

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

May 21, 2024

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

Announcements:

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

Agenda/Minutes:

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

Updates

1. Treasurer's Report – Sue reports a good month and nothing out of the ordinary. The library received funds from the Community Foundation for South Central New York this month for the website revamp and received the bill in April, so those are represented in the financials.
2. Maintenance Report – Steve took care of another major unclogging and did an overhaul on the vacuum. He also adjusted the exterior lights to coincide with the longer daylight hours and checked on mouse traps.
3. Director's Report – April was an amazing month with over 600 attendees at the various adult and children's programs! Circulation numbers are up all around from last year. The Stuffy Sleepover and Eclipse Program had great attendance, and Pokémon continues to be a big success and will stay on the program calendar every other month due to its popularity! We finally have an increase in library funding! NYS recommended higher amounts for both library and construction aid. The increases are \$4.252M and \$10M, respectively. Tracy was able to attend another free webinar on managing employees that she felt was very helpful and will continue to seek out other training opportunities. Wendy inquired with the Apalachin McDonalds manager regarding support for the Summer Reading program. The manager was happy to be involved and donated 100 free Happy Meal coupons to the program! This also led to additional involvement with the Senior Sampler program. The Apalachin McDonalds will be supplying coffee and cookies at all six programs. The library received \$621 for the Senior Sampler program with the first session on June 7th. Tracy met with the assistant director of A New Hope Center to identify additional resource information to have available to patrons, if

needed. The Partners in Parenting program, a collaboration with Tioga PACT, will be coming up at the end of the month. This is a revamp of the Moms Group meetup.

4. Friends Report – The President and Vice President positions are still vacant. The Friends made changes to their Bylaws to include removing specific meeting times, adding a Book Barn Coordinator, and eliminating the Corresponding Secretary position.

Old Business

1. Approve Circulation Policy – The final draft was sent out prior to this meeting to include all suggestions from the previous meeting. Jerry motioned to approve the final draft. Sue seconded. All approved.
2. Review Mission Statements – There is still some discussion about the final three statements and where the focus needs to be after Chealsey observed that none of the statements obviously identify a library. Tracy would like to wordsmith the statements we have narrowed down. The overall agreement was to find a way to combine all three.
3. Reminder: Sexual Harassment Training – Tracy is still waiting for final forms from any remaining trustees.
 - a. Training Video - <https://www.ny.gov/combating-sexual-harassment-workplace/sexual-harassment-prevention-model-policy-and-training>
 - b. *Combating Sexual Harassment Assessment Form* for mandatory interactive component

New Business

1. Payroll – Our accountant, Jan Nolis, will continue to do the library's bookkeeping and taxes but will no longer be processing payroll. Her suggestion was to use ADP, which she will initiate. Jan will process payroll through the end of June, and the first payroll in July will be through ADP. Sue is waiting for additional information regarding fees, etc. from Jan. She will keep us posted as she receives information.
2. Painting exterior building – The provided quote was received back in September. Tracy would like to revisit this building refresh in conjunction with the rebranded sign and website. The overall suggestion was to get at least one more quote to compare and bring to June's meeting. While it is not in the budget, we do have enough in the account to cover this cost.
3. Computer Use and Internet Policy – Tracy will incorporate submitted suggestions and send out with the June meeting materials.
4. Upgrading computers – Target replacement dates, per FLLS, for four of the current patron computers and one staff computer has lapsed. At minimum, Tracy would like to replace three of the patron computers and the staff computer. The price per computer, through FLLS, would be \$855.10. While the cost per computer is expensive, the library did receive an "anonymous" donation of \$10,000 earmarked for technology. In addition, the benefit of purchasing through FLLS is the included tech support and warranty. Tracy will check with FLLS to determine what needs to be done with the older computers. Jerry motions to purchase five computers. Perry seconds. All approved.

5. 2025 Officers – President and VP positions will be open as Donna and Dani’s term will come to an end on Dec 31st of this year. Any interested parties, please let Tracy know.
6. Website Demo – The new site is looking great! Transfer of the domain name was successful and now is owned by FLLS. We are currently waiting on FLLS to officially switch over to the new website, which should take place by the end of the month. Tracy will continue to make modifications to the various areas as she builds out the site provided by Logowise. Tracy will also investigate making changes to the library email address from Gmail to FLLS and will keep us updated.

Period for Public Expression: Not needed

Executive session: Not needed

Meeting Adjourned: Meeting was adjourned at 7:45 PM