

Apalachin Library Association - Board Meeting Minutes

June 17, 2025 @ 6:15 pm

Call to Order: 6:13 PM by Chealsey Malewicz

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

Excused: Tracy Brunnabend, Caylynn Gilbert

Announcements

- Next Meeting: 7/15
- 2025 Upcoming Meetings: 8/19, 9/16, 10/21, 11/18, 12/16
- Several Trustees will be away during the August meeting. At the July meeting, the Trustees will discuss whether the August meeting will be canceled.

Agenda/Minutes

- The June meeting agenda and the May meeting minutes were adopted by the Board. The minutes were signed by the Secretary.

Period for Public Expression - none

Updates

1. Treasurer's Report

- S. Legg discussed a change to how the summary expenses are documented
- Expenses less than \$2,000 will not be considered capital expenses and will be documented elsewhere on the report
- S. Legg is working with bookkeeper J. Jicha to bring him up to speed on monthly reports and tasks

2. Maintenance Report

- Fixed lights, parking lot timers, power washed porches and outside places, installed blinds
- J. Ward observed that some of the gutters need to be cleaned out, which will also be added to the annual maintenance list

3. Directors Report

- Some highlights include: computer use has increased, held a book making workshop, and the Erie Canal program was well attended
- Received Finger Lakes Outreach mini-grant to put books in the hands of kids who may not be able to get to the Library during the summer. Books have been purchased and distributed in the community.
- The Library received the referendum funding, as voted on by the community on 5/20/25
- Three 1st grade classes from Apalachin Elementary School visited the Library today

4. Facilities Committee Report

- Contacted the owner of the vacant lot next to the Library and got a price of \$20,000 to purchase the property. There is interest in doing so.
- J. Ward motioned to allocate \$20000 to purchase the property; D. Berchtold 2nd. There was a discussion about the purchase, additional costs, and the process. Motion was tabled until additional information is gathered and can be discussed further.
- The new projectors are set up and ready to use
- Pavilion gutters have been installed; downspouts will be installed next.
- Discussed reorienting the bookshelves to better accommodate the use of space
 - The bookshelves need to be anchored into the floor
- The Trustees discussed installing an ADA compliant front door
 - Could this be funded by a grant? T. Savard will look further into the door and funding opportunities.

Old Business

1. Second Review of Gifts and Donations Policy

- Motion to approve the revised version of the Gifts and Donations Policy without the 'naming policy' section. D. Berchtold; S. Coffey 2nd; all voted in favor.

2. Legal Review of Policies - Trustees Votes

- Discussed the expense, as well as the need. S. Glogowski from FLLS advised that policies only need to be reviewed if they are unique or outside the norm for library policies.
- Discussed reviewing any policies that may be in question against policies at other libraries for anything that may need another look
- The matter was tabled

New Business

1. Volunteer Policy - 1st Review

- Tabled for next meeting; T. Savard will look into models from other libraries, specifically for different types of volunteers (episodic vs. ongoing).

3. Program Registration and Cancellation Policy - 1st Review

- Motion to approve with changes D. Berchtold; C. Malewicz 2nd; all voted in favor.

4. Quotes for Parking Lot Fill Project

- Project would level the ground around the parking lot, so there is less of a drop off
- T. Savard will follow up with the contractor to inquire as to whether they will re-seed, as well
- Motion to approve Top Tier's estimate and to move forward with the parking lot transition project D. Berchtold; J. Ward 2nd; all voted in favor.

5. C-Tran Elmira-Owego Public

- Discussed transportation issues for some patrons/community members.

- Reviewed C-Tran information. Would like to explore the possibility of requesting a stop at or near the Apalachin Library be added to the C-Tran route that goes to Owego.
 - D. Berchtold will connect T. Savard with GetThere, a program of the Rural Health Network that might provide some insight and contacts with those in the community who are working on transportation issues.
6. Volunteer Thank You - matter no longer needs to be discussed.
7. Culligan Bottled Water
- Discussed whether the Library should continue to pay for bottled water. There have been many issues with the service and the water cooler creates additional work and attention when there are spills and accidents. Tap water is available in the bathroom.
 - The Library will discontinue Culligan service and keep a few bottles of water on hand for emergencies.
8. Federal, State, and Local Library Updates
- 6/6 - motion to block defunding IMLS denied; still proposed by the President.
 - Funding to libraries increased by 2%
 - Regional library system funding is still at risk
9. Issue with a community member
- A community member was caught on video stealing from a display at the Library
 - He is also suspected of stealing books from the Book Barn
 - He has been barred from the Vestal Library for stealing and behaving abusively toward staff
 - Discussed how to approach the matter. He does not have a library card, so his contact information is not on file. He does not come in often.
 - T. Savard will connect with local law enforcement contacts who were recently part of a program for advice on addressing the situation.

Executive session: not needed.

Meeting adjourned at: 7:45 PM