

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### March 19, 2024

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**Call to Order:** Meeting called to order at 6:19 PM by Danielle Berchtold. In attendance were Trustees Sue Legg, Donna Shofkom, Perry Pierce, Jerry Ward, Caylynn Gilbert, Chealsey Malewicz, and Director – Tracy Savard.

Welcome Caylynn!

A question was brought up regarding where in the agenda the Director evaluation should be in accordance with the Trustee Handbook. While the handbook states the evaluation should be included in the regular agenda, the suggestion was to move it to the Executive Session. Dani motioned for this move. Jerry seconded. All approved.

#### **Announcements:**

1. Next Meeting: April 16 @ 6:15 PM
2. 2024 Upcoming Meeting Dates: May 21, June 18, July 16, September 17, October 15, November 19, December 17 – Reminder that the Board voted at the February meeting to remove the August meeting as Tracy will be out of town.

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

Agenda and February Minutes were adopted by the Board. Minutes were signed by the secretary.

#### **Updates**

1. Treasurer's Report – Sue reports busy as usual this month. A bill was received from Finger Lakes for internet expense. This may either be something new or due to a new Business Manager. For now, Sue has added it in with the phone cost until there is further clarification. Dani also inquired about salaries and if we are ahead of where we should be at this point in the year. Sue said salaries are showing a little higher right now as Workers Comp is paid in full at the start of the year and the cost for Vanessa's notary classes is also included. However, this will even out as the year progresses.
2. Maintenance Report – Library volunteer, Tina, enlisted Tracy's help to acquire supplies to patch the pothole in the parking lot entrance/exit. Tina completed the work as a volunteer project.
3. Director's Report – Tracy reports a great month in February. The library continues to gain followers on Facebook and has a strong presence during programs. There was a great turnout for adult programming in February. Tracy and Tioga PACT are going to revisit Moms

Group meetups and will continue to work together on improving that program/event. Tracy was informed the library construction project has been approved by NYS! There are still a few more steps and approvals in this process but official awarding of the project is expected to be done sometime in June. Signatures have been gathered and the referendum has been delivered to OACSD ahead of the budget vote in May. Website developer will be visiting the library in March to get staff headshots and updated pictures of the library for the site. HotSpots, TotSpots, SilverSpots are available to loan out, so spread the word! There are many upcoming, exciting programs during the months of March and April including, partnering with CCE to host the First Annual Seed Swap/Giveaway, a Hemlock Woolly Adelgid training program, and various club/event nights.

4. Friends Report – The Friends met this week and are still looking for a President and Vice President. They voted to renew our subscription to BookPage. A postcard mock-up was also approved to be sent to OACSD residents ahead of the May 21<sup>st</sup> vote for the library's referendum.

### **Old Business**

1. Conflict of Interest – Perry has signed.
2. Board of Trustees Contact List – Caylynn has added her information.
3. All Seasons Lawncare Agreement – Dani called John to get more information about the salting/plowing agreement he has with the library, and he provided his pricing. Mowing was also an issue that came up when looking at the number of plow/salt events. There was a discussion about setting parameters for services needed to hopefully decrease excessive mowing charges. Sue will keep an eye on incoming invoices this year to see what the costs are each month. If there seems to be an excess of services, a directive will be given to reduce the frequency of services to control costs.
4. Reminder: Sexual Harassment Training – This is a reminder for any remaining Trustees to complete their training and send completed questionnaire to Tracy. The training video website is included below.
  - a. [Training Video](#)
  - b. *Combating Sexual Harassment Assessment Form* for mandatory interactive component

### **New Business**

1. Pavilion Use Question from Patron – Tracy received a question about using the pavilion for a religious program. Tracy wanted to bring it to the Board due to policy, liability and building accessibility/staffing concerns. Currently, the Board agrees not to move forward with outside use of the pavilion. Looking for a way to make the Pavilion accessible to the community is an ongoing discussion.
2. Community Solar Program – Tracy was looking to investigate this further and get Board feedback. The Board agrees to forgo this option. Dani did suggest looking at other avenues if energy saving is something the library wants to pursue.
3. Outreach Mini Grant: First Fridays – This is a \$1200 grant through the FLLS due this Friday. Tracy has renamed this program 'Senior Sampler.' The program will be six sessions (first

Fridays in June – September) and geared specifically to the 62+ age group. Tioga Opportunities will help get the word out about the program. At the end of the six-month timeframe, Tracy will gauge interest and determine if we would like to continue this programming. The Board agreed with Tracy to move forward with the grant.

4. Review Quotes for Exterior Sign – Tracy has met with a couple of vendors at the library. She is still waiting for quotes and will reach out again.
5. Review Grievance Policy for staff Draft – Tracy researched other public library policies and tailored the provided form. Suggestions for edits included that the employee should provide something in writing regarding their grievance. Also, the three-day timeframe to report should be adjusted to five days. The intent is to provide a process for a staff member who may wish to file a grievance against the director. Dani recommended reworking the policy and re-evaluating at April's meeting.
6. Review updated Conflict of Interest Policy (last reviewed 2010) – Tracy is looking to streamline the current policy. There is some wording that may need a little finessing as it seems overly specific. Caylynn will examine other policies to compare the need for specific wording included in the current and proposed policy. We will revisit this next month.
7. Review Vision and Mission Proposals and Examples – The question Tracy has proposed is: What is important about our specific library and what makes us unique from others? We want to speak to the relationships we have with the community and illustrate our reason for why we do what we do. The suggestion is to take the examples home to rework and send feedback to Tracy by April 8<sup>th</sup> for her to compile for our next meeting.
8. Values Exercise – All word suggestions were given to Tracy. She will go through these and bring the most selected themes/words to our April meeting.

### **Period for Public Expression**

**Executive Session:** Executive Session began at 7:47 PM

1. Director Annual Evaluation

The Board came out of Executive Session at 8:00 p.m.

**Meeting Adjourned:** Meeting was adjourned at 8:00 PM