**Apalachin Library Association - Board Meeting Minutes**

**Monthly Meeting**

**November 19 @ 6:15 pm**



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

Resignation: Perry Pierce contacted Tracy on 11/19/24 and resigned from his Trustee position.

**Announcements:**

1. Next Meeting: December 17 @ 6:15 PM
2. 2025 Upcoming Meeting Dates: January 21 (Annual Meeting), February 18, March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16

**Agenda/Minutes:**

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

**Updates**

1. Treasurer’s Report – Sue reports that there is not much change this month. There was a miscellaneous income of $1,256 for a credit received from Baker & Taylor. Sue continues to work with Jan on the formatting of the financial reports.
2. Friends Report – The Friends brought up the issue of parking for larger events after the Mafia presentation had such a strong turnout. Tracy suggested that this issue be discussed by the Facilities Committee to devise potential solutions. Dani suggested exploring collaborations with community partners such as: Apalachin Fire Department, Apalachin United Methodist Church, etc. as possible solutions for parking for larger events. The Friends discussed holding a plant sale as a fundraiser for the Library garden.
3. Maintenance Report – A backflow inspection was completed earlier this month by Tim Murphy and sent to the Town of Owego. A minor leak was found in the basement and immediately fixed by Steve, in addition to cleaning out the gutters. Mousing continues to be an issue.
4. Director’s Report – Tracy reports that statistics for October look very similar to October 2023. The Library had great programming in October! The annual Fall Festival went well; however, it did not have as many attendees as the previous year. The event boasted teen volunteers, the Department of Health, a paranormal team displaying their equipment, and cider and doughnuts from Friends. In all, October saw 30 programs with over 400 attendees! Tracy had the chance to participate in several outreach opportunities in October. She was also able to attend the 211 Susquehanna River Region Open House. It was a great opportunity to get a behind-the-scenes look at the program, which will be accessible to the Library. The Great Give Back came to an end in October with diaper donations to K.I.N.D. A very nice thank you note was received from Kandy, the director of K.I.N.D. The Friends purchased a PA system for indoor and outdoor programs! The Mafia Summit Talk was very popular with 80+ attendees!

**Old Business**

1. Annual Appeal Update – Since the Annual Appeal letter has been distributed, the Library has received 150+ individual donations totaling over $9,000!
2. New Trustee Process Update – Final drafts of the revised process have been distributed. There were no additional comments or suggestions, so the process will be implemented with interested candidates.
3. Facilities Committee Update – Tracy has continued to look through files and records of previous work, equipment maintenance, etc. done at the Library. She will schedule a meeting with the committee to begin their work. Tracy may recruit some additional members for the committee.
4. Updated Time Off Policy – Tracy added that the Library Director will keep a comprehensive record of all time off that will be filed annually with timesheets. The Board discussed the draft policy and some revisions will be made before voting on the policy.
5. Slate of Officers for 2025 (vote to take place in January) – A proposed slate of officers was circulated. There is still time for changes to the slate, if needed.

**New Business**

1. 2025 Budget & OverDrive eContent Contribution FY2025 – FLLS sends two options each year for contributions regarding eContent: 5% of total expenditures or $1/OverDrive circulation. Sue recommends, based on previous years, contributing $4000. While no vote is necessary, it was unanimously approved to allocate $4,000 towards OverDrive. Sue presented the 2025 Library Budget. The only significant budget adjustments are for building repairs and maintenance. There was a decrease in postage expenses, compared to last year, which will be taken into consideration for 2025.
2. Pest Control Quotes – As mice are still an issue, Tracy reached out to vendors to get a pricing idea to compare against the cost for Steve to continue buying traps. The hope is to find the entry point(s) and seal them to decrease mouse activity. The received quotes were circulated with the Board packet for review.
   1. Big R&J Exterminating
   2. Keller’s Pest Control
3. FLLS Annual Meeting – The Annual Meeting went very well, and the speaker provided a wealth of information regarding Human Resources. Matthew Burr is the owner of Burr Consulting, LLC, and presented on many insightful do’s and don’ts, discussed minimum wage, time off (plus Family Leave), employee handbooks, policies, and review of staff (quarterly review vs yearly). He also gave recommendations for the involvement of legal review of policies.
4. Trustee Training Requirement – A reminder that all Trustees are required to complete the mandatory two hours of training that is required by NYS. Training must be completed by December 31st to remain on the Board.

**Period for Public Expression** - not needed

**Executive session:** Executive Session began at 7:15 PM

1. Personnel

The Board came out of Executive Session at 8:03 PM

**Meeting Adjourned:** Meeting was adjourned at 8:06 PM