



**Tully Free Library**  
**Board of Trustees Meeting Minutes**  
**Saturday, November 20, 2021**



The meeting was called to order at 9:12 am by President Peter Cardamone.

**Present:** Peter Cardamone, Annabeth Hayes, in person; and Natalie Brabant, Dorothea Duell, Annette Bizub, Wendy Hutton, Cat Gerson, Ann Sedore, Trice Quinlan via Zoom; In-Person Guest: Kay Butkus

A prospective board member, Kay Butkus, was welcomed by the trustees to observe our meeting.

**A motion to accept the agenda was unanimously approved** (Ann motioned, Trice seconded).

**A motion to accept the October 2021 meeting minutes was unanimously approved** (Natalie motioned, Cat seconded).

### **Treasurer's Report**

- Annette has added a P&L report formatted from month-to-month to the P&L month-to-year.
- The CNY Community Foundation account fluctuating value currently increased from \$121,733 to \$156,417, due to stock market gains.
- The Vanguard account is available for use with facility improvements if needed.
- This year's fundraisers have resulted in increases over projected revenues, especially due to great participation in the Turkey Trot.
- Annette will move memorial gifts to the CNY Community Foundation account at year end.
- Annette will arrange for a 2020 financial review and move ahead with our accountants.
- Annette recommended moving to a more update on-line version of Quickbooks. Our current standalone version was purchased in 2014. The cost of the new version would be \$75 per year and can accommodate up to five users.
- Annette shared the TFL 2020 tax return Form 990 and reported that the return was filed prior to the November 15, 2021 deadline; she will ask Clark CPA to update future narratives on the form.
- The finance Committee will discuss Cathy Hobart's suggestion for a shared Google Doc to assist in the processing of the review and approval of financial transactions and the payment of bills.

**A motion to accept the Treasurer's Report was unanimously approved** (Trice motioned, Ann seconded).

### **List of bills**

- Annette confirmed regular payroll expenditures do not need to be included in the monthly list.
- The credit card due date could be changed to coordinate with monthly board approval of bills.
- It was decided to continue using ADP with Clark for payroll services this year. Annette will investigate any advantages for other payroll services which may be considered in future.

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

### **Director's Report**

- Annabeth reported that all is going well and staff and volunteers are doing an outstanding job.
- Annabeth informed the board that Amber has indicated that she does not plan to return to her position at the TFL after her maternity leave, so she will begin looking for a replacement.
- Annabeth is obtaining quotes for tree trimming around the building. Insurance and safety are considerations in this process. Two quotes are \$600-\$1,000, with a third quote expected.



**Tully Free Library**  
**Board of Trustees Meeting Minutes**  
**Saturday, November 20, 2021**



- We are still waiting to hear if the 2021 NYS construction grant for our front sign and outreach box has been approved.
- The outreach committee suggests a spring roundtable discussion with other community groups.
- TFL is participating in the food drive sponsored by Assemblyman Al Stirpe in December.
- More than 200 people have registered for the Turkey Trot. One more volunteer is needed for day-of registration for the Turkey Trot. Most tee shirts and buffs have been picked up. The fire department will help with traffic. Any leftover milk will be donated to St. Leo's food pantry.
- The two-hour training requirement for trustees will begin in 2023. Handbook training sessions have been very helpful.
- TFL meeting notices are published in the Tully news and on Facebook as well as our Website. Minutes are regularly posted on the website.
- Annabeth attended NYLA conference sessions (cut short due to family circumstances) and Irene has been trained on the use of the new Polaris LEAP system.

**A motion to accept the Director's Report was unanimously approved** (Dorothea motioned, Trice seconded).

### **Old Business**

- Pete discussed the Ashley-McGraw contract concerning building renovations with Jan Kublik. This covers the first 2 stages: review of the structure and outreach to community for design input. At Jan's suggestion it was confirmed that the TFL owns the product of this work and it can be used as we see fit, such as with companies other than Ashley-McGraw. Pete has been authorized to sign the contract on behalf of the TFL.
- The owner of 8 State Street has left it to the TFL to obtain quotes for Asbestos abatement and demolition of existing structure. The cost of this work will determine the feasibility of acquiring the property. We will also explore the potential for Tully Hose to use the building for training to assisting in the demolition.

### **New Business**

- The meeting schedule and holiday schedule were reviewed. It was noted and approved for a staff development day to be added as a TFL Holiday in March 2022.

**A motion to accept the board meeting and holiday schedules was unanimously approved** (Ann motioned, Natalie seconded).

- The revised para librarian pay scales and employee 2022 pay rates were reviewed. It was noted that increases reflect an appreciation for our employees and a desire to remain competitive.

**A motion to accept the revised para librarian pay scales and 2022 pay rates was unanimously approved** (Natalie motioned, Ann seconded).

- Annabeth will arrange the staff and volunteer holiday gathering and gifts and send out a notice.
- Board members agreed to drop off contributions for staff gifts to Annabeth.
- The board will commence a self-evaluation by all members (incoming and outgoing) by completing our previously implemented self-evaluation form. Please send the completed form to Pete or Ann (requested by December 20), so we may compile results for the board and determine warranted next steps.



**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, November 20, 2021**



- Board members should provide input for the director review (type in comments using bullet points on Word doc form) and send to Pete (requested by December 4).
- Annette will review financial policies and provide updates for the board to consider.
- The board will clearly state goals and reasons for any policy changes, such as those suggested by the new Trustee Training, in order to promote transparency for board actions.
- The process for updating the strategic plan should be part of the board goals annually.
- Pete requested that current trustees continue to contribute, if possible, until replacement trustees can be found. He will send the current TFL committee assignments to all trustees for a review. Any requests for changes in committee assignment should be sent to Pete for January's meeting.
- The finance committee will review any needed 2022 budget revisions next week. Please send suggestions to Annette (requested by December 1). If required, a vote on a revised 2022 budget will be held.
- The 2023 budget process will begin. Requests should be sent to Annette by the end of December.

**A motion to adjourn was unanimously approved at 11:20 am** (Annette motioned, Ann seconded).

**Action Items**

- Annette will move memorial gifts to CNYCF at end of year.
- Annette will ask Clark CPA to update tax form narratives.
- The finance committee will discuss with Cathy Hobart's suggestion on using Google Docs
- Pete will sign the Ashley-McGraw contract, beginning our facility improvement process in 2023.
- Annabeth will arrange the staff and volunteer holiday gathering and gifts.
- Board members are asked to drop off contributions for staff holiday gifts to Annabeth,
- Board members should complete self-evaluation form and send to Pete or Ann by December 20.
- Board members should complete and send director review input form to Pete by December 4.
- Annette will review and propose financial policies to improve transparency.
- Departing current trustees are asked to continue to contribute until replacements can be found.
- Board members should send requests for committee assignment changes to Pete.
- Suggestions for the 2022 budget should be sent to Annette by December 1; those for the 2023 budget should be sent by the end of December.

Respectfully submitted,

Trice Quinlan, Secretary