

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

April 16, 2024

Call to Order: Meeting called to order at 6:15 PM by Danielle Berchtold. In attendance were Trustees Sue Legg, Perry Pierce, Jerry Ward, Caylynn Gilbert, Chealsey Malewicz, and Director – Tracy Savard.

Excused – Donna Shofkom

Announcements:

1. Next Meeting: May 21 @ 6:15 PM
2. 2024 Upcoming Meeting Dates: June 18, July 16, September 17, October 15, November 19, December 17

Agenda/Minutes:

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

Updates

1. **Treasurer's Report** – We received the remaining 10% of the NYS aid for 2023. Office supplies were a noteworthy expense this month with the purchase of toner and ink (\$1000). Sue followed up with information regarding the unexpected increase in payroll from last month. Although the month of February was a short month, there were three paydays which accounts for the increase.
2. **Maintenance Report** – Maintenance for March was minimal. A ballast in Tracy's office needed to be replaced due to a concern of an overheating smell. Steve was able to replace this quickly. The current vacuum also needed a repair.
3. **Director's Report** – March was a great month. Circulation stats are up over last year's numbers. The library had over 300 attendees at the 10 children's programs throughout the month of March. There were over 100 attendees for the 14 adult-based programs. The library held a few additional programs including a local author talk with Richard Leise, March Madness Book brackets with authors and an Invasive Species program with a nice turnout. The CCE Gardening program had great attendance with 28 attendees! There was success with the Tioga County Tax-Aide program during tax season. There were 120 appointments made with the preparers able to accommodate many more. The updated website is almost done! Professional headshots of the staff were taken on March 31st to be included on the site. The last step to the launch of the updated website will be to have the current owner of the web domain transfer rights to FLLS. The hope is to have all of this completed by May. The

Friends are in the process of preparing the 1700 postcards that will be sent out to residents ahead of May 21st vote. One of the library staff has become such a regular at the local artisan bread storefront, Baking by Numbers, that they have decided to feature Apalachin Library as the July or August donation jar recipient! Tracy met with Donna Dajnowski of the Tioga Arts Council to review plans for three summer art programs. Tracy submitted the grant application for the Senior Sampler program discussed last meeting. She expects to hear back on the status by May 8th. Tracy also applied for an annual grant through the Tioga County Senior Citizens Foundation for Large print books to add to the library inventory. The bi-monthly Pokémon event was held in March and was another success! The event had an additional 10 attendees from the first month! Upcoming events are a Secret Garden Tea Party, a Star Wars program with Ollie and Nola, and a MakerSpace Class with Missy. Dani asked about updates with the aspiring Eagle Scout and his build project. Tracy informed the Board that it may be closer to summer by the time the student is ready to give updates/plans due to his end-of-year senior schedule.

Old Business

1. Approve Conflict of Interest Policy – The ‘Relative’ section that was discussed last month was reviewed with other organizations and has been updated.. Jerry motioned to accept the updated policy. Caylynn seconded. All approved. Caylynn signed the annual ‘Conflict of Interest’ declaration for Trustees since she joined the Board after the January meeting.
2. Approve Grievance Policy – The question was asked as to where all policies are housed for access. Tracy explained that all external policies are/will be available on the website. All internal policies are housed within the library for staff to easily access. Perry motioned to accept the updated grievance policy. Jerry seconded. All approved.
3. Review Quotes for Exterior Sign – Tracy received two quotes: Logowise and A Wild Sign. The consensus of both staff and Board is to select Logowise. The choices have been narrowed down to two. Tracy will bring both back to the staff to make a final decision.
4. Review Vision and Mission Statements – After much discussion, Perry motioned to accept “Think outside the book” as the Vision statement. Caylynn seconded. All approved. While we did not decide on a final Mission statement yet, the Board was able to narrow down from seven choices to three. Tracy will send out the final selections for all of us to wordsmith prior to the next meeting.
5. Review Results of Values Exercise – This will go into the Strategic Plan and will be included on the website. Everyone had the chance to vote, including the staff. The words that re-occurred the most were: respect, kindness, intellectual freedom. There was a discussion about the reason for this exercise. Tracy was able to share examples of why these words are important to include in our strategic plan, which included keeping the work of the Library focused on its mission and working closely with community partners and organizations when patrons and community members have issues outside of the focus of the Library.
6. Reminder: Sexual Harassment Training – Anyone that is missing this training, please complete and submit to Tracy as soon as possible.

- a. [Training Video](#)
- b. *Combating Sexual Harassment Assessment Form* for mandatory interactive component

New Business

1. Benevity Update – Sue indicated that we were getting unknown deposits every month but was unsure of what it was for. Tracy investigated and found that this donation is coming from an anonymous donor via the charitable donation-management company, Benevity.
2. June Board Meeting – The June Board Meeting is on the same evening as the AES 5th Grade Moving Up Ceremony. Two of the Board members will be unable to attend our monthly meeting due to this conflict. The decision is to keep the Board meeting as planned with the two Board members having an excused absence.
3. Review Circulation Policy (last revised in 2014) – Tracy would like to get feedback on the Overdue/Lost fee. It is currently set at \$5 but the feeling is that it should be set higher. Tracy would like to raise the fee to \$15. Tracy will also make changes to additional sections in the policy and incorporate comments she receives prior to the next meeting.

Period for Public Expression – Not needed

Executive session – Not needed

Meeting Adjourned: Meeting was adjourned at 7:45 PM