

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

December 29, 2023

Call to Order: Meeting called to order at 4:01 PM by Danielle Berchtold. In attendance were Trustees - Sue Legg, Donna Shofkom, Gina Hernandez and Director – Tracy Savard.

Excused – Jerry Ward, Perry Pierce

Announcements:

1. Next Meeting: January 16, 2024 @ 6:15 PM - Annual Meeting
2. 2024 Upcoming Meeting Dates: February 20, March 19, April 16, May 21, June 18, July 16, August 20, September 17, October 15, November 19, December 17

Agenda/Minutes:

Revised Agenda and November Minutes were adopted by the Board.

Updates:

- 1. Treasurer's Report** – Referendum check received. Reviewed spending within cost centers.
- 2. Maintenance Report** -annual fire inspection completed without incident/new fire extinguishers were inspected. The Apalachin Fire Department offered to provide fire extinguisher training to staff members and fire safety overview. Steve upgraded parking lot lighting, tree trimming done by Rick's Tree and Shrub service/Steve, additional traffic mirror installed in library to increase safety/visibility.
- 3. Director's Report** – 22 programs serving over 300 people, JFK discussion was well attended, by new faces to the Library. 2 book clubs, yoga rapidly growing, mahjong well attended. Circulation numbers are good; facebook followers are up. FLLS issued collections grant received by the Library. Completed 3 strategic planning sessions in preparation for annual meeting in January. We were awarded the full amount of the grant that we applied for from Tioga Downs – plans for technological devices to be purchased. 3 community organizations set up tables on a monthly basis: AspireHopeNY, Tioga PACT, and Tioga Opportunities. Stacy from the Community Foundation of South Central New York (CFSCNY) met with Tracy this fall. In December, we were notified that we received a grant from CFSCNY, which can be used at the discretion of the Library. Tracy will present a plan to the Board at an

upcoming meeting. Since it will be a large and time-consuming, yet important project, Tracy would like to subcontract the website redesign, if we have or can solicit funds to support it. She is pursuing quotes for what it would cost. Met with RISE and Tioga Arts Council – asked if the Library is interested in partnering with them in applying for a grant to fund some art programs in the community...more details to come. Also met with potential Trustee candidates. The Lions Club partnered with the Library to collect coats and do Santa calls. 165 donations have been received from the Annual Appeal to date.

4. Friends Report – did not meet in December, next meeting January. Will be electing new officers next month.

Old Business:

- 1. Updates to proposed staff salaries** (moved to executive session)
- 2. Holiday schedule 2024** - proposed holidays for 2024 were presented. Some holidays observed are on Wednesdays when the Library is already closed.
- 3. Thank you for Friends** – Staff suggested a dessert reception for Friends, volunteers, staff, and Board members to attend at a time when the Library is closed. It is scheduled for January 12th, 2024.
- 4. Construction Aid**
 - a. Libraries to be notified anytime between June and October 2024
 - b. Projects must be started within 180 days (6 months) of approval and must be completed by June 30, 2025

Discussion of how to move forward with proposed project – early Fall may be a good time for the project in order to have the Library closed for the least amount of time. Most likely will wait until September to allow for project completion and also notification of received funding. Tracy will reach out to contractors to confirm project timeline and timing.

New Business:

- 1. Review Trustee Recommendation** - Board Selection committee met with potential candidate (Chealsey Malewicz). Memo sent recommending bringing her on as a Trustee. Donna motions, Gina seconds, all in favor, unanimously approved to accept Chealsey as new Trustee. Will be invited to January meeting.
- 2. Review Updated Employee Application** – will be given to potential employees with background check release form. Tracy solicits any feedback from the Board on changes to the document going forward.
- 3. Discuss Sick Time Practice** – Mandated by NYS every employee needs 1 hour of sick leave/every 30 hours worked. Proposed sick leave calculations circulated by Sue for review for 2024. The Library will need to rework sick leave and vacation time policies in the new year.
- 4. Annual January Meeting**

- a. Welcome New Trustee
- b. Conflict of Interest – Tracy will bring for everyone to sign.
- c. Election of Officers to the Board – Positions are open to all Trustees. Ballots can be created, if necessary for the meeting.
- d. Strategic Plan 2024-2026 – Tracy will present an outline based on planning meetings and data/feedback collected.

5. Director Annual Evaluation – provided to Trustees for review, in addition to Library Director position description as well as sample email to be sent to staff for notice of evaluation. In January the Board will revisit who would like to be a part of the evaluation committee (Jerry has expressed interest)

6. Schedule for optional Trustee Trainings – optional training sessions and dates to be provided in January to provide an opportunity for Trustees to complete trainings as a group, if desired.

7. New Trustee Handbooks – Will be provided by Tracy. 5 copies are available and one will be kept on file at the Library

Executive session – Began at 5:05pm, focus on Staff Salaries for 2024. End at 5:13pm.

Dani made a motion to accept staff salaries as proposed, Donna second, all in favor, unanimously approved staff salaries for 2024.

Period for Public Expression

Items for Future Meetings – N/A

Meeting Adjourned: Meeting was adjourned at 5:15pm.