lApalachin Library Association - Board Meeting Minutes

Monthly Meeting

February 16, 2021

**Call to Order**: Online meeting called to order at 6:19 PM by President Sheryl Head. In attendance were Trustees Sheryl Head, Sue Legg, Donna Shofkom, Cindy Bickford, and Garry Christensen. Director Cathy Sorber and Maintenance Personnel Dirk Sorber. Library patron Dani Berchtold joined the meeting.

**Trustees not attending**: Perry Pierce

**February Agenda/January Meeting Minutes**: January Meeting Minutes were finalized and sent to the board on 1/03. They were approved, along with the February Agenda, without update or conflict of interest.

**Announcements**

1. Next Meeting: March 16
2. 2021 Meeting Dates – Apr 20, May 18, Jun 15, Jul 20, Aug 17, Sep 21, Oct 19, Nov 16, Dec 21

**Updates**

1. **Maintenance Report** – See Maintenance report that Cathy and Dirk sent out for meeting. Water is leaking onto the front desk. There are ice dams on old part of building, which is causing the leak. Garry is going to call insurance company to discuss filing a claim.
2. **Treasurer’s Report** – See Treasurer’s report that Sue sent out for the meeting.
3. **Director’s Report** – Cathy Sorber presented the Director’s report which is on file at the Apalachin Library.
4. **Friend’s Report** – Nothing to report this month.

**Old Business**

1. **Policy and New Minimum Standards** –Administrative policies are really made up of several of our internal policies which are put together in an Administrative policy binder on file at the libra.ry Conflict of Interest policy needs to be signed by all Board members. Financial policy is being worked on by Sue.
2. **NYS Annual Report Approval –** Vote taken to submit NYS Annual Report unanimously approved.
3. **Sick Leave Policy –** Motion to approve Apalachin Sick Leave Policy, Donna made a motion to approve, Sue seconded, unanimous board approval.
4. **Additional items for discussion** –Library Strategic 5 year plan expires December 31, 2021. This is a reminder from Cathy.

**New Business**

1. **Trustee Conflict of Interest Signatures** - Trustees please go to the library and when you get there call in and ask to have the Trustee Conflict of Interest brought out so that you can sign it.
2. **Trustee Sexual Harassment Training** – Cathy will let us know if we need to do this again in 2021.
3. **Additional Items for Discussion** – none

**Items for Future Meetings** – none

**Executive session (As required)**

**Meeting Adjourned**: Meeting was adjourned at 7:30 pm.