Apalachin Library Association - Board Meeting Minutes

October 20, 2026

Call to Order: 6:19 PM by Chealsey Malewicz

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

Excused: Sue Legg, Dani Berchtold, and Tracy Brunnabend

Announcements

- Next meeting: Nov 17
- 2026 Upcoming Meetings: December 15

Agenda/December Meeting Minutes

- The October meeting agenda was adopted.
- Motion to approve the September minutes - J. Ward; S. Coffey 2nd; all voted in favor.

Period for Public Expression - not needed.

Updates

1. Treasurer's Report - S. Legg
   - Sue sent reports and if we have questions, save them for the November meeting
   - Tracy S. noted that the budget looked good and there are additional allocations for increased expenses

2. Maintenance Report
   - Reviewed the report that was provided.
   - Fixed a rubber boot on a vent
   - Minor changes in the big room and moved a cabinet
   - Resolved a phone issue

3. Director's Report
   - Reviewed the report that was provided, including the statistics and program highlights.
   - Downward trend noted for circulation stats
   - Hoopla removal may be contributing to the decreased circulation stats
   - Program numbers remain very strong with 264 attendees in September
   - Average 20 new cards a month
   - Tax cap form submitted
   - Vanessa did a notary service for a gentleman who was so impressed that the service is offered for free and he donated $100
   - Implemented the new check out system, Leap, which lives online instead of on the remote desktop where Polaris lives.
   - Vanessa's strong performance and dedication was noted, including her cancelling her PTO to support library operations
   - Tracy applied for 2 grants. One would allow us to implement an online registration system and the other to provide a program about sled dogs.

- As part of the library giveback celebration there are collections for the humane society; in addition, we have been collecting coats for the Lions club. The Southern Tier Independence Center information was added to the monthly table

4. Friend's Report
   - There was no Friends Report this month; there will be one in November.

Old Business

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
   - To discuss in November.

3. Threats to People, Facilities, Collections, and Other Library Resources (2027 Strategic Plan measure)
   - Tabled until the November meeting

4. Artificial Intelligence Policy
   - Discussed the draft policy.
     - C. Gilbert to shorten after Jerryshares the AI policy slides presented at the regional meeting

5. Facilities Discussion- $ for projects
   - Anonymous donor offered $10,000 if we have a specific project
   - ADA improvements including door knobs and the ramp were considered. Electrical updates were also noted as important.

Executive session - not needed
The meeting was adjourned at: 6:59 PM