

**Tully Free Library
Board of Trustee Meeting Minutes Saturday,
January 15, 2022**

The meeting was called to order (via in person and Zoom) at 9:07 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Annette Bizub, Ann Sedore, in person; and, Kay Butkus Wendy Hutton, Cat Gerson, via Zoom; **Absent:** Trice Quinlan, Natalie Brabant, Dorothea Duell; Guest: Mary Holland (prospective trustee) was invited, but unable to attend

A motion to accept the agenda was unanimously approved (Ann motioned, Annette seconded)

- TFL 2022 Board of Trustees Organizational Meeting, Brief discussion on existing trustee continuing in designated positions. **(Pete later reminded Trustees to complete the annual COF Forms for 2022 & bring to Annabeth)**
- Brief discussion on Recruitment of new TFL Trustees & Facilities Focus Group Participants; the Board welcomed new Trustee, Kay.
- Transition of TFL trustee treasurer position discussed, prospective new trustee invited to the meeting, later withdrew for personal reasons.
- TFL 2022 Board of Trustees Committees (attached lists 1 & 2 to be revised) Pete each trustee confirm their 3 committee positions)

A motion to approve reorganization of TFL Board for 2022 was unanimously approved (Wendy motioned, Cat seconded)

A motion to accept the November 2021 meeting minutes was unanimously approved (Ann motioned, Kay seconded)

Treasurer's Report

- Annette discussed balance and P&L reports, with highlights from November and December activity
- A capital funds account was opened in December, and \$29,000 was moved from the Vanguard account into it
- Brief discussion of upcoming bi-annual audit, and expected cost
- Discussion about and adjustment in the previously approved staff pay rates

A motion to approve the presented adjustment in the previously approved staff pay rates was unanimously approved (Annette motioned, Wendy seconded)

- Annette presented the 2022 Budget Adjustments for review
- Adjustments were made in the previously adopted 2022 budget showing movement between budget lines for insurance and other anticipated library programs cost changes, the total budget remained unchanged
- Annette presented a number of 2023 Budget Proposals for considerations
- Options were shown for separate 3%, 4% or 5% increases for the 2023 budget and school vote proposition; at next month's meeting the budget numbers will be reviewed for adoption
- Expected costs were forecasted for 2023; gas and electric cost was increased from \$5,000 to \$6,000 and Workers compensation and other insurance costs are expected to increase
- Discussion on amount of cost to allow for in the 2023 budget for possible new library programs

A motion to approve the Treasurer's Report was unanimously approved (Wendy motioned, Cat seconded)

- Annette discussed the Bill Lists to Pay Transaction Reports from 2022Jan & 2021Dec

A motion to approve the bills for December 2021 and January 2022 was unanimously approved (Ann motioned, Kay seconded)

Directors Report

- 2021 Library Annual Report will be ready for spring and will be reviewed by Trustees at February or March meeting
- Ashley McGraw will be doing the building surveys for the renovation project in the next couple of weeks
- A job posting for the TFL Youth Services and Technology Para-Librarian will be shared with trustees and distributed to state wide library job boards. We discussed whether we have received a written letter of resignation from Amber for this position.
- A question was asked about the latest full review and revision of the staff handbook. Specific changes have been made in response to changing legislation and employment requirements, but a full review is called for.
- Annabeth checked on status for the 2021 NYS Library Construction Grant, and confirmed that it will likely be

August or September before an answer is received

- Annabeth and Sonja are working on NYS Family Literacy Grant, which will be used to purchase more Wonderbooks
- The Outreach Committee is brainstorming ideas for collaborations with local groups such as TAG and PEACE

A motion to accept the Director's Report was unanimously approved (Annette motioned, Wendy seconded)

Old Business

- Discussion of the Capital Project Community Survey, Focus Group Recruitment & Architect projected timeline
- Proposed timeline of dates for meetings of various facilities groups was presented, with adjustments to be expected once we are able to recruit members for a community focus group.
- Trustees are asked to recruit community members a community focus group that is forming and will meet soon – trustees/staff personally reach out
- Staff and Director Reviews are still pending
- The Board Assessment results were emailed to Board members to be discussed in February meeting

New Business

- Discussion of the (annual) Tully Free Library Budget Statement for Exceeding Tax Cap for adoption prior to budget development as follows:

The Tully Free Library Board of Trustees acknowledges that the New York State Tax Cap Law states that budget increases should not exceed 2% or the current CPI, whichever is smaller. However, mindful of the board's fiscal responsibility for the operation of the Library, the Board reserves the right to exceed this tax cap in proposing the 2023 budget tax levy if necessary for the best interests of library operations.

A motion to approve the Proposal to exceed the Tax Cap as presented was unanimously approved (Annette motioned, Ann seconded)

- Discussion of wording for the Statement of Proposition for May 2022 tax levy proposal for the Tully School District Ballot (to be presented at a Tully School Board meeting in March)

Statement of Proposition for May 2022 tax levy proposal:

For the purpose of funding the Tully Free Library, shall the sum of [Add Dollar Amount] Dollars (\$ XXX,XXX) be raised by annual levy of a tax upon the taxable real property within the Tully Central School District?

Motion to approve the wording of the Statement of Proposition for 2022 tax levy proposal as presented was unanimously approved (Kay motioned, Annette seconded)

- Trustee Handbook Club Training Dates for 2022 were distributed by email copy. All trustees are encouraged to attend whatever presentations they are able.
- We will send an invite to Legislator Knapp to for a regular TFL board meeting – When? Other Legislators?
- A proposed date for discussed for the TFL to host our annual School Board Candidate Night (in-person or virtual to be determined). Suggested date is Tuesday, May 3, 2022 (since this year, the budget vote is May 17, 2022, School Board Nominating petitions are available March 1, and need to be submitted no later than April 18. Annabeth suggested a YAC member to present questions to candidates
- BUDGET ROAD SHOWS prospective dates were previewed with the expectation that 1 or 2 Trustees should attend each with our Director. These will be confirmed by the school district for our February meeting.

Motion to adjourn at 10:49 am (Annette motioned, Cat seconded)

Action Items

- Annabeth is going to request a letter resignation from Amber for the employment files
- The staff handbook will be scheduled for review
- Staff and Director Reviews will be completed
- The Board Assessment results will be discussed at our February meeting

Respectfully submitted,
Cat Gerson, Trustee