

**Tully Free Library
Board of Trustees Meeting
Saturday, October 15, 2022**

The meeting was called to order at 9:03 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Ann Sedore, Kay Butkus, Wendy Hutton, Kim Cameron, Annette Bizub, Cat Gerson, Trice Quinlan, Erin D'Antonio

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

A discussion was held on the September 2022 Meeting Minutes, with a minor adjustment.

A motion to accept the September 2022 minutes as amended (word change “reminded” under old business) **was unanimously approved** (Wendy motioned, Kay seconded).

Treasurer's Report

- Kim reported that all financial accounts are in good order.
- Kim has reconciled the NBT statement and found no discrepancies.
- Ashley-McGraw has been approved to date for payment of \$53,229.36 from February through September. Not all of that shows on the current reports printed before the date of the last payments.
- It was decided to deposit any excess funds from the 2022 budget directly into the capital fund rather than first depositing them into the Vanguard fund.
- It was recommended Kim, Annette, Annabeth & Pete (the Finance Committee) meet on next year's budget.

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

In a review of the list of bills, it was noted that the latest payment to Ashley McGraw was made after the date range included on this list. That invoice has been paid, and will be included on the next transaction list.

A motion to accept the transaction list of bills 9.17.22 to 10.07.22 was unanimously approved (Ann motioned, Kay seconded).

Director's Report

- Annabeth reported that all has been going well.
- A joint Outreach-Fundraising committee meeting is scheduled for Thursday, October 20. An agenda and meeting minutes are suggested.
- Ann and Trice will help with the TFL Halloween open house on October 31. Bella is organizing.
- The tax levy check for the 2023 portion of the school proposition has been received.
- Annabeth submitted a grant request to CNY Community Foundation for \$100,000.00; she will follow up on an expected response in a few months.
- Annabeth will follow up to ask when grants are to be approved, in order to plan when funds might be received to allow us to proceed with any construction contracts.
- Annabeth will request specific details on the construction proposal submitted with the NYS construction grant. This will be used by the Fundraising committee to identify specific costs of items which may be included in naming opportunities for various areas of TFL (e.g. circulation desk, fireplace, etc.).
- It was suggested that specific community residents be approached about their interest in naming opportunities. Some suggestions have been made. Specific dollar amounts would be mentioned for fund raising for specific areas of the construction project.
- Annabeth thanked trustees who helped deliver letters to prospective donors to this year's Turkey Trot. Some donations have already been received.
- Annabeth will provide a spreadsheet for trustees to use in following up with donors.
- Full STEAM Ahead has started well with Ryan. There will be a mid-December open house
- NYLA will hold a Zoom training session on Parliamentary Procedure for trustees October 27.
- Annabeth has joined an OCPL committees on security and construction.
- Kim stressed the need for more outreach efforts to encourage community members to check the website and otherwise be informed about TFL programs and services. One suggestion was creating a “Library of Things” such as power washers and other items people may want to borrow but not purchase.

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

Old Business

Ashley-McGraw presented a time line for next steps for the construction project. It was suggested that adjustments would be needed to permit funds to be raised for future contracts.

It was suggested that the steering committee be reconvened (Casey Keller, Pete, Ann and Annabeth) to create a new time line reflective of the current funding situation. Additional members may be proposed.

New Business

A breakdown of specific details on the construction costs needs to be requested from Ashley-McGraw to allow the fundraising committee to identify estimated costs of specific areas of work included in the project.

A motion to approve payment of Invoice# 0220725 – Ashley McGraw Schematic Design and Grant Application, Total invoice (100% billed at \$12,264.00) Sep 30, 2022, subject to receipt of detailed construction estimates, was unanimously approved (Kim motioned, Wendy seconded).

Proposed Dates for TFL 2023 holidays were reviewed and approved; Juneteenth was added as a new holiday.

Proposed Dates for TFL 2023 trustee meetings were reviewed, with discussions of adjustments. Erin will poll trustees on preferences and availability for 2023 trustee meetings for November follow up and decision.

It was suggested that TFL might close the day after Thanksgiving, “Black Friday” due to low usage.

Annabeth will schedule a holiday party for staff and volunteers the week before Christmas. Trustees are asked for monetary contributions toward gifts and baked goods for the party.

The date for the next meeting was changed to be scheduled for Thursday, November 17, from 6:30-8:00 pm.

A motion to adjourn at 10:28 am was unanimously approved (Kim motioned, Kay seconded).

Action Items

- Kim, Annette, Annabeth, and Pete will meet to discuss budget.
- Members of the outreach and fund raising committees will meet on October 20.
- Trice and Ann will help Bella with the Halloween party.
- Annabeth will check on status of CNY Community Foundation grant.
- Annabeth will request Ashley-McGraw to submit detailed cost construction estimates.
- Annabeth will provide a spreadsheet of Turkey Trot donations for trustees to follow up.
- Trustees are encouraged to attend the October 27 training webinar via Zoom.
- The construction steering committee should to meet to propose a new construction time line.
- Erin will poll trustees for their 2023 meeting availability for a decision at our November meeting.
- Annabeth will schedule the holiday party; trustees will help with gifts and food.

Respectfully submitted,

Trice Quinlan, Secretary