

Apalachin Library Association - Board Meeting Minutes

February 18, 2025 @ 6:15 pm

Call to Order: Meeting called to order at 6:17 PM by Chealsey Malewicz.

In attendance were Trustees: Dani Berchtold, Tracy Brunnabend, Stacey Coffey, Caylynn Gilbert, Sue Legg, Jerry Ward, and Director – Tracy Savard.

Announcements

- Next Meeting: March 18
- 2025 Upcoming Meetings: April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16

Agenda/Minutes

- Agenda and January Minutes were adopted by the Board. Minutes were signed by the Secretary.

Period for Public Expression - none

Updates

1. Treasurer's Report
 - Reviewed the monthly finances. There are several grants that are currently part of the financial picture.
 - Bookkeeping: S. Legg suggested that the Board form a committee to review the candidates who have expressed interest in the bookkeeping position. The following Trustees volunteered: S. Coffey, S. Legg, C. Gilbert
2. Maintenance Report
 - Maintenance activities consisted of: Salting walkways, mousing, lowering and raising the flag in honor of Pres. Jimmy Carter, working with the Facilities Committee
3. Director's Report
 - January programming included a variety of opportunities for adults, including the game of Euchre.
 - 30 total programs and 334 attendees
 - One staff person is recovering from surgery, so her schedule has been modified accordingly.
 - Tax appointments started last week, booking up quickly.
 - Community Foundation SCNY - finalizing their feature story, which includes a segment on the Apalachin Library.
 - Family Night programming schedule for July is booked.
 - Wendy provided a lesson to a Girl Scout Troop on aprons (history, making of, etc.) for a badge.
 - Tracy participated in a training on protecting patrons and staff in the current climate where there has been numerous changes and transitions in a short period of time.
 - In the coming months, the Board will review Library policies on collection development, freedom to read, and book challenges.

4. Friends Report

- The Friends met on 1/27.
- They raised \$46 in a puzzle raffle.
- Planning a plant sale in the spring
- Will provide ice cream for a Family Night on July 31
- Approved funds to purchase additional materials for a staff person to repair damaged books.
- The Newark Valley Library has asked the Apalachin Library Friends to provide technical assistance to establish a Friends of the Library group.
- Discussed potential impact to libraries, given current climate.

Old Business

1. Annual Appeal Update

- \$17,000+ raised to date; demonstrates community support.

2. Facilities Committee Update

- Met for the first time; putting together a 5-year plan.
- Discussed a variety of projects and approaches for the work including:
 - Installing a projector, sound system, and window shades, which would help with video presentations of various formats and for a variety of programs.
 - Different lighting for the room downstairs – more conducive to programming, energy efficiency
 - Roof for the garbage/recycle bins.
 - Heat in the book barn.
 - Explore the purchase of the adjacent property/lot.
 - T. Savard will contact S. Glogowski to inquire about the steps for acquiring property.
 - Adding an elevator
 - Installing gutters on the pavilion
- Getting a quote to move the bookshelves, which would gain space.
- Installing an accessible front door opener

3. Sign Conflict of Interest Form (T. Brunnabend & S. Coffey)

4. Trustee Contact List - updated

5. Director Annual Evaluation

- D. Berchtold and J. Ward are leading the evaluation process for Director, T. Savard.
- Provided copies of the tools that will be used for the director's self-evaluation, trustee evaluations, and staff evaluations to the Board.
- The evaluation documents will be compiled and reviewed with T. Savard at the March or April Board meeting.

6. Annual Training - Sexual Harassment + 2 additional hours

- Trustees are required to take sexual harassment training each year
 - Video: <https://youtu.be/A9gudpiQ40M>
 - Answer Sheet: https://www.ny.gov/sites/default/files/2023-04/Sexual_Harassment_Prevention_Training_Answer_Sheet.pdf
- In addition, two hours of training are required
 - One option: Mid-Hudson Library System has trainings that are available:

<https://kb.midhudson.org/mhls-training-on-demand/>

- Self-report completion of trainings to T. Savard or provide copy of certificate
- T. Savard will also send out the links for trainings

7. Thank you for Donna and Perry – signed cards; will include a gift card, as well

8. Employee Handbook

- The Trustees have reviewed the Employee Handbook
- A suggestion was made to approve the Employee Handbook with a publication date. Re-publish it again annually (or at another time) to include updates/changes.
- D. Berchtold motions to approve and begin using the Employee Handbook; C. Malewicz seconds; Vote is unanimous for approval.

New Business

1. Substitute Library Staff

- Amy Labosky has been added to the pool for per diem work.

2. Approve Annual Report

- J. Ward motioned to approve the annual report; S. Coffey seconded. Vote is unanimous for approval.

3. Approve Annual Report to the Community

- A question was raised as to where the numbers for the report come from.
- T. Savard stated that they come from the annual report and the library software.
- T. Savard will confirm that she has photo releases on file for anyone featured in photos.
- J. Ward motioned to approve the report to the community; C. Malewicz seconded. Vote is unanimous for approval, pending confirmation of all photo releases.
- If any changes are made, T. Savard will update the Board.

4. Incident Response Form and Policy

- C. Gilbert asked whether the form should include a note on if OSHA reporting is necessary for any incidents.
- The group agreed that this information should be captured on the form, and it will be added.
- C. Gilbert motioned to approve the policy and form; S. Coffey seconded. Vote is unanimous for approval of both the policy and the form.

Other Business

- T. Savard received an application for a Trustee through the website. She followed up with the individual and informed her that the Board is currently at capacity. She will let the applicant know when a position becomes available to see if she is still interested in pursuing the process.

Executive session: not needed.

Meeting was adjourned at 7:44 PM.