

Apalachin Library Association - Board Meeting Minutes

March 18, 2025 @ 6:15 pm

Call to Order: 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: April 15
- 2025 Upcoming Meetings: May 20, June 17, July 15, August 19, September 16, October 21, November 18, and December 16

Agenda/Minutes

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

Period for Public Expression - none

Updates

1. Treasurer's Report
 - Treasurer's Report was circulated
 - Received final 10% NYS Grant money for parking paving
 - \$500 credit from ADP for using the Employee Handbook services for three months
 - Financial activity and report represent fairly standard activity for the month
2. Maintenance Report
 - New bar in patron bathroom for accessibility
 - Light caps on switches to protect from being accidentally turned on or off
 - Fixed the legs on a table
3. Directors Report
 - February - Monthly stats reflect good traffic/usage of programs and services
 - Programming - Children's 11 programs, 246 attendees
 - Adult Programs - 30 programs; 112 attendees
 - Intergenerational - 1 program, 70 attendees
 - Partnered with CKster's on a mini-golf program
 - Signatures were collected and the referendum was delivered to the Owego Apalachin Central School District for the vote in May.
 - Tioga County AARP Foundation Tax-Aide volunteers (IRS certified) are offering free tax preparation services at the Library; appointments are booked and volunteers are very busy.
4. Friends Report

- Seed Workshop - 4/12/25
- Plant sale 6/13/25
- The Friends are supporting the Library by paying for the following:
 - Ice cream for the Final Family Night Ice Cream Social on 7/31/25
 - Vote 'Yes' Postcards for May Referendum
 - A 3rd year of the 'Book Page' periodical subscription which is very popular and highly utilized by patrons and staff

Old Business

1. Annual Appeal - donations have slowed significantly by this point
 - To date: 230 donations totaling \$17,325.00

2. Facilities Committee Update
 - As previously discussed, the property next to the Library may become available. T. Savard asked our contact at FLLS whether the Library could purchase a property and she learned that it is possible, as long as it is specifically for Library use.
 - Recommend that if we moved forward that we use a lawyer who works with non-profit purchases
 - J. Ward looked at the survey map of the Library's property
 - He was able to get a sense of how much property the Library owns behind the building and pavilion.
 - We discussed that, if we reclaimed/cleaned up the space, that area could be used for programs, a story walk, etc.
 - Discussed hosting a clean up day with community volunteers; will discuss the matter further at an upcoming meeting.
 - The next Facilities Committee Meeting is: April 14, 2025

3. Update on Bookkeeper
 - The Trustee subcommittee met to interview bookkeeping candidates; hired Jordan Jicha.
 - Work has already begun; we purchased QuickBooks, so we will own our information.
 - T. Savard is the administrator of QuickBooks, but J. Jicha has access to the information and tools necessary to do the job.

4. Director Annual Evaluation
 - The Board reviewed T. Savard's Annual Evaluation with her.
 - Both the Trustees and Director Savard provided comments and discussion during the meeting.
 - Staff comments were requested anonymously and were compiled to share with T. Savard.
 - The Board and Director agreed on the evaluation findings and summary, which were overwhelmingly complementary and supportive of T. Savard's excellent work during 2024.

5. New Business

- Strategic Plan Review - discussed having regular check-ins (every 2-3 months at Board meetings) on the plan and measurables to keep the Library on track for the plan and to have a reference document when we consider initiatives and projects.
6. Policy Review Schedule
- T. Savard reminded the Board of the policy and procedure review cycle, which intends to keep them current and accurate to the Library's needs
 - We discussed having a lawyer comprehensively review policies when we are done (or mostly done) with them.
7. Collection Management Policy and Material Challenge Form
- A few changes were discussed for the policy, so it was tabled until the April meeting
 - Discussed the need to have a form, in case a challenge arises before then
 - C. Gilbert motioned to approve the form; S. Coffey 2nd; all voted in favor.

Executive session: not needed.

Meeting adjourned at 7:14 p.m.