

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

### October 15, 2024

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**Call to Order:** Meeting called to order at 6:18 PM by Dani Berchtold. In attendance were Trustees Sue Legg, Donna Shofkom, Jerry Ward, Caylynn Gilbert, Chealsey Malewicz, and Director – Tracy Savard.  
Excused/Absent: Perry Pierce

#### **Announcements:**

1. Next Meeting: November 19 @ 6:15 PM
2. 2024 Upcoming Meeting Dates: December 17

#### **Agenda/Minutes:**

Agenda and September Minutes were adopted by the Board. Minutes were signed by the Secretary.

#### **Updates**

1. Treasurer's Report – Sue reports nothing pressing for September. The library's \$1500 grant from the Town of Owego for Summer Reading is represented in the financials. Postage and envelopes for the Annual Appeal letters still needs to be added. The cost for the new garbage/recycling bin storage area was \$622 and has been included. Sue is in the process of collecting information for the 2025 budget. A preliminary budget for 2025 will be ready for the November meeting.
2. Maintenance Report – Steve addressed several jobs around the library including building storage for the garbage and recycling bins. As the weather starts to get cooler, mouse activity will increase. Tracy would like to explore bait boxes, for rodent control, based on past experiences with them.
3. Director's Report - September was a great month! Circulation is up in just about every area compared to last year. The library continues to gain library card applications and Facebook followers. September saw 16 programs with 232 attendees! The Senior Sampler numbers were slightly lower for September because of an attendee cap due to the nature of the program held. The previously approved computers are in and were installed by FLLS on September 10<sup>th</sup>. Notification was received that the library's construction funds were approved by NYS! Most of the funds will be received directly from NYS in the next couple of months, with the remaining 10% after the project has been officially closed. The library is participating in a diaper drive through Saturday (October 19<sup>th</sup>) as part of the Great Give Back. All diapers will be donated to Kids in Need of Diapers. There is also a winter coat drive running through November 19<sup>th</sup>, in partnership with the Lions Club. A credit will be coming in from Baker & Taylor, in the amount of \$673. There are several events happening in October including a local author talk and Fall Festival. The Friends will be providing donuts, cider and volunteers for the festival.

#### **Old Business**

1. Annual Appeal Letter Update – Tracy worked with the post office and was able to get these out October 10<sup>th</sup>. The library has already received over \$800 in donations.
2. New Trustee Process Update – Dani, Cay, and Chealsey have been working together to streamline the process. The goal is to have a concrete outline done by November as the Board will have a vacancy in January

and we have a potentially interested candidate. Feedback was requested on the drafts that were provided to the Trustees. Tracy will work on adding a Board tab to the website to incorporate the updated information/process and to provide an accessible hub for Board resources.

3. Employee Handbook Update – The promotion Tracy presented last month for the Employee Handbook Wizard through ADP is no longer valid. The new promotion was shared with Tracy but still brings up a lot of questions and needs more clarification. Tracy will reach out again to ADP to inquire about questions brought up by the Board (ie. Is there a mandatory participation range? Cancellation policy?). In the event a decision to take advantage of this promotion is time sensitive, information and voting may need to be done through email. Cay motions to receive clarification after Tracy talks to ADP via email, to be followed by an electronic vote on whether to purchase the Handbook Wizard Services. Chealsey seconds. All approved.
4. Garbage and Recycling Storage Update – The storage area has been completed and has been working well.
5. Facilities Committee Update – A committee was established after the last meeting and includes an interested library staff member. Additionally, a second staff member has a family member willing to participate. Tracy will set expectations with the committee regarding their role in the process, which is to identify projects and priorities, not to do the work. Proposals and work that needs to be done will come to the Board for review and to make decisions.
6. Approve Criminal Possession of a Firearm Policy and Signage – Since this is already part of NYS law, adopting this policy codifies and documents the Apalachin Library's support and enforcement of this. Donna motions to accept the policy. Cay seconds. All approved.
7. Slate of Officers for 2025 – Preparing a 2025 slate will be in anticipation for the end of the calendar year. The goal is to have all Board positions slated for the December meeting. Anyone interested is asked to reach out to Dani.

### **New Business**

1. 2025 Holiday Schedule – Dates that are listed in bold are when the library is scheduled to be open. Tracy is proposing 11 dates for closure. Chealsey motions to accept the 2025 Holiday Schedule with proposed close dates. Jerry seconds. All approved.
2. Gift card for Dan, who assisted in building the garbage and recycling enclosure –A suggestion was made to Tracy about giving a gift/gift card to Dan for his time, resources and assistance. The final suggestion, from the Board, is to provide a \$50 gift card to a local restaurant.
3. Updated Time Off Policy – The newest update was to address unpaid time. Sue would like more clarification to address exhausted unpaid time, and to look at reintroducing sick leave accruals. Tracy will redraft the policy for the November meeting.
4. FOIL Request Policy – This policy is regarding the Freedom of Information Law and provides a general response in the event of a request for information. Jerry motioned to accept the policy. Cay seconds. All approved.
5. 2025 Staffing Proposal – This will be discussed at the November meeting and presented along with the 2025 budget. Also, for discussion in November, is the library's tax allowances for the community as Tracy came across information regarding this topic.

**Period for Public Expression:** Not needed

**Executive Session:** Not needed

**Meeting Adjourned:** Meeting was adjourned at 7:43 PM