

**Tully Free Library
Board of Trustees Meeting
September 20, 2014**

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

Those present: Carol Gleason, Heather Estey, Judy Shafer, Betsy Shahan, Amanda Schiavulli, Jack Salisbury, Pete Cardamone, Kathy Homestead, Ellen Grapensteter and Casey Koons (Director)

Minutes from the August meeting were discussed and unanimously accepted.

Treasurer's Report: the report was reviewed and unanimously accepted. Ellen informed the board that she has received the TREP July-August budget. Ellen is working with Mary and our accountant to streamline the submission and payment of bills. Once we have approved a policy on credit card use, we will provide Mary with a credit or debit card that she can use.

Director's Report: The report was reviewed and unanimously accepted.

Casey clarified what is happening at the central library to cause the disruption of services. They are gradually reducing staff so are finding themselves short handed for moving books as they consolidate into less space. There is a need for volunteers to help with this. Some staff from Tully plan to help. Casey will let the board know when, so that any board members who wish to volunteer may join them.

The materials spending is behind because Irene is still unable to return to work. There is ongoing weeding to accommodate new acquisitions. Kathy questioned whether money from our materials budget could be used for databases. Casey reported that Manlius had purchased a collection of hard bound classics. We could do something like this, and create a special section for classics to ensure that they are not weeded.

The **Padget Grant** proposal: Casey has spoken with a sales representative from a company that offers training and certification in Microsoft Office and Excel. They might be able to bring a mobile test site here. He does not yet have a quote. They have a maximum class size of 12. If we had 6 more laptops we could manage 10. Casey will get in touch with the school about offering this program to high school seniors. He will also look into offering a GED class and meet with Barb at PEACE to talk about this.

Downes donation: Casey is looking into equipment needs. He reported that our networking needs attention and that we may not have enough bandwidth through the service that Time Warner offers libraries. A digital die cutter and a train table have already been purchased.

The **new job description** for a technical/educational clerk was reviewed and some changes suggested. Casey will make those changes and return the revised description to Kathy for her review. This description was unanimously approved based on the corrections made by the board.

Old Business:

The **inclement weather policy** was passed unanimously pending approval by our lawyers.

Casey will put this policy in the newsletter and on the website.

Amanda has put together a **conflict of interest policy** based on suggestions from the ALA. This policy was approved unanimously pending legal review.

New Business:

Carol asked for volunteers to work on developing a “**volunteer fair**” The goal is to create a list of people who have areas of expertise or skills that they would be willing to share with the library

and the community. Amanda pointed out that we would need a volunteer policy and application. A committee consisting of Kathy, Amanda, Carol and a staff member will work on this. Casey will find a staff member who is interested.

Adult Book Club: This was tabled until Melanie can be here.

Turkey Trot: Mary Ann Riehlman, Matt Delaney and Casey met last week to get started. Judy will meet with Mary Ann later today. They hope to be able to use many of the same volunteers as last year. Any board member who is available Thanksgiving morning should let Judy or Mary Ann know. Registration will be available online this year. Casey will meet with Ellen to get a Pay Pal account set up.

Carol reminded everyone that it is time to think about officers for next year.

Meeting adjourned at 10:30 AM.

Respectfully submitted:

Judy Shafer, Secretary