

Apalachin Library Association - Board Meeting Minutes

March 17, 2026 @ 6:15 pm

Call to Order: 6:16 PM by Chealsey Malewicz

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

Excused: Caylynn Gilbert

Announcements

- Next meeting: 4/21/26
- 2026 Upcoming Meetings: May 19, June 16, July 21, August 18, September 15, October 20, November 17, December 15

Agenda/December Meeting Minutes

- The March meeting agenda was adopted.
- Motion to approve the February minutes - J. Ward; S. Legg 2nd; all voted in favor.
- The February minutes were signed by the Secretary.

Period for Public Expression - n/a

Updates

1. Treasurer's Report - S. Legg

- Reviewed the financial reports
- S. Legg has been working closely with the new bookkeeper. They are exploring different approaches to manage the finances.
- Property maintenance is a bit high for this point in the year; will monitor as the year goes on.

2. Maintenance Report

- Reviewed the report that was provided.

3. Director's Report

- Reviewed the report that was provided, including the statistics and program highlights.
- Discussed adjusting the circulation numbers to exclude the books on CD, DVDs and games, since those are no longer circulated.

4. Friends' Report

- Met last night (3/16/26)
- CCE & Friends are hosting a seed giveaway; will help stamp postcards for the May referendum vote and reimburse the Library for postage.
- Committed \$300 in supplies for Summer Reading - "Unearth a Story" theme.

Old Business

1. Delta Engineers Update

- Provided ADA compliance suggestions. Working on blueprints of the interior and exterior drawings.

- T. Savard will invite them to come to a meeting to discuss priorities and how to approach moving forward with their recommendations.

2. Director's Evaluation

- Reviewed the self, staff, and trustee components of the evaluation. All evaluations provided positive feedback and support for T. Savard's work at the Library.
- A memo summarizing the process and the evaluation outcome will be filed with the Board packet.

3. Hoopla Update

- A 60-day notice is required to cancel the Library's membership.
- A price cap option was provided, which is a lower cost for less circulated titles. This option was discussed and was not deemed to be a good solution.
- The Board discussed giving notice of cancellation to Hoopla on May 1 and providing a 30 day notice to patrons about the cancellation on June 1.

4. Review pages 10-17 on Employee Handbook

- Tabled until next month

5. Roof Update

- The Board reviewed the submitted proposals. S. Ingardia will contact Laman who previously completed work on the roof and request a quote based on the scope of work provided by another contractor.
 - A decision on next steps will be made after the Laman's response is received.

New Business

1. Review and approve Annual Report

- The platform for the report is not open yet; the current due date is April 11, but that is likely to change again.
- By New York State Law, it is required that the Annual Report is voted on in person. If necessary, a special meeting will be convened (quorum met) by the Trustees where the report will be voted on.

2. Review the Annual Report to the Community

- Motion to approve the Annual Report to the Community - D. Berchtold; J. Ward 2nd; all voted in favor.

3. First Review of Library Card Policy

- Discussed the review process which involves revising the drafts outside of the meeting. Will try revising another policy using this method to continue to test the process.
- Motion to approve the Library Card Policy with the minor edits that were discussed at the meeting - D. Berchtold; T. Brunnabend 2nd; all voted in favor.

4. Books Added and Deleted in Last Quarter of 2025

- 34 deleted; 408 added
- Space in some sections is at a premium. Additional weeding is taking place.

Executive session - not needed

The meeting was adjourned at: 7:28 PM