

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

June 18, 2024

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

Announcements:

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

Agenda/Minutes:

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

Updates

1. Treasurer's Report – Sue reports there was nothing out of the ordinary for May. We have already ordered and paid for the computers that were voted on in May, so that is reflected on May's expense sheet. There was a payroll update regarding the move from Jan Nolis to ADP that was discussed at last month's meeting. While July's payroll is expected to start through ADP, Sue was made aware that the library's files have not been transferred to ADP yet. She will continue to investigate.
2. Maintenance Report – Steve has done lots of work to prepare the library for the Summer Reading Program kick off this Saturday. During the month of May, the water meter was upgraded, Stanley Steamer cleaned the library carpets, and Matt Shofkom from the Town of Owego came out to do a routine water test.
3. Director's Report – Tracy reports the library's physical collection has increased, while the digital collection has decreased. This may be due to more patrons coming into the library versus borrowing electronically. There were also several new cards opened. May was another strong month with 21 programs and 412 attendees! Tracy and Dani met with Betty Casey to discuss fundraising approaches and were also able to get some great ideas from her for future grants and grant writing. Tracy was one of two winners among FLLS directors for a giveaway for the Association for Rural and Small Libraries Conference in Massachusetts! She will be going on this all-expense paid trip, along with another local director, in September. The first Senior Sampler program was held at the beginning of June and went very well with 22 attendees! There are already 11 people who signed up for the next session in July. Tracy was also busy during the month of May/beginning of June with community outreach. She saw several 2nd and 1st grade AES classes, volunteered at Apalachin United Methodist Church's

carnival, and was interviewed by WBNG about the library. Tioga Pact and the library collaborated to do a Partners in Parenting program. At this time, both agreed that an alternative space might be better suited for future programs. In addition to the Summer Reading Program, the library will have some family nights coming up throughout the month of July.

Old Business

1. Vote on Mission Statement – Following a vote on the final two Mission Statements from staff and Board members, the new mission statement is “To enrich the lives of the people in our community by providing free and equal access to information and resources.”
2. Painting – An additional quote was received from Filbin and was significantly higher than what Pickett’s had originally quoted (September’s pricing has been confirmed by Tracy as still valid). Since there was such a substantial difference between the two received quotes, the suggestion was to look for an additional one. Perry shared two company names and Tracy will follow up with them to be discussed at our July meeting.
3. Technology Use Policy – Tracy incorporated the feedback supplied in the last draft. Perry motioned to approve the newest policy draft. Jerry seconded. All approved.
4. Reminder: Sexual Harassment Training – All Trustees have completed training and submitted their forms to Tracy.

New Business

1. Social Media Policy – A question was asked regarding the guidelines written for posting to social media without permission. Tracy explained that she addresses this with patrons in a general disclosure/ask during events and with written permission during things like the Summer Reading Program. The Board felt it was best to table the discussion of this policy until July when all Trustees can be present.
2. Construction Projects 2024-2025 – Tracy is currently waiting for parking lot work to begin in September that will make the pavilion more accessible to patrons unable to easily walk to it. There are no other projects lined up at this time, but Tracy was looking for any feedback the Board could supply on potential projects. The second floor is an area that Tracy would like to explore and work towards making it more accessible and usable. With so many possibilities, as well as challenges, Tracy would like to give more attention to this area in the next few years. An update to the Eagle Scout project indicates we are still at a standstill. Tracy is hoping for more information now that the school year is over.
3. Annual Appeal Letter – All Trustees were happy with the letter. The letter will be on the July agenda for a final vote.
4. FLX Road Trip – Begins July 1 and runs until the end of August. This encourages people to visit the 33 libraries in the Finger Lakes Library System to get stamps and earn souvenirs as they fill out their Road Trip map. It will also be a great way to have additional interest in the summer programs.
5. Update to Investment Account Signers (agenda addition) - Sue went to Tioga State Bank and collected forms to update the signers on the library’s investment accounts, as the individuals currently noted are no longer a part of the Board. Sue suggested a maximum of two people be

added to the account. The agreement was that Tracy should be one signer and Sue, as Treasurer, should be the other. Both will sign the forms in the coming weeks.

6. Lactation Break Policy (agenda addition) – This is a NYS-mandated amendment to the Policy on the Rights of Employees to Express Breast Milk in the Workplace. Jerry motions to accept the amendment. Sue seconds. All approved.
7. Website update (agenda addition) – Tracy is still waiting for the new website to go live. There are some hurdles, with the individual that previously owned the web domain, that are slowing the process. Tracy and FLLS are diligently working on this matter. Jerry suggested looking into legal services to hopefully help expedite the process if the problem persists.

Period for Public Expression: Not needed

Executive session: Not needed

Meeting Adjourned: Meeting was adjourned at 7:23 PM