

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

February 20, 2024

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

Absent – Perry Pierce.

Announcements:

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

Agenda/Minutes:

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

Updates

1. **Treasurer's Report** – Sue reports January was a good month to start off. We have a \$1,280 donation/unsolicited funds grant currently in our account. A bill was received from John Cropp for plowing/salting that was over \$800, for 6 instances. Sue suggested meeting with John to discuss our current needs as the bill was unusually high. Dani volunteered to meet with him to find out more about the arrangements he has with the library. Possibly look into getting additional quotes if costs continue to be high?
2. **Maintenance Report** – While there is continued mousing from the previous month, it seems to have slowed down. Tracy will keep us updated. Approached by an Eagle Scout to build an enclosure for the area with garbage and recycling. Steve will also be involved to aid in any issues that may come up, structurally. Dani suggested having the student come give a brief presentation to the Board, and there was unanimous agreement. Additional note - Monday, March 4th at 2pm there will be an overview for the upcoming construction process for anyone that would like to attend.
3. **Director's Report** – Tracy reports that numbers are on par with January of the previous year. A Pokémon event was held in February and had 55 attendees! Due to the popularity of the event, the plan is to have a Pokémon event every other month. Hot Spots, TotSpots, and SilverSpots are in and will be rolling out in March. Employee training will be happening for that soon! The library will be offering free Notary services with Vanessa obtaining her Notary Public. The library and Tioga PACT Moms Group event was held before Valentine's Day. While attendance wasn't high, it is something Tracy and Tioga PACT would like to try to build as a regular program. Tracy will be speaking at the Apalachin UMC on April 4th to the Brothers and Sisters for the Cross after an invitation from Pastor Leon. On March 7th,

there will be an Author Talk with Richard Leise whose mother was very involved with the Apalachin Library.

4. **Friends Report** – Still recruiting for the roles of President and Vice President. Dani suggested the Friends make a small change to their Bylaws that will not require the meeting times to be included in the bylaws.

Old Business

1. **Review and Approve Updated Paid Time Off Policy** – Dani suggested that there be a change to the verbiage regarding who reviews the Library Director's vacation requests. From "President of the Board of Trustees" to "Authorized/Designated Trustee." Sue motioned to accept the updated Paid Time Off policy to include the wording change. Donna seconded. All approved.
2. **Website Update** – Tracy continues to feed content to Sophia at LogoWise. We're currently at 4 of our 6 pages for the website. Tracy estimates the website will be completed sometime in March.
3. **Director Annual Evaluation Update** – all staff Director evaluations have been received. Tracy's self-evaluation has been received. Trustee Director evaluations have been submitted. Only Perry's is needed. We will review the Director Evaluation with Tracy in Executive Session at March meeting. This evaluation brought up a question from the staff. Is there a policy in place in the event there is an issue between a staff member and Director? Tracy will check the Finger Lakes system to see if there is a resource to build that out for Apalachin.
4. **New Trustee Handbooks** – New books are in. Any trustee that would like one is welcome to come pick one up from Tracy. Additional note - Friday, March 22 at 2pm is the first (optional) Trustee Training.
5. **Conflict of Interest** – Perry is the only missing signature.
6. **Proposed use of unsolicited grant funds from the Community Foundation for South Central New York** – The library received a \$1280 donation that can be used as the library sees fit. Tracy suggested updating the sign out front with the new logo and web address. Tracy has 2 local companies she is currently getting quotes from. Vanessa also has an additional company. Tracy will plan to bring quotes from these companies to the next meeting.
7. **Strategic Plan 2024-2026** – As the task of the Strategic Plan is so encompassing, Tracy suggested it may be best to approach reworking the Mission, Vision, and Values statements prior to approaching the Strategic Plan, as a whole. This may help sharpen the focus on specifics within the Plan. Tracy will provide some proposals, to include staff feedback, to be voted on. In addition, each Trustee is encouraged to send suggestions/proposals for updated Mission and Vision statements to Tracy by March 11th.

New Business

1. **Approve Annual Report** – Board must approve before sending it to FLLS this evening. Jerry made a motion to approve the Annual Report. Donna seconded. All approved.

2. **Approve Annual Report to the Community** – There was a discussion to make changes to the Financials section to represent the library’s financial position better visually. Tracy will use pie charts versus specific dollar amounts since our budget is available to the public online. Sue motions to approve the Community Annual Report with the caveat that Tracy will make the visual adjustments. Jerry seconded. All approved.
3. **Review Trustee Recommendation** – Board Selection Committee met with the potential candidate (Caylynn Gilbert). A memo was sent recommending bringing her on as a Trustee. Jerry motions to accept. Chealsey seconded. All approved to accept Caylynn as a new Trustee. She will be invited to the March meeting.
4. **August Board Meeting** – Tracy will be out of town for this meeting. The Board is required to meet 11 times in one year. The decision was unanimous to forgo the August meeting instead of rescheduling. The only thing needed to do is notify the community of this change.
5. **Sexual Harassment Training** – Training is available on the New York State website: <https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>.

Period for Public Expression

Executive session – Not needed

Meeting Adjourned: Meeting was adjourned at 7:37pm