

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

July 16, 2024

Call to Order: Meeting called to order at 6:16 PM by President Dani Berchtold. In attendance were Trustees Sue Legg, Donna Shofkom, Jerry Ward, Perry Pierce, and Director Tracy Savard. Excused: Chealsey Malewicz and Caylynn Gilbert.

Announcements:

1. Next Meeting: September 17 at 6:15 PM (There is no meeting in August)
2. 2024 upcoming meeting dates: October 15, November 19, December 17

Agenda/Minutes:

Agenda and June Minutes were adopted by the Board. The secretary was not in attendance to sign the Minutes. They will be signed at the September meeting.

Updates:

1. Treasurer's Report – Sue reports that expenses were lower for the month of June. \$800 was paid for the carpet cleaning. Payroll was started with ADP. There were some issues with the first payroll because of the short turnaround time for the first paychecks. The second payroll went smoothly. The financial summary was presented at the meeting. The full financial report was unavailable as Sue was away for much of the month of June. It will be distributed when it is available.
2. Maintenance Report – Steve installed a second air conditioner upstairs, cleaned AC filters throughout the building, installed a third security camera, disposed of old paint and hazardous waste and checked on mouse traps. No mice were found.
3. Friends Report – The Friends still do not have a president or vice president. Nancy Sagasti is both Secretary and Treasurer, and Barb Baker is the Book Barn Coordinator. In absence of a President and Vice President, Nancy is running the meetings. The Friends will hold a yard sale of unused items from the Library on August 24.
4. Director's Report – Tracy states that June was a great month. There were 9 children's programs with 356 attendees and 12 adult programs with 111 attendees. The FLX Road Trip has started, and trippers are coming through the library. Programming stats from FLLS show that the Apalachin Library is doing great in comparison with other libraries in the system. Missy has secured us as the Baking by Numbers' donation jar for July.

Old Business:

1. Social Media Policy vote – Donna made a motion to approve the Social Media Policy, Jerry seconded. The vote to approve was 4 yes with one abstention.
2. The Annual Appeal Letter – The letter which Dani prepared is approved and will be mailed this fall.
3. Painting update – Tracy has been unsuccessful in obtaining other painting estimates. The companies she contacted are either not taking new contracts or not coming to do estimates. The estimate for Pickett's Painting is approximately half that of Filbin's. Perry made a motion to accept Pickett's estimate for the painting of the building and the shutters. Jerry seconded. Approval was unanimous.
4. Website update – The website is still not live. FLLS hasn't had the bandwidth to be able to tackle the complications that resulted from a volunteer owning the site.

New Business:

1. Acceptable Use of the Library Policy – Some changes in the wording of the policy will be made to the draft. Public areas not intended for "larger meetings" will be changed to "unauthorized meetings", and the pavilion users will be changed to include the Friends of The Library. Perry made a motion to approve the policy with these changes. Jerry seconded. Approval was unanimous. We will need to make changes in the policy to address patrons with mental illness in the future as many libraries are facing this issue.
2. New Trustee Process – Dani, Caylynn, and Chealsey are working on it. Other Trustees who would like to participate are welcome.

Period of Public Expression: Not needed

Executive Session: Not needed

Meeting Adjourned: Meeting was adjourned at 7:17 PM