Apalachin Library Association - Board Meeting Minutes

Monthly Meeting

December 17 @ 6:15 pm



**Call to Order:** Meeting called to order at 6:23 PM by Dani Berchtold. In attendance were Trustees, Sue Legg, Donna Shofkom, Jerry Ward, Caylynn Gilbert, Chealsey Malewicz, and Director – Tracy Savard.

**Announcements:**

1. Next Meeting: January 21 (Annual Meeting) @ 6:15 PM
2. 2025 Upcoming Meeting Dates: 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 November Minutes were adopted by the Board. Minutes were signed by the Secretary.

**Updates:**

1. Treasurer’s Report – Reports this month were delayed after Sue requested corrections due to errors on the reports. Due to consistent corrections requests with the current bookkeeper, Sue has been looking for a replacement. She is interested in using Davidson & Fox Accounting but needs further discussion with this firm. Jan will finish out the year and do the December reports. Overall, there was nothing out of the ordinary for this month.
2. Maintenance Report – The water was tested 11/18 and lock codes on exterior were changed after employee termination. There was normal salting due to snow, mousing, and a light replacement in the big room. Steve also spackled portions of the walls and replaced the employee bathroom paper towel holder.
3. Director’s Report – Tracy reports a great month! Circulation numbers are up in almost every category. There were eight programs for children and 18 programs for adults with over 350 attendees in all! In the coming year, Tracy would like to focus on continuing to develop programming for adults. The Library received $620 from the Floyd Hooker Foundation for four landscaping painting classes for kids! The Tioga Downs Regional Community Foundation awarded the Apalachin Library with $5,000 for two more years of the Senior Program! Tracy will be submitting a grant with local artist Rachel Consolazio for a pottery-throwing program for July 2025 after the previous partnership with Tioga Arts Council for children’s art classes last summer. The Library is participating with the Lion’s Club to do Toys for Tots and Tioga PACT for ‘A Cozy Christmas’ to collect socks, hats, mittens, etc. Tracy would like to re-evaluate the grant from Tioga Downs for electronic hotspots as they are not being used as much as initially thought. After Board suggestions, Tracy will reach out to local churches to explore if there may be a need outside of the Library to utilize the hotspots. Former Board Member, Tony Poole, was able to take the unused computers and give back what they were worth as a donation. There is an applicant for the open Board Position! Tracy has had informal discussions with this applicant about the position but will meet with her officially as part of the application process. Jerry and Cay volunteered to work with Tracy on the New Trustee Committee with Sue copied in on correspondences.

**Old Business:**

1. Annual Appeal Update – The Library has received close to 200 donations totaling approximately $13,000!
2. Facilities Committee Update – Tracy wrote a Scope of Duties, which was distributed to the Board for review. Editing suggestions were made prior to the meeting, including membership and that the committee be an ad hoc committee of the Board, etc. Meetings will tentatively take place on the first Monday of each month after 3pm. Cay motions to accept the formation of an ad hoc facilities committee that reports to the Board of not more than 7 members. Donna seconds. All approved.
3. Updated Time Off Policy – Cay motions to accept the updated policy. Jerry seconds. All approved.
4. Employee Handbook Update – Tracy and Dani have been reviewing and editing the handbook provided through the ADP Handbook Wizard. Repetitive language and unnecessary sections have been removed, as well as clarifying to whom this handbook applies (employees, not the Director). A separate handbook will be developed, using this framework, to apply to the Library Director. Tracy feels that we can cancel the subscription for the Handbook Wizard as soon as the agreement allows us to.
5. Slate of Officers for 2025 – This is a reminder that the slate will be voted on at our Annual Meeting in January. If there are still any interested individuals, please reach out to Dani or Tracy.

 **New Business:**

1. Approve 2025 Budget – After minor changes/updates, Sue feels very confident with our proposed budget going into 2025. Jerry motions to accept the proposed budget. Cay seconds. All approved.
2. Emergency Closing Policy – Tracy wanted to formalize a closing policy to include other emergencies along with snow days. Tracy also wanted to ensure that staff is paid in the event of an emergency. Cay suggested adding NYS State of Emergencies. Tracy will make these edits and bring a revised draft to the January meeting.
3. Trustee Training Requirement – This is a reminder that two hours of additional Trustee training, not including the NYS Sexual Harassment Training, is required by December 31st. Once completed, notify Tracy so she can print completion paperwork to sign.
4. Signer for Visions checking account – Since Perry Pierce resigned from his role as a Trustee, a 3rd (backup) signer is needed. Dani volunteered to take his place. Tracy will reach out to Visions to initiate the paperwork.
5. Cleaning Update – A new cleaner was hired and will start the weekend of January 4th. Missy will continue with cleaning through 12/31/2024.

Period for Public Expression – not needed

Executive session: not needed

Meeting Adjourned: Meeting was adjourned at 7:29 PM.