

Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

Sept 17, 2024

Call to Order: Meeting called to order at 6:20 PM by President Dani Berchtold. In attendance were Trustees Sue Legg, Donna Shofkom, Jerry Ward, Perry Pierce, Caylynn Gilbert and Director Tracy Savard. Handbook proposal was added to the agenda.

Excused: Chealsey Malewicz

Announcements:

1. Next Meeting: October 15 at 6:15 PM
2. 2024 upcoming meeting dates: November 19, December 17

Agenda/Minutes:

Agenda with the addition of a handbook proposal and July Minutes were adopted by the Board. The secretary was not in attendance to sign the Minutes. They will be signed at the October meeting.

Updates:

1. Treasurer's Report – Sue reports that expenses were greater for the months of July and August due to the painting and paving of the parking lot and the commercial insurance payment. We did receive an anonymous \$500 donation.
2. Maintenance Report – Steve supervised the paving and painting project. He installed key holders in a cupboard to prevent keys from falling every time it is opened.
3. Friends Report – Met on September 16th. They are still seeking volunteers for a president and vice president of the group. The Friend's yard sale generated \$156 in sales. The Friends have committed to providing donuts and cider at the October 19th fall festival. Tracy will submit a proposal for a PA system to them at the November meeting.
4. Director's Report – Tracy states that July and August were amazing months. Total circulation stats for July and August were the same: 2,308! There were 26 programs in July that served more than 600 people. There were 23 programs in August that served more than 600 people. Tracy is working on a Tioga Downs Regional Community Foundation grant to continue to offer the First Friday Program for seniors. Tracy reported that the art classes have really taken off and there is a long waiting list for the programs. In response to patron interest in art classes, Tracy plans to apply for a Floyd Hooker Grant in early October for four art classes for children ages 8-12 to take place in 2025. The Board supports both of these grant initiatives and Tracy will submit applications in the coming weeks. As our programs grow and evolve, we need to consider our resources, mission, and role, as well as strategies for sustainability.

Old Business:

1. The Annual Appeal Letter- Letters will be printed and mailed around the first week of October.
2. New Trustee Process Update- Chealsey, Dani, and Cay met to work on the application and process. Work has begun and they have a direction. Hoping to have a draft for review at the next meeting.
3. 2025 Officer Changes– We need to plan to slate potential officers in December with a voting in January.

New Business:

1. Painting- Completed in August
2. Paving- Completed in August. A concern was raised in a Facebook group about funding of the pavement. Tracy addressed the concern and requested that the Trustees help to educate the community on projects that are being completed at the Library and how they are funded.
3. Parking Lot Lines- Painting lines in the parking lot was not included with the paving. We discussed spacing options for painting, as well as the placement of handicapped spots. Tracy got an estimate from Tyler Pavlovich, who Caminiti contracts with. There will be two designated handicapped spots near the front of the building with the stripes to indicate that nobody can park near them to allow for safe unloading while using lifts. Jerry motioned to move forward with approving the line painting project. Perry seconded the motion. The vote was unanimously in favor of moving forward with painting lines in the parking lot. It was determined that we would go with 9.5 foot spots on the side closest to the road and 9 foot wide slots on the side near the pavilion. Garbage and Recycling-At this time, we are pursuing options to cover the 3 recycling cans and 2 garbage cans, as we have not heard from the Eagle Scout. Perry mentioned a cabinet for the containers may be a good option. Tracy is going to discuss potential solutions with Steve.
4. Facilities Committee- Tracy brought forth the need for a facilities plan and potentially a committee. Jerry volunteered to assist with this. Perry also volunteered to support this work. Tracy is going to review minutes and notes to identify when crucial things were done related to the building structure and integrity.
5. Review Pest Control Policy-Sue motioned to approve the policy; Donna seconded, and all voted in favor. It was a unanimous vote.
6. Review Criminal Possession of a Firearm, Rifle, or Shotgun in a Sensitive Location Policy (New York State Legislation)- The policy was discussed and it was determined that we need to allow more time for review and commenting. A question was raised as to whether we should have signage to notify all who enter the Library and grounds that it is a weapons free zone.
7. Substitute Proposal- Tracy brought forth a proposal to hire a per diem staff person for call outs and sick days. She reported that there are times when it is very challenging to keep operations running if there is a call out. Tracy currently covers scheduled paid vacations for the staff. The substitute would be able to cover unpaid time off . It was determined that we will need to review

the Time Off Policy and put a limit on unpaid time off. The Board decided to move forward with a per diem role to support unscheduled time off and unpaid time off. Tracy will provide updates. As things evolve, the group will need to evaluate if an additional position is needed and we need to ensure actions taken align with strategy.

8. Handbook Proposal-ADP the payroll service is offering a promotion that costs \$50/pay period until October 2nd and then it is free until December 31st. The promotion is for using a wizard to create handbooks. This will generate policies and procedures based upon Tracy's input. This seems like a good opportunity to try. It was determined that we would move forward with a trial of this tool and Tracy will provide an update to the board at the October meeting.

Period of Public Expression: Not needed

Executive Session: Not needed

Meeting Adjourned: Meeting was adjourned at 7:48 PM