

# Apalachin Library Association - Board Meeting Minutes

## Monthly Meeting

January 21 @ 6:15 pm

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**Call to Order:** Meeting called to order at 6:17 PM by Dani Berchtold. In attendance were Trustees, Sue Legg, Jerry Ward, Caylynn Gilbert, Chealsey Malewicz, and Director – Tracy Savard.

### **Announcements:**

1. Next Meeting: February 18 @ 6:15 PM
2. 2025 Upcoming Meeting Dates: 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 December Minutes were adopted by the Board. Minutes were signed by the Secretary.

### **Updates:**

1. Treasurer's Report – Sue reports a good year even with several maintenance projects completed. The year-end donations received provided valuable support to the Library. We have received 90% of the paving grant for the parking lot, which was noted in the year-end summary. There was a slight delay with the remaining 10% but it should be received soon. We also received the referendum funds for 2025 in December. Jan completed her accounting services with us at the end of December. Sue is still in the process of finding another accountant. She suggests purchasing QuickBooks and hiring someone to prepare our reports each month. Sue and Tracy will work together to write an ad to search for qualified individuals. Sue would like to get feedback regarding FMLA and Disability deductions towards premiums and whether it should be added to the Employee Handbook. This will be an agenda item at the February meeting.
2. Maintenance Report – Evans performed the annual boiler maintenance on December 12<sup>th</sup>. Steve also salted and took care of mousing issues for the month.
3. Director's Report – Tracy reports a great month! Circulation statistics have increased from last year. Although Facebook Post Reach numbers are slightly down, the Library is still increasing in followers and both physical and digital circulation. The Senior Program has continued to go very well! There were 21 attendees at the December program and over 25 at January's First Friday. The Apalachin Library was the recipient of a \$5,000 grant from Tioga Downs Regional Foundation to fund the Senior Program for another two years! For the month of December, there were 23 programs with 269 attendees. Over \$1400 were received from Sustainable Shelves (Baker & Taylor). Also in December: Santa visited in early December to receive calls on behalf of the North Pole (Apalachin) Lions Club. The Library continued their annual porch clothesline with knitted winter accessories donated by a patron.

4. Friends Report in February (meeting on Jan 27) – Due to the Martin Luther King, Jr. holiday, the Friends will meet later in January. Tracy will bring their report to the February meeting.

#### **Old Business:**

1. Election of Officers – Jerry motions to accept the 2025 Slate of Officers. Sue seconds. All approved.
2. Approve Transfer of Officer Positions Procedure – Chealsey motions to accept the Transfer of Officer Positions Procedure. Cay seconds. All approved.
3. Annual Appeal Update – The total for donations received in 2024 is \$15,170 (also includes memorial donations)!
4. Facilities Committee Update – The Facilities Committee has established that at 5pm on the second Monday of every even month will be their meeting time. Meetings will officially start in February. There are a total of six members, with room for one more.
5. Employee Handbook – This will be tabled until the February meeting
6. Approve Emergency Closing Policy – Dani motions to accept the updated policy. Chealsey seconds. All approved.

#### **New Business:**

1. Sign Conflict of Interest Form – The Conflict of Interest form was circulated and signed by all Board Members for 2025.
2. Updates to Trustee Contact List – Tracy circulated the Trustee Contact List for all Board Members to update any information, if needed.
3. Evaluation of Trustee Candidates – Jerry and Cay met with and interviewed candidate Stacey Coffey. Stacey's application and the Evaluation forms were circulated for the Board to review. Both Jerry and Cay feel that Stacey will be a great addition to the Board. Cay motions to accept Stacey as a new Trustee. Jerry seconds. All approved. Tracy will reach out to Stacey and officially invite her to the February meeting. Jerry and Dani met with and interviewed candidate Tracy Brunnabend. Tracy's application and Evaluation forms were circulated for the Board to review. Both Jerry and Dani feel that Tracy will be a great addition to the Board. Cay motions to accept Tracy as a new Trustee. Jerry seconds. All approved. Tracy (Savard) will reach out to Tracy (Brunnabend) and officially invite her to the February meeting.
  - a. The Board discussed publicizing Trustee vacancies. When we have openings, we discussed posting vacancies on our social media pages. We will use the approved process for reviewing and vetting candidates when there is an opening.
4. Director Annual Evaluation – A committee will be formed ahead of the official evaluation in March. Jerry and Dani volunteer to serve on the committee. Any other Board Members that would like to join the committee may reach out to Dani and Jerry.
5. Annual Training - Sexual Harassment + 2 additional hours – A reminder that mandated training is required to be completed by December 31<sup>st</sup>, 2025 and is reported to NYS as part of our Bylaws. As Trustees complete training, Tracy should be notified for recording purposes.
6. Thank you for Donna and Perry – A \$100 gift card and Thank You card will be presented to each former Trustee. Tracy will obtain these items and bring them to the February meeting.
7. Incident Response Form and Policy – This will be tabled until our February meeting
8. Prenatal Time Off Amendment – This policy is an existing NYS policy. Adoption documents the Apalachin Library's support of this policy. Jerry motions to accept the policy. Cay seconds. All approved.

9. Janet Hogan memoriam – See Public Expression for additional information. The Board reached a unanimous decision to include an “In Memoriam” recognition at the Volunteer Reception and to memorialize Ms. Hogan at that time.
10. Volunteer Reception on January 31 – Invitations have been sent out to all current library volunteers. This reception has been a wonderful opportunity to honor the countless volunteers whose contributions enrich the charm and excellence of the Apalachin Library.

Period for Public Expression – See accompanying Minutes

Executive session: not needed

Meeting Adjourned: Meeting was adjourned at 7:46 PM