

## **Apalachin Library Association - Board Meeting Minutes**

December 16, 2025 @ 6:15 pm

### **Call to Order: 6:18 PM by Chealsey Malewicz**

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

Excused: Tracy Brunnabend, Caylynn Gilbert

### **Announcements**

- Next meeting: 1/20/26
- 2026 Upcoming Meetings: February 17, March 17, April 21, May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

### **Agenda/November Meeting Minutes**

- The December meeting agenda was adopted; J. Ward motioned to approve the November minutes; S. Coffey 2nd. All voted in favor. The November minutes were signed by the Secretary.

### **Period for Public Expression - n/a**

### **Updates**

#### **1. Treasurer's Report - S. Legg**

- Reviewed the reports from QuickBooks and pointed out some grants that were received.

#### **2. Maintenance Report**

- Focus on mousing and also installed gutter guards around the pavilion

#### **3. Director's Report**

- Heavier attendance at programs; data showed lower circulation, but there continues to be a lot of activities in the Library.
- Adult programming continues to be popular, well-attended, well-received
- In November, 22 programs; 335 attendees
- Received \$3,034 from Hooker Foundation to update the Junior Non-fiction collection
- Partnered with Lion's Club for Toys for Tots collection and Santa calls
- Received a \$1,000 grant from FLLS to build a collection at the Library's discretion
- Senior sampler program featured Pianist, Rick Pedro - very well received
- Pokemon Club had a special guest: "Red Robin"

### **Old Business**

#### **1. 2026 Budget**

- Reviewed and discussed the proposed budget for 2026
- Motion to approve the 2026 budget - D. Berchtold; J.Ward 2nd; all voted in favor.

#### **2. Update on Delta Engineers Proposals**

- The company has been responsive and good to work with to date.
- Discussed the quotes that they provided. The quotes are good thru 7/1/26.

- Discussed using funds that the Library received from Tioga Downs to pay for the services
- Motion to accept all three quotes and move forward with each - D.Berchtold; J. Ward 2nd; all voted in favor.

### 3. Third Review of Long Range Plan 2026-2030

- Reviewed the draft and discussed that the plan was written to provide flexibility, as the Library is in the process of defining its focus and direction during this timeframe.
- Motion to approve the 2026-2030 Long Range Plan J. Ward; S. Coffey 2nd; all voted in favor.

### 4. Executive Committee Proposal

- Reviewed the information provided by D. Berchtold on the structure, setup, possible meeting schedule, and bylaw revision.
- Discussed the pros and cons of adding an executive committee, as well as the practicality of adding this additional responsibility.
- D. Berchtold will do additional research about the structure of executive committees that will be shared at the next meeting for further discussion and consideration.

### 5. Bookkeeping Contract

- After multiple attempts (phone calls, emails, voicemails) T. Savard has not heard from the person who had expressed interest in this role.
- T. Savard will attempt to reach her again, in case of technology failure and update the Board at the next meeting.

### 6. Reminder: Trustee Training Hours

- Reminded Trustees that 2 hours of training are required annually, in addition to the NYS Sexual Harassment Training.

## **New Business**

### 1. First Review of Financial Policy

- Reviewed the draft and discussed a few changes. Will review the updated policy at the next meeting.

### 2. Paid Staff Holidays

- Discussed the proposal from the Library Director at length. After careful consideration, the proposal was withdrawn.
- The Board and the Director would like to continue to discuss ways to recognize and acknowledge staff, including long and short term ideas.

### 3. Plans for January Annual Meeting

- Topics will include: Conflict of interest, vote for officers for 2026, discuss Director's annual evaluation

### 4. IMLS Update

- A judge in Rhode Island ruled that IMLS could not be dismantled.

Announcement: The Annual Apalachin Library Volunteer Reception will be held on Friday, 1/30/26 from 1:00-3:00.

**Executive session - not needed**

**The meeting was adjourned at: 8:01 PM**