member, provided at no cost to eligible members. Trustees were encouraged to reach out to contacts with connections of background checking for discussion at next month's meeting.
3. **Annual Letter Update** – The Library has received about 70 donations for a total of almost \$3,000 so far. Handwritten thank you notes will be sent to each donor. A couple of donors have provided feedback that they appreciated the notes and it even encouraged on to come visit the Library.
4. **New Board Member Update** – We have reached out to a couple of potential candidates, but do not have an active candidate at this time. Will follow up with some other possibilities. Trustees are encouraged to continue to seek out a new candidate to join the Board.
5. **Changes to Employment Status** – The cleaner position will become a Library employee position effective 1/1/2024.

#### **New Business:**

1. **Tioga Downs Regional Community Foundation Grant** - \$15,000 grant sent in. In the grant the Library asked for 2 new public access computers, 1 public access scanner, 2 loanable chrome books, 2 loanable tablets for seniors, 2 loanable tablets for children, 2 loanable hot spots, and 5 years of data plans for each device. We expect to hear back by the end of November.
2. **Budget and Referendum** – A draft budget was circulated to Trustees for review, Sue explained the draft at the meeting. Trustees will need to discuss the plan for the Referendum request in 2024.

With regard to maintenance projects for 2024, particular attention paid to painting and tree trimming and removal expenses, consideration paid to this in order to get it accomplished before the Winter months. Perry motions for Rick's Tree and Shrub Service quote to be approved, Jerry second, all in favor, unanimously approved. Tracy will follow up on painting quote to review in the Spring.

3. **Enclosure for Garbage and Recycling Receptacles** – Dani provided a model enclosure that could be used for reference.
4. **NYS Pay Transparency** – Law states must include compensation range for any jobs posted in the future. Circulated for informational purposes.
5. **Security Camera Discussion** – There have been some issues with the front door being closed and locked properly. In addition, Tracy would like to be able to monitor the property when she isn't on site. She proposes installing cameras on the front of the Library which will provide the ability for her to monitor the property and building. Tracy will follow up with Steve about potential future investment in a new door to address the locking issue as well. Jerry motioned to purchase and install two security cameras, Donna second, all in favor, unanimously approved.
6. **Strategic Planning** – Tracy discussed the preliminary document that was circulated to Trustees for review. We will begin a strategic planning process this fall to be completed by spring 2024. Trustees, staff members, and community members will be invited to participate in discussions surrounding the development and creation of this plan. One goal will be to identify and match goals to the needs of the community. Suggested times for stakeholders to meet – before Friends meeting, after interest Library group meetings (i.e. – Mahjong, yoga, etc.) Tracy would like to hold meetings once per month, so Trustees can participate and hear what stakeholders are saying. Jerry proposed that Steve should be invited to participate in these stakeholder meetings.

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

**Executive session** – Began at 7:42pm, focus on discussion of salaries. End at 8:00.

**Items for Future Meetings** – Budget and Referendum review and vote.

**Meeting Adjourned:** Meeting was adjourned at 8:01pm.