

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

January 16, 2024

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

Excused – Perry Pierce. Gina Hernandez has resigned.

Announcements:

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

Agenda/Minutes:

Agenda and December Minutes were adopted by the Board. Minutes will need to be signed by the secretary each month.

Updates:

1. **Treasurer's Report** – Sue reported that the library had a good year. We were over on income and under on expenses. The tree service bill was paid.
2. **Maintenance Report** – Steve worked on Book Barn lighting, cleaned gutters, and trimmed trees. Mouse issues are becoming more numerous. He will continue to address them.
3. **Friend's Report** – The meeting was postponed until next week.
4. **Director's Report** – Tracy reported that December was a good month for circulation and program attendance despite it normally being a slow month. She received a construction update from Sarah. She believes we should hear about the grant in the June – August 2024 timeframe. Construction must begin within 180 days of approval and must be completed in 6 years. Tracy contacted Carminiti with the updated information. Tracy is working with T Mobile to obtain devices as part of the Tioga Downs Regional Community Foundation grant. She reports that the manufacturer of the faulty Smart Board will send us a replacement. The Volunteer Reception was well attended and was a great opportunity to appreciate how many volunteers the library has and all that they do. It has been proposed that we make it an annual event.

Old Business:

1. **Schedule for Optional Trustee Training** - Tracy has set up a schedule of 4 sessions for the year on subjects that should be of interest and useful. Trustees may attend any of these sessions at the library to fulfill their 2-hour annual training requirement. This training requirement is in addition to the NYS-mandated sexual harassment training Trustees must also complete annually.

2. **Updated Paid Time Off Policy** - Tracy presented the updated policy which now includes sick time as well as vacation time. Vacation time may not be carried over. Sick time may be carried over up to 40 hours. Some circumstances may require a doctor's note. Tracy will present a revised policy for approval at the February board meeting.
3. **Website Update** – Tracy received a quote from LogoWise to develop our new website. They have the most reasonable price, and we are able to work within their parameters. Jerry made a motion to accept their offer. Chealsey seconded. All approved
4. **Director Evaluation** - Jerry, Donna, and Chealsey will serve on the committee.
5. **New Trustee Handbooks** - The new 2023 Trustee Handbooks are available. Tracy will order more copies so that each Trustee may have one.

New Business:

1. **Conflict of Interest** – The Conflict-of-Interest form was signed by Jerry, Sue, Donna, Dani, and Chealsey. Perry will need to sign.
2. **Election of Officers to the Board** - Jerry made a motion to approve the presented slate of officers for 2024 with Dani as President, Donna as Vice-President, Sue as Treasurer, and Chealsey as Secretary. Sue seconded. All approved.
3. **Updates to Trustee Contact List** – An updated list of Trustees and contact info was presented, adding Chealsey and removing Gina.
4. **Strategic Plan 2024 -2026** – Tracy presented the strategic plan in progress. She believes we need to develop a more active mission. She invites comments on what she has so far. Work on it will continue.

Period for Public Expression

Executive Session – not needed

Meeting Adjourned: Meeting was adjourned at 7:41