

Apalachin Library Association - Board Meeting Minutes

April 15, 2025 @ 6:15 pm

Call to Order: 6:19 PM by Chealsey Malewicz

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

Excused: Jerry Ward

Announcements

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

Agenda/Minutes

- April Agenda and March 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
- Summary report provided; S. Legg is working closely with bookkeeper to get him up to speed on our records and how to provide the more detailed reports we want
- Expenditures look to be on schedule for this point in the year

2. Maintenance Report

- Measured for blinds in the addition room where a lot of programs take place; will make it easier to adjust lighting, as needed.
 - May have an anonymous donor to purchase the blinds. The Friends have also offered to cover the cost, if needed.
- Switched light timers in parking lot

3. Directors Report + FLLS IDEA Statement

- March library stats were good; circulation down a little bit
- Tracy is enhancing the Library's website
- Tagging other organizations in Facebook posts has increased traffic
- T. Savard & W. Decker visited Tioga Hills Elementary School to do outreach
- Held a yoga class for kids with autism; it was low attended, but could have been some confusion about location
- Adult programming numbers are consistently strong
- In total 39 programs; 465 attendees
- Tioga County Tax Aide program is complete for the year

- Received a grant through FLLS to provide books to kids who may not have access to books over the summer at Apalachin Elementary, Tioga Hills, and Park Terrace Nursery
- Unofficially joined the FLLS Inclusion, Diversity, Equity, and Accessibility (IDEA) Committee.
- Reading is Fundamental - may have some helpful data, information: <https://www.rif.org/>
- Apalachin Library's "Did You Know" campaign on social media seems to be successful, as there has been increased traffic for programs and services
- Tioga County Early Intervention will start tabling once per month during Storytime
- Mammogram on the Move will be at the Apalachin Library on April 28

Old Business

1. Facilities Committee Update

- Wilderness Walk About - parking lot is higher than the ground
 - Suggested grading; looking into cost and how to approach that project
- Butch Butterworth - will contact the owners of the property next door to inquire about a possible sale
- Getting a quote to put gutters on the pavilion (\$1450) D & L Construction
 - T. Savard will work on a couple more quotes for comparison
- Filling in the 5 year facilities plan
- Making an Emergency Contact List for "just in case" situations (plumbing, roof, etc.)
- The next Facilities Committee Meeting is: 6/9/2025

2. Collection Management Policy - 2nd Review

- Motion to approve the Collection Management Policy with changes - T. Brunnabend motions; C. Gilbert 2nd; all voted in favor.

New Business

1. FLLS 2025 Bulk Buy Order

- Will be purchasing 2 staff computers \$962.00 each
- This expense was in the budget

2. Period for Public Expression Policy - 1st Review

- Discussed and tabled until next month

Apalachin Library Policy and Procedures

- T. Savard reached out to other Library Directors to see what they are doing about legal review of P & P
- S. Glogowski suggested that we have the lawyer review things out of the ordinary or that is being significantly revised
- Homework for next meeting - Trustees review the list of P & P; which ones do Trustees think would be necessary to have a lawyer review?

3. Diversity Audit of Picture Book Collection

- Reviewed reports from the audit and discussed the findings; the information is useful when considering areas where the Library collection may be enhanced.
4. "Plan for Success" (Strategic Plan Accomplishments)
- Will periodically review the Strategic Plan at Board meetings and discuss progress since its implementation
 - Discussed ways that we might attain some of the goals; include staff in process
 - T. Savard will continue to monitor and update progress
5. Risk Management Document/IMLS
- Provides practical information on how to respond to the attack on libraries
 - 3/31/25 - IMLS staff put on admin leave and banned from properties
 - 4/3/25 - 4 of 5 "Big Five" publishing houses wrote an open letter to Congress advocating for libraries
 - 4/4 - lawsuit from AGs to stop attack on libraries
 - Ohio House proposed \$100M in cuts to libraries
 - Alabama - voted to defund library; community rallied around it
 - The Apalachin Library referendum vote is coming up in May; hoping for community support by passing it.

Executive session: not needed.

Meeting adjourned at: 7:49 PM