

Apalachin Library Association - Board Meeting Minutes
October 21, 2025 @ 6:15 pm

Call to order: 6:15pm by Chealsey Malewicz

In attendance were trustees: Tracy Brunnabend, Stacey Coffey, Sue Legg, Chealsey Malewicz, Jerry Ward, and Director - Tracy Savard

Excused: D. Berchtold, C. Gilbert

Announcements

- Next meeting: 11/18
- 2025 upcoming meetings: 11/18, 12/16

Agenda/ Minutes

- The October meeting agenda and the September meeting minutes were adopted by the board.

Period for public expression- N/A

1. Treasurer's report- S. Legg reviewed financial reports and budget updates.

- Received NYS aid
- Received \$1800 from town of Owego
- J. Jicha was notified that he is no longer needed for bookkeeping
- Annual appeal printing \$900 and postage was \$744
- Tax return filed and received confirmation that it was accepted by I.R.S
- Budget will be presented next month
- Still figuring out Baker & Taylor
- Discussed succession planning for the role of the treasurer on the board, noting possible candidates.
- The Trustees expressed great appreciation for the work that Sue does each month as the Treasurer!

2. Maintenance report

- Fixed exterior hole in foundation with concrete patch
- Fixed light in Big Room (needed ballast)
- Fixed door knob on Book Barn
- Inspected Book Barn for reported woodpecker damage
- Removed faux shelf from Book Barn that was a safety hazard

3. Director's report

- Programming Update
 - Total September Programming: 43 programs serving 332 people
- Feel Good Story of the Month
 - Over the course of the last few weeks, the staff has overheard a woman laughing during a variety of programs she's been participating in. This person is a longstanding patron. Recently, people have been telling her she has such a wonderful laugh, and Tracy overheard her reply that she

always used to be told that, but she hasn't been laughing much over the last few years since her husband had died and how nice it's been to be laughing again.

- In and Around the Library Update
 - Received recognition on Bob Joseph's Talk Radio 1290 towards the end of the week of 9/12 with praise for the library including: how warm, friendly, and inviting we are; how beautifully decorated the library is
 - The staff have been dismantling the Books on CD and DVD collections due to very poor in-house circulation stats
 - Missy acquired cornstalks for the library as well as small pumpkins for our Fall Fest pumpkin painting; her daughter will do face painting again for Fall Fest as well
 - Baker & Taylor – our book distributor – is going out of business; Tracy has been scrambling to find another vendor. The Library officially has an account with Ingram, and of course are able to continue purchasing books through Amazon.
- Outreach Update
 - Tracy met with Jackie Stapleton – Director, Educational Television & Public Broadcasting within the Office of Cultural Education at NYSED – on October 6; she has been asked to be part of the review board for NY's 250th celebration
- October Happenings
 - Storytime: Tuesdays and Thursdays | 10:30am
 - Mahjong: Mondays | 2pm-4pm
 - Tech Time with Tina: Tuesdays By Appointment
 - Zen Before Zzzzzs: Tuesdays | 6pm
 - Euchre: Thursdays | 2pm-4pm
 - Senior First Friday Program – Bunco and Lunch: Friday, October 3 | 11am-1pm
 - Pokemon Club: Saturday, October 4 | 11am-1pm
 - Evening Book Club: Thursday, October 9 | 6:30pm Take My Hand by Dolen Perkins-Valdez
 - Afternoon Book Club: Thursday, October 16 | 1pm Maisie Dobbs by Jacqueline Winspear
 - Fall Fest: Saturday, October 18 | 11am-1pm - 102 attendees
 - Jane Austen Movie Club – Becoming Jane: Monday, September 22 | 4pm
 - Local Author Book Launch – Dry the Rain by Richard Leise: Thursday, October 30 | 6pm

4. Old Business

1. Final review of the Whistleblower's Policy.

- Motion to approve Whistleblower's policy. J. Ward, S. Coffey 2nd; all voted in favor.

2. Compensation- maintenance.

- The Board agreed to discuss maintenance compensation with the budget and staff compensation adjustments after the new year.

3. Architect's proposal

- Discussed applying for construction aid for architect's proposal as provided by Chianis. Discussed needing multiple quotes. Tracy will look into Floyd Hooker for funding and will reach out to Delta Engineering.
- Architect proposal tabled until November meeting

New business

1. First review of long-range plan 2026-2030

- We need to publish this by 2026

2. Meeting dates for 2026

- January 20
- February 17
- March 17
- April 21
- May 19
- June 16
- July 21
- August 18
- September 15
- October 20
- November 17
- December 15

Motion to approve all third Tuesday meeting dates. J.Ward, 2nd T. Brunnabend

3. Holiday schedule for 2026

- Thursday, January 1 New Year's Day
- Monday, January 19 Martin Luther King, Jr. Day
- Monday, February 16 Presidents' Day
- Monday, May 25 Memorial Day
- Friday, June 19 Juneteenth
- Saturday, July 4 Independence Day
- Monday, September 7 Labor Day
- Monday, October 12 Indigenous People's Day/Columbus Day
- Wednesday, November 11 Veterans Day [we're closed already]
- Thursday, November 26 Thanksgiving Day
- Friday, November 27 Day After Thanksgiving
- Thursday, December 24 Christmas Eve
- Friday, December 25 Christmas
- Thursday, December 31 New Year's Eve
- TOTAL CLOSED DAYS: 13

4. Slate of officers for 2026

- The vote for officers will take place at the January Board Meeting.

5. Land next door

- Director shared with the board that the library was offered funds for the land next door. We discussed all of the pros and cons of acquiring land. We will not be accepting the donation. Was there a vote?

6. Budget and referendum 2026

- a. \$177,444= if we pursue same direction as usual
- b. \$179,223= if we use NYS formula (this does not include \$5,000 referendum)
 - NYLA Membership \$125
 - It was discussed to ask for \$179,223 Vote?
 - Staff birthdays- looking for funding towards staff birthday celebrations. Discussed asking Friends for money for birthdays. Suggested standard money amount on what they think is appropriate.
 - The library has had no cleaner for nearly 8 weeks. Merry Maids quoted \$220 every four weeks with an initial, deep clean the first time and then maintenance for the rest of the time. T.Brunnabend offered services, conflict of interest. Stacey suggested a service. Jerry suggested his daughter in law. Also discussed, offering it to staff first at a rate of \$20/hour. If staff does not choose to take it on, and after speaking with Tammy, the job will be advertised at \$20/hour, two hours per week. T.Brunnabend suggested placing the advertisement for a cleaner on NextDoor looking for a personal cleaner. Tabled until next meeting.

7. Formation of executive committee

- Tabled until November's meeting

8. First review of Pandemic Preparedness Policy

- See ideas for changes by D. Berchtold via email.

9. Quarterly weeding report For July-August-September

- 223 books on cd and some dvds weeded. We may need to take physical inventory for accurate numbers.

10. Pennysaver Readers' Column

- Misinformation was put in the Pennysaver by readers about the library related to the budget. We would like to put out accurate information. Discussed putting on the postcard before the vote two weeks prior along with bullet points of info and facts about the library.

Meeting adjourned at 8:02pm