**Apalachin Library Association - Board Meeting Minutes**

September 16, 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, Chealsey Malewicz, Jerry Ward, and Director – Tracy Savard.

Announcements

* Next Meeting: 10/21
* 2025 Upcoming Meetings: 10/21, 11/18, 12/16

Agenda/Minutes

* The September meeting agenda and the July meeting minutes were adopted by the Board. The July minutes were signed by the Secretary.

Period for Public Expression - n/a

Updates

1. Treasurer’s Report - S. Legg

* Reviewed financial reports and the budget update
  + Maintenance expenses are a little high, but some services have been provided
  + Overall the budget is in good shape for this point in the year
* The Library has not yet received the services that we have contracted with Jordan Jicha for, including QuickBook reports.
  + Determined that the Library will send a letter to J. Jicha stating that we are terminating our contract with him, since he has not delivered the services. The letter will be signed by the Director and the Board President.
* The Library needs to complete our 2024 tax return, as our extension deadline is approaching. S. Legg will look at the tax return and will keep the Board updated.
* Discussed succession planning for the role of treasurer on the Board and making an outline of the tasks and duties of the person in that role.
* The Trustees expressed great appreciation for the work that Sue does each month as the treasurer!

1. Maintenance Report

* Cleaned gutters & vacuums, addressed several issues related to air conditioners: a leak, cleaned filters, installed an A/C and disposed of an old unit. Attempted to find property boundary pins, and constructed an entertainment cabinet.
* Notably, in partnership with the Facilities Committee, a binder was created that identifies and details emergency shutoffs for the building. This detailed resource will be kept at the Circulation Desk so anyone who needs the information can readily locate it.

1. Directors Report

* Data reflects more in-person visits and digital circulation
* Program numbers:
  + July - 42 programs serving 910 people
  + August 44 programs serving 457 people
  + Summer reading - 145 children registered; 54 adults registered
* Writing a grant to replace Junior fiction and non-fiction books with current materials
* Many programs are planned and have already taken place in September

1. Facilities Committee

* Some accomplishments: Blackout shades installed, gravel fill and grass seeding surrounding parking lot, projector mounted
* Working on: ‘Slow down’ signs along the road, identifying property boundaries
* Reached out to an architect to start looking at our space, how we can make it accessible, and how we can use it better
  + T. Savard will send the Trustees the quote from the architect for review and further discussion.

1. Friends of the Library

* One of the Friends donated a carpet shampooer to the Library - Thank you!
* 10/18 - Fall Fest – will donate funds for cider and donuts

Old Business

1. Second Review of Whistleblowers Policy

* D. Berchtold will send out a marked up version of the policy for review at the October meeting.

1. FMLA eligibility

* At the July meeting, the Trustees discussed options for staff when they needed to take time away from their position due to family illness. After reviewing the criteria, the Apalachin Library does meet the criteria for FMLA benefits. The Library/Board will continue to work on this matter and considerations for individual situations.

New Business

1. Compensation - Maintenance (June 2023)

* The Director received a proposal from the Library’s maintenance staff person proposing an increase in wages if he works less than 10 hours per pay period
* The Board discussed the matter and will continue to discuss at the October meeting

1. Princh (online, cloud-based printing solution for patrons)

* FLLS has negotiated a contract and provided a price to opt in for member libraries, based on size. For the Apalachin Library, it would be $249/yr.
* If the Library were to opt in, members of the community would be able to send print jobs to Library printers from their phones at the cost per page set by the Library. FLLS will manage and provide support for the service.
  + While the volume of printing wouldn’t cover the cost of the service, the potential convenience and ease of use is appealing
* Wait until we have more information to make a decision.

1. Technology Use Policy

* Motion to approve the revised Technology Use Policy. T. Brunnabend; S. Coffey 2nd; all voted in favor.

1. General Review of Attendance Policy and Time Off Policy

* Motion to approve the Time Off Policy without the corresponding forms and changes to the attendance policy in the employee handbook. T. Brunnabend; J. Ward 2nd; all voted in favor.

1. First Review of Animals in the Library Policy

* Motion to approve the revised Animals in the Library Policy. T. Brunnabend; S. Coffey 2nd; all voted in favor.

1. First Review of Long-Range Plan 2026-2030

* Tabled until the October Board meeting in the interest of time

1. Federal State and Local Library Updates

* For Fiscal Year (FY) 2025, federal library appropriations were secured in a continuing resolution passed in March 2025. Courts temporarily halted the dismantling of the Institute of Museum and Library Services (IMLS).
* Supreme court Confirmed the constitutionality of federal services fund - offsets funds for tthe Internet
* New York public broadcasting stations are facing a severe loss of federal funding in 2025, following the congressional vote in July 2025 to eliminate funding for the Corporation for Public Broadcasting (CPB). This has had a disproportionately large impact on rural stations throughout the state.

Executive session: not needed.

Meeting adjourned at: 7:53 PM