

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

April 21, 2026

## **Call to Order: 6:15p by C. Malewicz**

In attendance were Trustees: Stacey Coffey, Caylynn Gilbert, Sue Legg, Chealsey Malewicz, Jerry Ward, and Director - Tracy Savard

Excused: Dani Berchtold, Tracy Brunnabend

Guest: Galen Richmond

## **Announcements**

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

## **Agenda/Previous Meeting Minutes**

- The April meeting agenda was adopted
- March meeting minutes were approved by all
- The March meeting minutes will be signed by Secretary, D. Berchtold, at next meeting

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

## **Question & Answer Session with G. Richmond from Delta Engineers**

- Discussed priorities and suggestions on how to become more ADA compliant
  - Downstairs bathroom does not meet necessary clearance. Solution is to have the door swing out
  - Hardware on interior doors need to be replaced in order to provide handles instead of knobs
  - Upstairs bathroom could be made ADA compliant if the tub was removed and the space reworked
  - Ramp into the children's room is too steep. Anything over 1/2" rise per every foot of run is not ADA compliant (currently at about 3"). Galen to provide sketch for possible solution
- Discussed options for a wheelchair lift, also known as a LULA (Limited Use Limited Application)
  - Price would be primarily determined based on location.
    - First option is to build an approximate 5'x5' addition around the corner of the building, but that would require new foundation, roof, insulation. Cost could approach \$100K.
    - Second option is to have the LULA arrive in the MakerSpace. Cost would be lower, but we would need to verify the footprint. Space would not be able to accommodate a future elevator. Galen to provide possible vendor

- Discussed desired usage for upstairs rooms. We could possibly take down some walls to join the spaces for larger programs, but that would require determining which walls are load-bearing

## **Updates**

1. Treasurer's Report - S. Legg
  - Reviewed the financial reports
  - \$2,700 for Delta Engineers - using the extra money from the Tioga Downs allotment
  - Office Supplies high this month due to ink purchases
  - Sue to complete tax return, which is due by May 15th
2. Maintenance Report - T. Savard
  - Reviewed the provided report
  - Steve fixed the front door to ensure proper closure
3. Director's Report - T. Savard
  - Reviewed provided report, including statistics and program highlights
    - In general, circulation was down with the exception of children's books
    - Overdrive way up, trend likely to continue
    - Adult programming continues to be very well attended
  - T. Savard to apply for grant to convert one of the current computer stations into an accessible station. Will provide a large print keyboard, trackball mouse, handheld magnifier, and listening amplifiers
  - T. Savard working with Rachel Consolazio to coordinate upcoming clay making classes for adults

## **Old Business**

1. Review pages 10-17 in Employee Handbook
  - Need to eliminate duplicate language in Meal Period section
  - Discussed safety plans in the instance that anyone is alone in the building and feeling unsafe
  - J. Ward motioned to approve pages 10-17 in Employee Handbook with the elimination of the duplicate language in Meal Plan section, C. Gilbert seconded, all voted in favor
2. Roof Update
  - Having difficulty getting contractors to provide quotes for the roof repair. Original work was completed by Laman Sr; we currently have a quote from Laman Jr.
  - No additional water issues have occurred, likely due to the ice being melted and no longer present on the roof
3. Princh Update
  - Enables patrons to print directly from their personal devices; so far it has been working wonderfully and has been enthusiastically received

- \$600 per year expense should be coded to Hoopla's line in the budget
- T. Savard will give 60 day termination notice to Hoopla on May 1st, public will be notified on June 1st so patrons will have 30 days to prepare

### **New Business**

1. Letter to the Editor regarding Budget Vote
  - Letter will be sent to the Pennysaver, Community Press, and Tioga County Courier, as well as posted to Facebook and added to the Budget tab on the website
2. Review and Approve the Annual Report
  - T. Savard & S. Legg presented the Annual Report for review
  - J. Ward motioned to approve the Annual Report, C. Gilbert seconded, all voted in favor

### **Executive Session - Not Needed**

**Meeting Adjourned: 7:29p by C. Malewicz**