Apalachin Library Association - Board Meeting Minutes

May 19, 2026

Call to Order: 6:20 PM by Caylynn Gilbert

In attendance were Trustees: Dani Berchtold, Tracy Brunnabend, Stacey Coffey, Caylynn Gilbert, Sue Legg, and Director – Tracy Savard.
Excused: Chealsey Malewicz, Jerry Ward
Guests: Ray Mattice & Ms. Mattice

Announcements

- Next meeting: 6/16/26
- 2026 Upcoming Meetings: July 21, August 18, September 15, October 20, November 17, December 15

Agenda/December Meeting Minutes

- The May meeting agenda was adopted.
- Motion to approve the April minutes - S. Legg; D. Berchtold 2nd; all voted in favor.
- The April minutes were signed by Secretary, D. Berchtold.

Period for Public Expression

- Boy Scout, Ray Mattice and his mother attended the period for public expression.
- For his Eagle Scout project, Ray proposed constructing 5-10 little free libraries, to be placed at locations in the community.
- He requested that the Apalachin Library be his sponsoring organization. He said that he would build and maintain all of the little free libraries and provide the books. His proposal for the project needs to be approved by the Boy Scout Organization, but he came to the meeting to get the Library's approval to sponsor the project.
- After R. Mattice's presentation, the Board discussed criteria for the project. T. Savard will send an email to R. Mattice outlining the information:
  - The Apalachin Library would like to review the proposed locations, which should be in accessible community spaces, such as local businesses or parks.
  - The number of little libraries should be kept small, in the interest of sustainability over time (4-5)
  - The Apalachin Library should not be named as the "owner"/contact on the structures. Who will be named (Boy Scout Troop?)
  - What is the expected timeline for the project?
  - What is the maintenance schedule (for the actual physical libraries)? Who will check on them? What happens if there is an issue, such as one being knocked over, etc.?
  - Through the ongoing book donations, the Apalachin Library may be able to provide books, but would not be responsible for stocking the little libraries. The Board requested an outline for how Ray proposes for this to work.
- T. Savard agreed to email an outline of criteria/questions from the Board and send them to Ray Mattice.
- He would be most welcome to come back and further discuss the project with the Board.

Updates

1. Treasurer's Report - S. Legg
    - Reviewed the financial reports
    - April monthly reports were reviewed; Year to date summary will be sent out.
    - Tax return has been filed and accepted.

2. Maintenance Report
    - Reviewed the report that was provided.
    - After the roof project is completed, Steve will look into quotes for insulation, which is not part of the roof quotes. The two projects, though related, seem to be able to be completed at separate times and have different scopes.

3. Director's Report
    - NYS Report was approved and returned without any feedback or issues.
    - Reviewed the report that was provided, including the statistics and program highlights.

4. Friends Report
    - The Friends are working with Better World Books now to recycle/sell used books, since Baker and Taylor went out of business.
    - There will be a Plant Sale Library Fundraiser on Friday, 6/12.
    - The Friends will volunteer to scoop ice cream at the fourth Family Night this summer.
    - They will continue to pay for the subscription to Book Page, which is a great resource for staff and patrons.

Old Business

1. Review pages 18-26 in the Employee Handbook
    - Motion to approve the proposed draft of pages 18-26 in the Employee Handbook - S. Coffey; T. Brunnabend 2nd; all voted in favor.

2. Roof Update
    - Reviewed the quotes that were provided from three local companies, including Robert Laman, Jr. who did the repairs to the roof in 2023.
    - Reviewed the work that was done in 2023 and noticed that some of it may be in contradiction to or redundant to what was done at that time.
    - Discussed having someone with expertise in roof repair and structure to review the scope of work from 2023 and the current job to determine what is truly needed and if there were any issues with the completion of the 2023 work.
    - T. Brunnabend will ask one of her contacts to review and provide some guidance for our next steps.
    - At this time, the roof project is on hold.

New Business

1. Illness Policy - 1st Review
    - Motion to approve the draft of the Illness Policy - T. Brunnabend; S. Coffey 2nd; all voted in favor.

2. 2026-2028 Strategic Plan (measures only)
    - Tabled for the June meeting

3. First Quarter Weeding and Additions to the Collection Reports
    - Weeded 34 items from the collection; added 448 items to our collection.

4. Discussion about Gifts Naming Policy
    - Discussed whether it is necessary to have a physical, visible memorial tribute location for those who make memorial donations.
    - During the meeting, the Board reviewed the Gifts and Donations Policy and it appears to cover the Library's position. T. Savard will review the policy more closely to determine if there are any gaps.
    - The Board agreed that, at this time, there is not a need to create something for memorial tributes, beyond what is already stated in the Gifts and Donations Policy.

5. Post-Architect Discussion/5 Year Plan (tabled to next meeting)
    - Tabled for the June meeting

Executive session - not needed

The meeting was adjourned at: 7:54 PM