

**Tully Free Library
Board of Trustees Meeting
January 17, 2015**

The meeting was called to order by incoming President Betsy Shahan at 9 AM.

Those attending: Betsy Shahan, Heather Estey, Melanie Kalman, Amanda Schiavulli, Ellen Grapensteter, Jack Salisbury, and Kathy Homestead.

Approval of new slate of officers

Elizabeth Weinstein Shahan - President

Peter Cardamone - Vice-President

Amanda Schiavulli - Secretary

Ellen Grapensteter – Treasurer

Melanie motioned to accept the new slate of officers, seconded by Heather. All approved.

Minutes from the November meeting were reviewed and unanimously.

Treasurer's Report:

Ellen reported that fines were down as is circulation. Current trends in library services also reflect this where programming is up and circulation is down. Donations were up due to the new signage for the ongoing book sale. **Amanda** will check with NYLTO on proper wording to assure TFL is in compliance with proper sales tax. **Ellen** will revisit flushing fees we pay for the village. Building maintenance is higher due to painting/furnace. Casey proposed raising TFL's contribution to the consortium eBook collection from 5% to 10% in 2015 since TFL contributions were lacking in 2014. **Casey** will report back how many circulations of the consortium eBook collection are by TFL patrons to warrant an increase.

A motion was made by Melanie to move overage funds to endowment. Heather seconded the motion. All approved.

Discussed tax cap and wording.

The Tully Free Library Board of Trustees understands that the Tax Cap Law requests that budget increases should not exceed 2% or the current CPI, whichever is smaller.

The Board is mindful of the law, but reserves the right to exceed the tax cap when developing the 2016 budget, in keeping with fiscal responsibility and the best interest of the Library.

Ellen made a motion to accept the wording, Melanie seconded. All approved. Finance committee will meet in early February to discuss tax levy.

Director's Report:

The report was reviewed and unanimously accepted. Discussed cancellation of Alzheimer's Awareness program due to lack of registration. Presenters wanted

participants to register. Weather may have affected registration. Program will be rescheduled in March.

Casey asked for a vote to raise Lorraine's hourly wage. Lorraine is currently employed as a substitute clerk. Revisions to that job description would be necessary for any change. HR committee will meet and discuss raise structure. Proposal to be discussed at February's Board meeting.

Casey met with Chris White of Hayes Agency regarding board liability Insurance. Quote for separate policy that would insure the Board for \$.5 million is \$700 a year or \$800 a year for \$1 million. Casey is working on getting other quotes on getting a consolidated policy. Renewal date for policy is July 23rd. Ellen made a motion for the \$1 million plan effective immediately. Heather seconded. All approved.

Casey updated the Board on the recent Pudget proposal. **Casey** will follow up with John Pudget next week.

Old Business:

Book Club:

Melanie reported the Book Club met on Jan 11, 2015 from 4 to 5ish and read *Empire Falls* by Richard Russo. Six people attended. The club decided to choose books month by month rather than the entire year at once. The facilitation of the club will rotate and Carol and Lorraine will facilitate on February 8th with the selection of *The Other Typist*. Thanks to Carol, Betsy, and Heather for the goodies.

Unattended Children's Policy:

Policy was unanimously approved pending the wording change:

Children between the ages of 8 and 11 may be left alone in the Library for no longer than one hour, and only until 5:00 pm.

Procedure for enforcing the policy will be available at the desk after staff takes the Vera House's abuse prevention training program. Casey is in the process of scheduling this.

New Business:

Conflict of Interest:

All Board members in attendance signed and submitted the Conflict of Interest form.

Committees:

Jack was added to *Building and Grounds*. Amanda was added to *Grants and Policy and Procedure*.

Events Committee is now a rotating based on event. **Heather** will make a calendar for a trustee sponsored programs. Every trustee will have a month. **Kathy** will work on March. Should a Board member wish to bring in someone who requires payment for services, it will be discussed within Casey's programming budget.

Summer reading was touched on with the creation of a Books at the Beach program and the condition of the Book Buggy. Casey is looking for possible outlets for a permanent structure but the book buggy is being refurbished for this year. Casey will talk to Jim Paccia, the high school tech teacher, about working with students to create a structure.

Take your Legislator to Lunch:

Betsy will reach out to County Legislator Dave Knapp for a lunch date in late February. All Board members will be invited.

Advocacy Day: February 25th. CLRC is organizing transportation. Casey is trying to bring teens.

The Chili Cook Off is on February 21st. Anyone interested in helping please let Betsy or Casey know.

Next meeting scheduled for Tuesday February 24th at 6pm

Motion to adjourn: Melanie, Seconded by Heather. Ended 10:48.

Respectfully submitted:

Amanda Schiavulli, Secretary