

Apalachin Library Association - Board Meeting Minutes

September 15, 2026

Call to Order: 6:16 PM by Chealsey Malewicz

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

Announcements

- Next meeting: October 20
- 2026 Upcoming Meetings: November 17, December 15

Agenda/December Meeting Minutes

- The September meeting agenda was adopted.
- Motion to approve the July minutes - J. Ward; S. Coffey 2nd; all voted in favor. Secretary, D. Berchtold signed the July meeting minutes.

Period for Public Expression - not needed.

Updates

1. Treasurer's Report - S. Legg

- Reviewed the financial reports.
- July monthly reports and the year to date summary were reviewed.
- Of note: In August, the Library paid for the roof insulation installation, as well as some other scheduled payments, however the budget expenses remain within anticipated range.

2. Maintenance Report

- Reviewed the report that was provided.
- In addition to the report, Steve worked to rearrange some shelving/books as the use of space has been modestly adjusted.

3. Director's Report

- Reviewed the report that was provided, including the statistics and program highlights.
- A new library clerk is scheduled to start on 9/17.
- Melissa has begun her role as the Children's Librarian role and is off to a good start!
- The information has been submitted for the Construction Aid Grant through FLLS. There have not been any updates regarding whether the grant has been funded.
- The Fall Festival is tentatively scheduled for 10/17.

4. Friend's Report

- Reviewed the report that was provided from July.

Old Business

1. Update on Eagle Scout Project

- Little Libraries are being built and the intended locations for them have been identified by the Boy Scout. T. Savard will find out where they will be placed.

2. Budget Amendment Policy - do we need it?

- The Board discussed whether a Budget Amendment Policy was needed and decided against it at this time.

New Business

1. 2027 Officers

- Discussed the terms for officer positions for Trustees. The following individuals are willing to serve as officers in 2027:
 - Chealsey Malewicz - President
 - Caylynn Gilbert - Vice President (or Secretary?)
 - Stacey Coffey - Treasurer
 - Dani Berchtold - Secretary
- This was a preliminary discussion. The slate will be finalized over the next couple of meetings.

2. 2027 Wage Increases

- Began a discussion about wages for the Library staff in 2027 and whether staff will get raises.
- Discussed the positions, as well as the staff's roles and their length of service.
- For the October meeting, the Board will look at current pay rates for all staff, as a starting point to the discussion.

3. Threats to People, Facilities, Collections, and Other Library Resources (2027 Strategic Plan measure)

- Tabled until the October meeting.
- Discussed whether it may be appropriate to develop a "master" threats policy, with several of the Library procedures that relate to this topic, under it.

4. Artificial Intelligence Policy

- Discussed the draft policy.
 - The general consensus was that the draft covered too many aspects of AI and should be narrowed in scope with a greater focus on what the policy addresses.
 - Discussed items that should be included such as prohibiting the inputting of personally identifying information and confidential information into AI tools.
 - How would Library staff discuss AI with patrons who may be exploring AI tools on their own or who may ask questions about AI tools?
- Could AI safety/literacy be a valuable program for patrons?
- C. Gilbert, D. Berchtold will draft a revised version of the AI policy for discussion at the October meeting.

Executive session - not needed

The meeting was adjourned at: 7:34 PM