

**Tully Free Library
Board of Trustees Meeting
March 21, 2015**

The meeting was called to order by President Betsy Shahan at 9:06am.

Those attending: Betsy Shahan, Amanda Schiavulli, Judy Shafer (via Skype for first half), Heather Estey, Ellen Grapensteter, Kathy Homestead, Pete Cardamone, and Casey Koons

Agenda was acknowledged and **approved**.

Minutes from the February meeting were reviewed and **approved** unanimously.

Treasurer's Report

- Payroll on target
- Acceptance of the 2016 tax levy proposal/statement of proposition:
For the purpose of funding the Tully Free Library, shall the sum of one hundred fifty-eight thousand three hundred and seven dollars (\$158,307) be raised by annual levy of a tax upon the taxable real property within the Tully Central School District?
- Treasurer's report was reviewed and **approved** unanimously.

Director's Report

- Board Liability insurance - \$919.00 will cover a year of coverage up to \$1 million. **Betsy** will be the point person to sign this document.
- Annual Report – **Casey** will be sending out a .pdf of the 2015 Annual Report to the rest of the board for approval at the **April** meeting.
- OCPL Memorandum of Understanding Extension – Up for reevaluation in 2016. OCPL would like to extend this for a year while they work on the new plan of service. Needs to be approved by all member library boards. Board **accepted** the extension unanimously.
- Science Fair was a huge success. Videos and photos are on the TFL Facebook Page.
- Casey reported that staff attended the Vera House Abuse Training on Friday, March 20. Vera House suggested a Code of Conduct document between TFL and Volunteers. **Casey** will review the Volunteer Policy and suggest changes in **April**.
- New Automatic Renewal Policy – New feature that allows for automatic renewals for items that have renewals left on the patron's account. Casey reported that TFL could potentially lose \$3500-\$4000 from annual budget. The tradeoff would be increased patron satisfaction and library use. The proposal was reviewed and **approved** unanimously.
- Director's report was reviewed and **approved** unanimously.

Old Business

- Tech Star program was presented at Tully Central School board meeting on March 16th. Casey will be signing patrons up for Tech Star events and tracking interest and use. Patrons can begin to enroll in the program starting April 1st. **Casey** will create a task list for advertising. **Betsy** will find out when Fabius and Preble have town/village board meetings so that Casey can present Tech Star. **Casey** will notify board members when flyers are ready for us to pick up and distribute locally.
- 2015 Raise Schedule for Staff – HR Committee reviewed the pay schedule. Their goal is to have a wage range for each position with clear defined qualifications to qualify for wage increases not including cost of living. **Casey** will supply Heather with payroll contacts. Committee will make a recommendation for the board to vote on in **April**.
- Question on Flushing Fees. Ellen reported that it is paid through normal utilities and it is not a tax but a service fee.

New Business

- Committee reports and Upcoming Events
 - **Book Club:** Heather reported that book club was well attended with 8 participants. Chose titles for future meetings a few months in advance. Casey has been proactive in advertising the book club. New titles will be advertised on the website. April's title is *The Zookeeper's Wife* by Diane Ackerman.
 - **Irish Festival:** **Kathy** might need help with the projector. Will not be doing food.
 - **August:** Betsy will talk to Derek about the possibility of his offering his bike repair workshop.
- Committee reports—Building & Grounds
 - Plowing/Shoveling concerns. School plows the library out when they are open. Bill Lund has plowed for TFL as a courtesy but said this past winter that he had too many other customers to enter into a contract with TFL. **Board** will revisit snow removal options in the late summer with hopes to hire a local resident.
 - Roof concerns in the women's rest room. **Casey** will be looking into options.
- Candidates Night: **Casey** will talk with Mary Fisher to schedule and have a date for **April** meeting. There are 3 slots available for candidates for the school board.

Next Board meeting: April 18, 2015 at 9AM

Motion to adjourn: Kathy, Seconded by Heather. Ended 10:36am.

Respectfully submitted:
Amanda Schiavulli, Secretary