

**Tully Free Library
Board of Trustees Meeting Minutes
Thursday, November 17, 2022**

The meeting was called to order at 6:32 pm by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Cat Gerson, Trice Quinlan, via Zoom Erin D'Antonio, Wendy Hutton, Annabeth Hayes **Absent:** Kim Cameron, Annette Bizub, Kay Butkus

A motion to accept the agenda was unanimously approved (Trice motioned, Ann seconded).

- Pete asked all board members to identify prospective new trustees. Please let him know who he could contact for discussion about joining the board before our January meeting.
- Trustees should complete the annual Board self-evaluation form and send to Ann by December 16. Any comments or suggestions should be included at the bottom of the form.

A discussion was held on the October 2022 Meeting Minutes.

A motion to accept the October 2022 meeting minutes was unanimously approved (Wendy motioned, Cat seconded).

Treasurer's Report

Kim was not at the meeting to review the financial reports and it was requested that she file a subsequent report for inclusion in the minutes. Trustees held discussions on other financial items.

- Annabeth has made purchases which will be included in next month's report and will work with staff on making needed year-end purchases planned for this year's budget.
- Any unspent budget funds for 2022 will be transferred to the capital fund.
- Cathy & Kim will prepare materials for Clark CPA to complete our 2022 IRS 990 tax form and for the scheduled financial review (not an audit) by Clark for the 2022 budget year.
- The finance committee will meet to prepare a proposed 2024 budget for discussion in January. Trustees are asked to submit priorities for the committee to consider in budget preparation.

The trustees acknowledged the financial discussions above and the expectation that Kim will prepare and submit a review of the financial accounts.

- The Transaction List of Bills from 10.08.22 to 11.09.22 was reviewed

A motion to accept the transaction list was unanimously approved (Ann motioned, Trice seconded).

Subsequent financial account reports submitted by Kim for inclusion in the minutes:

As of the end of October, we have \$403,524 in our bank accounts: that is broken down into \$339,432 in our checking account, \$13,662 in our Capital Projects Fund, and \$50,329 in our FSA Grant checking account. With our \$6,540 in other assets, we have a total of \$410,064 in current assets. We have fixed assets of \$401,911 and a total of \$202,867 in other assets, giving us current total assets of \$1,014,841. Our current liabilities are \$323,731 and our total equity is \$691,111 so our current liabilities and equity equal our current total assets.

From October 8th to November 9th, 2022, we had our normal expenses: Ames Linen Service, Country Cleaning Service, Charter Communications (phone and internet), National Grid, Verizon and K&K Landscaping. We also purchased some new books and magazines. Furthermore, we paid our quarterly bill for OCPL, paid our annual bill for HOOPLA, paid for snow plowing for the 22/23 season, and paid for some miscellaneous supplies for tykes and Halloween.

A subset of our financial committee met as well to review the financials to date. During that meeting, we discovered some items that needed to be reallocated to better align with our budget. Our full financial committee will be meeting again in December or early January to work on the 2024 budget.

Director's Report

- Annabeth reported that statistics and program reports show all has been going well.
- The board expressed appreciation for the great deal of time Annabeth has devoted to the Turkey trot preparations. There has been a great response of people registering for the event.

- Annabeth will send an email asking for volunteers to pick up donations from sponsors.
- There are enough volunteers to work day of the Turkey Trot; arrival time is 8 am.
- Tee shirt prices have increased and a change in distribution may be needed in future years.
- The Knapp grant has been used to purchase five new PCs.
- Use of Hoopla has increased.
- There has been an increase in activity at TFL.

A motion to accept the Director's Report was unanimously approved (Trice motioned, Erin seconded).

Old Business

- There was discussion about where we could obtain information to develop a specific marketing plan for capital project fundraising needed for the renovation and related costs.
 - Future fundraising, outreach & marketing committee activities should be planned to decide how best to develop marketing materials and strategies. Attached is a list of past TFL donors for consideration.
 - The meeting with “Three Needs” for marketing ideas was recorded and can be seen on Zoom.
 - Annabeth will ask marketing staff from OCPL and NOPL (Northern Onondaga Library) to offer ideas, information and suggestions. Presentations may be scheduled soon.
 - Cat will continue discussion with Sarah Cole about social media as marketing tool.

New Business

- Trustees expressed their thanks to Carol Gleason for her consistent hard work in maintaining the TFL grounds. Trustees should all add to our note of thanks to Carol (in Annabeth’s office)
- Annabeth’s proposals for 2023 pay scales and staff salaries were reviewed.

A motion to accept the para-librarian pay scale and the 2023 staff pay rates as proposed to begin in January 2023 was unanimously approved (Ann motioned, Cat seconded).

- Trustees reviewed a revised proposed meeting and holiday schedule, with input obtained from a poll of members by Erin. The first two trustee meeting dates for the year were selected on Thursdays, January 19 and February 16 at 5:30 pm, with future meetings to be decided in January.
- A discussion was held on Annabeth’s suggested revisions to the TFL Holiday schedule.

A motion to accept the holiday schedule as amended was unanimously approved (Wendy motioned, Trice seconded).

- Pete requested trustee input for the director's review and has shared the evaluation form with trustees. He will share last year's evaluation and director’s goals as requested. Pete will combine Trustees input with staff input for further review. Please return input to Pete by December 9.
- The holiday party is scheduled for Wednesday, December 14, noon – 1:30 pm. Board members are asked to contribute to staff gifts (give to Annabeth) and provide a dish-to-pass for the party.

A motion to adjourn was unanimously approved at 8:10 pm (Trice motioned, Cat seconded).

Action Items

Trustees should all add to our note of thanks to Carol (in Annabeth’s office).

All board members should let Pete know the names of prospective new trustees as soon as possible.

An action plan for the fundraising, outreach & marketing committees should be developed soon.

Board members should review the list of past TFL donors to consider future fundraising activities.

Trustees should complete director's evaluation input form and return to Pete by December 9.

Trustees should complete and submit trustee self-evaluations to Ann by December 16.

Annabeth will contact OCPL and NOPL staff to ask them to share capital project marketing ideas with us.

Trustees are asked to submit priorities for the finance committee to consider in budget preparation

Board members should drop off contributions toward the staff gifts to Annabeth.

Board members are asked to provide contributions & dish-to-pass for the December 14 holiday party.

Respectfully submitted,

Trice Quinlan, Secretary