

Apalachin Library Association - Board Meeting Minutes

July 15, 2025 @ 6:15 pm

Call to Order: 6:18 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: 9/16
- 2025 Upcoming Meetings: 9/16, 10/21, 11/18, 12/16
- The August meeting is canceled and T. Savard will notify the community.

Agenda/Minutes

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

Period for Public Expression - none

Updates

1. Treasurer's Report

- S. Legg discussed bookkeeping services. We are still not receiving the services that we need to have in place from a bookkeeper.
- The Board will revisit this conversation in September. A course of action will be determined, if services have not sufficiently improved by that time.
- Discussed electric bill, as the cost has risen significantly. This was attributed to the cold winter and NYSEG increasing charges.

2. Maintenance Report

- Fixed lights, parking lot timers
- Working with Facilities Committee

3. Directors Report

- Great month; programming trends continue to be strong
- The Friends are pursuing a relationship with Better World Books (BWB) for books that cannot be used at the Library. BWB would cut us a check for books that they accept.
 - We have been working with Sustainable Shelving through Baker & Taylor. They do not accept as many books/offer as much credit as in the past.
- The first Family Night (magician) had 102 attendees
 - It had to be held inside the building, due to threatening weather.
 - Have contacted the fire department to find out what the building capacity is and will make a safety plan accordingly.
- There will be 3 more Family Nights in July; hoping to hold them outside.
- Summer Reading has a new format this year and it is going well.

4. Facilities Committee will report at the next meeting
5. Friends - will report at the next meeting

Old Business

1. August Board Meeting
 - Several Trustees are unable to attend the August Meeting.
 - Motion to cancel the August Board Meeting. D. Berchtold; J. Ward 2nd; all voted in favor.
2. Recording in the Library Policy (follow-up)
 - T. Savard followed up on the origin of that policy. FLLS provided structure to craft that policy. Therefore, we will not request further review by a lawyer.
3. Second review of Volunteer Policy Legal Review of Policies
 - Motion to approve the Volunteer Policy without the corresponding forms. C. Gilbert; S. Coffey 2nd; all voted in favor.

New Business

1. Quarterly Weeding Report (April-June)
 - Weeded 50; added 501 books, a number of which were obtained through donation.
 - T. Savard will review the data on the report, as some of the numbers may be derived from a longer time period than 3 months.
2. Annual Appeal Letter 2025
 - Motion to approve the letter with the changes that were discussed. J. Ward; D. Berchtold 2nd; all voted in favor.
 - T. Savard will send out a final version of the letter to the Trustees; the Library staff and volunteers will begin to prepare the letter for mailing in the fall.
3. Whistleblowers Policy
 - Discussed revisions to the policy. T. Savard will revise the draft and the Board will review the policy in September.
4. Make-up Time Policy
 - Discussed the draft policy, as well as the issue that the policy is attempting to address.
 - Determined that there are other avenues for addressing the issue and those should be explored including: FMLA leave, reducing work hours to increase schedule flexibility, utilizing the substitute staff, and unpaid leave.
 - The Board will review Attendance Policy in September, to check for FMLA language and to decide whether that policy needs revision.
5. Federal, State, and Local Library Updates
 - Regional councils may be in jeopardy of losing funding; a 10% cut is being discussed. FLLS would be ok, if that occurred.

- J. Ward is participating in a webinar on HR through FLLS; he will provide an update after he completes it.

6. Seeding around the parking lot

- Additional \$400 to seed and straw; \$1961 for the fill. Total: \$2361
 - Is there an additional charge if the seeds don't grow? T. Savard will inquire.
- Motion to approve the additional funds for straw and seeding around the parking lot. D. Berchtold; T. Brunnabend 2nd; all voted in favor.

7. Library Property Purchase

- T. Savard provided a couple of estimates for work that would be needed, if we were to move forward with the property purchase and paving of the lot next door:
 - Excavating, clearing and leveling the property: \$7300 - D & L Construction
 - Tree Removal was \$1800 for 1 dead tree (at the Library)
 - Mowing \$520/month if we were to keep it as just a dirt lot
- What would be the goal of purchase?
 - Parking lot; elevator on back of building
 - Concerns were raised about who might buy the lot and what impact that may have on the Library
- Discussed:
 - Concerns about current parking safety; lack of adequate spaces, parking on the road, etc.
 - Under utilizing our current facility space - layout, upstairs, lack of elevator.
 - # of days additional parking is needed (5-10 days per year)
 - Can we add more parking spaces? 5-10 additional spots may be sufficient
 - If our building capacity is limited, this may also address the parking issue
 - May need to limit the number of attendees at programs, due to capacity.
 - Program registration?
 - Multiple sections of some programs?
 - Partner with another community organization on larger programs?
 - Live stream programs, if our space is at capacity
 - Overflow parking lot? Volunteer fire fighters provide traffic control/escort families from overflow lots?
- The discussion brought up the Library's "identity crisis". How does the Board, the Library Director, and the community see the future of the Library? What is the "right size" for the staff, the building and grounds, etc.? What funds and resources are necessary to fulfill that vision?
 - This will be an ongoing discussion.
- Through discussion, the Board determined that we are not interested in purchasing the property at this time.
- J. Ward withdrew his motion to purchase the property.
- The Trustees are in agreement.

Executive session: not needed.

Meeting adjourned at: 8:00 PM