

**Tully Free Library
Board of Trustees Meeting Minutes
Monday, October 19, 2020**

The meeting (via Zoom) was called to order at: 5:38 pm by President Pete Cardamone
Present: Ann Sedore, Peter Cardamone, Annabeth Hayes, Annette Bizub, Natalie Brabant, Beth Rosekrans, Dorothea Duell,

Absent: Trice Quinlan, and Jack Salisbury, who has announced his resignation from his trustee position and as treasurer.

Additions to the agenda proposed: Discussion of Board Self-Assessment and appointment of interim treasurer. **A motion to accept the updated agenda was unanimously approved** (Dorethea motioned, Beth seconded).

September 2020 meeting minutes were unanimously approved after some members needed additional time to review. Motion to approve minutes from September. (Annette motioned, Dorothea seconded).

A motion to appoint Annette as interim treasure until the January 2021 Organizational Meeting was unanimously approved (Ann motioned, Natalie seconded).

Treasurer's Report

- ⑩ Annette reviewed the financial reports and things look ok, no red flags.
- ⑩ The approximately \$82,000 has not yet been moved to the Vanguard account due to issues with paperwork. Annette and Pete are in contact with Vanguard to complete this.
- ⑩ Expenditures for library materials appear lower than usual but will be included in the October financial report.

A motion to accept the Treasurer's Report was unanimously approved (Dorothea motioned, Natalie seconded).

A motion to accept the list of bills was unanimously approved (Annette motioned, Dorothea seconded).

Director's Report

- All is going smoothly.
- Materials quarantine increase to 7 days discussed
- A leak in the Attic has been fixed.
- K&K Landscaping has been retained for our snow removal season. Plowing and shoveling will be done for a full season flat rate of \$1,250.
- A uniform format is desired for the sick leave policy using sick leave law and including this as a policy not just in the staff handbook
- UV light update on estimates for sanitizing UV lights for the HVAC system.: Falso had unclear answers. A&P Plumbing looks the most reasonable. Holbrook has not returned their estimate yet.
- Annabeth will complete employee evaluations. Update staff salary and hiring ranges for board action. Discussion: base-line 2% increase for wages was suggested based on performance.
- Annabeth reports that evaluations will be completed before the November meeting. All anniversary dates have been adjusted to be January 1st each year unless employment has been less than 6 months. The board will review starting salary ranges and updae annually.
- The board requested that Annabeth receive a specific action based Outreach plan from each staff member. It is a desire to see more activity in our Children and Youth programming.

Old Business

- The updated TFL policies were reviewed and approved with minor changes. Annabeth will revise language regarding holiday equity pay and sick leave policy after a review with Clark CPA.
- Ann discussed the results of our board member self-assessment. Needs and actions based on that will follow.
- Annabeth will publicize community awareness that the TFL will hold its annual Turkey Trot virtually. She will obtain masks and buffs and research cost and distribution. Board members are asked to help with publicizing this event.

Motion to accept the directors report: (Pete motioned, Annette seconded).

New Business

Discussion: Hiring a substitute. Potentially adding a job category for a new, highly qualified individual who Annabeth has identified. Pete commented that our existing job descriptions may cover this need. Pete and Annabeth will review job descriptions.

Discussion: Ann reported the findings of the trustees involved in exploring a real estate option, the King's corner bank building. The property did not meet our expectations as an investment. Agreement that any further pursuit of the specific property will end.

Action Items

Annette and Pete will continue to work with Vanguard to open an account and transfer funds.
Annette and Pete will explore with Annabeth Jack's plan for opening a reserve account at NBT.
Annabeth will create, and publicize specific procedures for the Turkey Trot.
Board members will volunteer to help with and publicize the Turkey Trot as needed.
Board members are asked to continue the search for new board members.
Annabeth will send TFL policies to board members to review for the November meeting.

Respectfully submitted,
With Notes from Beth & Annabeth.