

Apalachin Library Association - Board Meeting Minutes

November 21, 2023

Call to Order: Meeting called to order at 6:20 PM by Danielle Berchtold. In attendance were Trustees - Sue Legg, Jerry Ward, Donna Shofkom, Gina Hernandez, and Director – Tracy Savard.

Excused – Perry Pierce

Announcements:

1. 2023 Meeting Dates: Dec 19

Agenda/Minutes:

Agenda and October Minutes were adopted by the Board.

Updates:

1. **Treasurer's Report** – Things continue to look good financially, and the Library is at or right around budget. Donations from the Annual Appeal continue to come in, and the 2024 budget will be addressed later in the meeting.
2. **Maintenance Report** – The backflow preventer was tested and passed inspection. New toilets have been installed, and are working well. Steve has continued to work with Matt to put a plan together for the storehouse. There is also planning underway to install lighting suitable for the parking lot and also not disruptive to neighbors. Sue requested a W9 and receipt for labor for the recent work Matt has performed.
3. **Director's Report** – Circulation has been good with 24 programs serving 450 people. 250 people attended the Trunk or Treat event, and 133 attendees for the Fall Festival. Book Club attendance is up in November, and yoga numbers continue to climb, as well as attendance for Mahjong. The Maker's Space recently hosted a corn husk doll making workshop that was well attended, and Tioga PACT, ASPIRE, and Tioga Opportunities continue to table during story time. The Library should hear back on construction aid funding by about June 2024; this will warrant further discussion concerning parameters for the work to be completed within a certain timeframe. Tracy suggested potentially paying for the work out of reserve funding to be reimbursed by the grant when the funds are received. West Learning Center had a recent field trip to the Library. In October, Tracy and Jerry attended the FLLS annual meeting. The Tioga County Library Director's meeting was held at the Apalachin Library for the month of October with positive feedback on the space. 2/3 of the Strategic Planning sessions have been completed, with an outline being prepared for future meetings. Lots of socks have been received for the giveback project and distributed to several community organizations. The Owego Elks hosted their coat giveaway at the Library and the Lions' Club is collecting coats as well, with lots being received. The recent JFK discussion (adult program) went well, and was attended by some patrons new to the Library. Tracy met with the Owego School District Librarian

via zoom. The Library staff are planning a holiday stocking Maker's Space class, as well as another upcoming computer literacy class, hosted by volunteer, Tina.

4. **Friend's Report** – Meeting was held this month where officers were to be elected. The President, Vice President, and Treasurer positions are currently vacant. The Secretary position has been elected so far. The Friends will continue to run their quilt raffle through the end of the month, and a new raffle will be held in January for puzzles.

Old Business:

1. **2024 Budget Update** – A draft budget was circulated for review. Sue suggested an increase to the Overdrive electronic services contribution, based on usage over the past year.
2. **Plumbing Update** – Work has been completed and everything is working well.
3. **Draft Background Check Policy** – Tracy and Dani worked on a draft to be circulated for Trustee review. This policy will apply to newly hired employees. Jerry motioned to accept the policy, Donna second, all in favor and unanimously approved – Background policy adopted.
4. **Annual Letter Update** – Still receiving donations. Tracy continues to follow up with thank you notes to contributors.
5. **New Board Member Update** – A potential Trustee submitted an application to the Library. Sue, Jerry, and Dani will serve on Board Member Selection Committee. They plan to meet with the candidate and hope to make a recommendation to the Board in December.
6. **Update on Cleaner Position** – Our current cleaner is leaving at the end of 2023. Missy will take over the cleaning position starting in January for 2.5 hours per week.
7. **Security Camera Update and Draft Security Camera Policy** – 2 security cameras installed, porch and inside on the desk at entry. There is a sign posted outside and in the lobby, making patrons/the public aware of the presence of the cameras. Both have SD cards with no payment required for the plan./ Tracy is able to check in remotely if there is ever an incident after hours. The Security Camera Policy was circulated for review by Trustees. Jerry motioned to accept, Donna second, all in favor and unanimously approved. Policy accepted.
8. **Strategic Planning Update** – So far sessions have gone well with planning exercises having been previously circulated to Trustees to complete at their convenience before December 14th. The public will be invited to Strategic Planning meeting in December. Members of the current Book Clubs have also been notified of the sessions, in an effort to generate participation in strategic planning.

New Business:

1. **Trustee Annual Training Requirement** – Most members have completed the training, due by November 30th.

2. **Observed Holidays Discussion** – Apalachin Library will use the FLLS Holiday schedule as a guide, but due to our days and times of operation, we will need to make our own holiday schedule annually. (i.e. – when a holiday falls on a Wednesday when the Library is already closed. This year, on Christmas Eve the Library will be open from 10am – 2pm. Tracy will get staff input for the 2024 calendar for Christmas Eve/Day after Christmas, to discuss at the next meeting. Holidays and changes to the operating schedule will be posted and communicated in newsletters, etc. to patrons and the community.
3. **2024 Staff Vacation Policy** – Update from Tracy – the Staff Vacation Policy has worked well. Tracy recommends that the policy continue for another year – Motion to adopt the policy as it currently stands made by Sue, Jerry seconds, all in favor and unanimously approved. The policy will be revisited annually.
4. **2024 Sick Time Accruals** – Employees accruing sick time through our payroll system isn't working. Sue will review options, and we will discuss at the next meeting.
5. **Volunteer Gifts for 2023** – Discussion of how to best thank you recognize volunteers and staff for the end of the year.

Executive session – 7:40 – 7:48pm – Staff Salaries

6. **Referendum Vote** – Donna motioned, Sue second, all in favor unanimously approved with 5 Trustees voting in favor at \$5,000.
7. **Staff Salary Vote** – Jerry motioned to accept the proposed staff salaries for 2024, Donna second, all in favor unanimously approved 2024 salary.
8. **2024 Budget Vote** – Donna motioned to adopt the proposed 2024 Budget, Jerry second, all in favor and unanimously approved the 2024 Budget.

Items for Future Meetings –

Meeting Adjourned: Meeting was adjourned at 8:01pm