

**TULLY FREE LIBRARY
BOARD OF TRUSTEES MEETING
August 16, 2014**

The meeting was called to order at 9:00 AM.

Those present: Carol Gleason, Heather Estey, Ellen Grapensteter, Pete Cardamone, Betsy Shahan, Amanda Schiavulli, Jack Salisbury, Casey Koons (Director). Visitor: Mary Podsiedlik

New Board member Jack Salisbury was welcomed to the board; Jack introduced himself and others introduced themselves to him. We look forward to having Jack part of our Board!

Minutes from the July meeting were discussed and unanimously accepted.

Treasurer's report: Report was reviewed and unanimously accepted. Additional spending needs to be done to bring the Library Materials budget line up. Ellen also stressed that this has been a good year for donations, and with payroll ahead of schedule due to Irene's medical absence, we must be prepared to spend down overages before year's end. Board members were asked to consider how to best appropriate some of the donation money received - capital funds for further library construction, endowment, etc. Carol mentioned that the library interior is looking shabby in places, and will get a few estimates for painting the interior.

Director's Report:

The Director's report was reviewed and unanimously accepted.

Casey spoke about the Summer Reading projects, the success of the final week of activities (TREP-related trips and a visit by MOST personnel), and his space program event that brought in a regular group of teens. Kelly Chambala hosted 2 kids' book reads. Amanda offered to help assist with the planning of next year's summer reading program ('Superheros').

TREP: The 2014-2015 TREP budget was reviewed; Mary Podsiedlik provided an in-depth explanation of expenses for the coming year. The 2014-2015 contract between Mary and Tully Free Library will contain the exact same terms as last year, as will the rental agreement. Neither document had been provided to Board members for review, but both were approved unanimously, given that there were no changes from the documents that were reviewed and approved last year. A motion also passed unanimously to approve the budget for the coming year. Mary asked about use of a debit card - Ellen suggested that before we get one for Mary, that we research a policy on credit cards.

Mary talked about new programming for the school year, some of which will be part of the afterschool program, with activities held at the library. There will also be collaboration with Mr. Paccia (high school teacher) who will help teach students how to use of the video equipment Casey has purchased. There will also be collaboration between school and library on a Reader's Theater.

Casey discussed a specific project he has in mind for a local teen - it involves creating an inventory list of all the library equipment and then creating asset tags for each item. He'd like to hire this student for this specific job: 75 h estimated time, \$8/h minimum wage. Ellen and Heather recommended that he create a job description for a temporary part-time worker, to be used when a specific need arises to hire an individual to complete a well-defined project

(with project timelines). Casey will prepare this job description and send to Heather and Kathy to review, and have it ready for approval at the September board meeting. A discussion ensued about differences between volunteer projects and 'hired help' projects. All agreed that any such project that will require hired help will be approved ahead of time by the board. If a teen is to be hired, working papers must be provided.

Old Business:

Pete's proposal for an inclement weather policy was discussed. Board members are to provide feedback to him by the 20th, so that he can have a final version ready for the September meeting, and for a review by Riehlman, Shafer and Shafer. Two important changes were made to Pete's proposal: 1) in the event of Tully Central School closing or early dismissal, any Library programming for that day will be cancelled (the library may remain open on such days); 2) staff members will be paid if the library closes whether their whole shift is cancelled, or if they are told to go home early.

New Business:

Casey will organize the closing of the Book Buggy for the season. Amanda knows of someone who may be willing to repaint or touch up the buggy as needed. She will find out if this person wants to be paid or is volunteering his/her time. All agreed that in the case of the latter, a gift from the library would be in order. Casey will look into finding someone with carpentry skills who can work to repair the buggy. Pete has offered the use of their barn for winter storage and repair. Casey will contact Judy Shafer to ask if their truck/trailer is available for moving the buggy by the end of August. Casey will let Bill Coffin of the Masons know that we don't require their storage barn anymore.

Carol brought up the idea of a 'Volunteer Fair' sometime in October to bring in people who would be willing to be a library volunteer. Everyone agreed that was a sound idea. Casey was asked to provide a preliminary list of volunteer projects/tasks that would be finalized in time for the fair.

Meeting adjourned.

Respectfully submitted:

Carol Gleason, President