

**Tully Free Library
Board of Trustees Meeting
Saturday, July 16, 2022**

The meeting was called to order at 9:06 am by President Peter Cardamone.

Present (In-person) Peter Cardamone, Annabeth Hayes, Ann Sedore, Kay Butkus, Erin D'Antonio, Cat Gerson, Trice Quinlan, (via Zoom) Wendy Hutton **Absent:** Kim Cameron, Annette Bizub

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

Trustees discussed adoption of a resolution that would be required to continue to allow trustees an option for virtual meeting attendance (Zoom). This would update our by-laws currently requiring in-person attendance. The following motion on Virtual Meeting Attendance was proposed: Whereas the NYS Open Meetings Law (chapter-56-of-the-laws-of-2022) expands the use of videoconferencing by public Boards such as the Board of Trustees of the Tully Free Library, the Trustees of the Tully Free Library adopt a resolution authorizing remote attendance at official proceedings of the Tully Free Library Board as follows:

Trustees of the Tully Free Library, may be permitted under specified circumstances to virtually attend a meeting or an official proceeding of Tully Free Library Board, be counted toward a quorum, and may fully participate and vote during those proceedings. This will be permitted when the trustee provides prior written notification to the board president of the need to attend virtually. Such notice should state the reasons which preclude the member's physical presence and requires their virtual attendance. These may include the following: that they will be at physical locations that are open to the public; or that they will be prevented from physical presence at the proceeding by an approved circumstance (to include disability, illness, caregiving responsibilities, or any other significant event or unexpected factor beyond their control). Meetings where member attend virtually will be recorded. This contents of this motion should also be included in future revisions of the Procedures of the Tully Free Library board.

A motion to adopt the option to permit virtual attendance for library trustees at future meetings or official proceedings was unanimously approved (Erin motioned, Cat seconded).

A discussion was held on the May Meeting Minutes.

A motion to adopt the May 2022 meeting minutes was unanimously approved (Ann motioned, Cat seconded).

Treasurer's Report

Annette and Kim have reviewed the financial reports and sent a report that all are in line with expectations with the exception of materials expenses which are still lower than anticipated. Kim sent this note:

- Our current assets, as of June 30, 2022 are \$247,591.24, an increase of \$23,246.25 from this time last year. The increase is due to a temporary increase in our checking account and an increase in our prepaid expenses.
- We have paid Ashley McGraw Architects \$5300 this month and we have prepaid Hoopla for the year. The rest of our expenses this month are essentially our normal expenses. When comparing our actual to our budget, we're still under budget by \$12,320.71. We've spent far less on library materials (approximately \$4500 less), library programs (approximately \$1300 less), building maintenance (approximately \$1400 less), and professional fees (approximately \$1300 less) than budgeted to date. This situation will probably not remain this way for the rest of the year, but it is where we are as of June 30, 2022.

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

- The Transaction List: of Bills from 5.13.22- 7.11.22 was reviewed (it was noted that the TFL has renewed our subscription for Hoopla streaming service, instead of monthly billing for this service).

A motion to accept the list of bills 5.13.22- 7.11.22 was unanimously approved (Trice motioned, Erin seconded).

Director's Report

- Irene Maskelony retired on July 15 and the trustees expressed appreciation for her many years of service.
- Annabeth is interviewing applicants for the position and also for additional substitute positions.
- The outreach committee is meeting monthly and working on several new ideas.
- Grant money for the outreach information box and electronic sign should be received soon.
- Story boards at Cornerstone Park are receiving positive feedback from the community.
- Annabeth is reviewing the making of an optional mask policy to accommodate both staff and patrons.
- We are following up on the safety report from Jim & Kay Butkus' addressing identified safety issues.
- Annabeth reviewed the time line for new grants and a federal grant to be used to buy additional hotspots.

- The pie sale was very successful with almost \$300 being raised. Thanks to Erin for her leadership.
- Summer Learning response has been very successful with 35 children and 40 adults participating so far.
- The Trustee Handbook Training Club will resume in the fall, with a reminder that, starting in 2023, trustees will be required to have at least two hours of training per year of training (virtual participation).
- The trustees expressed appreciation for the dedicated work of Annabeth and the staff.

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

Old Business

- Pete reviewed the status of the capital project. We rejected a proposal from Ashley McGraw to finish their current path of design as too costly and ambitious for the expectations of the trustees and the community. The architect responded with a revised Phase 1 proposal that would get the TFL to the grant application, with an evaluation of next steps after that point in September. Their revised proposal has a cost of \$36,790 (which could use existing funds in the Vanguard account to cover). Pete will consult with Jan Kublick on the details of this new proposal and the trustees approved the steering committee to continue to take the necessary steps needed to meet the timeline for successful NYS Construction Grant Application with the architect & OCPL.

A motion to move ahead with the outlined project components and approved the revised proposal from Ashley McGraw, subject to attorney approval, was unanimously approved (Ann motioned, Erin seconded).45r

- Pete reviewed the status of the outstanding capital project invoices from Vaysen Studios. Questions were discussed regarding the relevance of the Trophy Point estimate to our expected scope of project work and the level of participation of architect staff in community engagement being less than expected.

A motion to approve the payment of Vaysen Concept Study invoices after continued discussion with the architects regarding our concerns for (#20220023 \$2,986 and (#20220029 \$2,095) was unanimously approved (Kay motioned, Trice seconded).

A motion to withhold payment of Vaysen Concept Study Invoice (#20220036 \$890) until further discussion of community engagement by the architect was unanimously approved (Trice motioned, Ann seconded).

A discussion was held regarding trustee support needed for the grant committee efforts to engage community members to obtain significant fundraising & grant applications to meet the TFL project expenses.

A discussion was held regarding AED Policy SV1, and additional revisions to the by-laws.

A motion to accept the AED SV-1 policy was unanimously approved (Ann motioned, Kay seconded).

A motion to accept the revised bylaws was unanimously approved (Trice motioned. Cat seconded).

New Business

A motion to accept the resignation of Irene Maskelony effective July 15, 2022 was unanimously approved (Ann motioned, Kay seconded).

A motion to accept the job description for Catalog and Circulation Para-Librarian III (possibly divided between two positions) **was unanimously approved** (Trice motioned, Cat seconded).

A motion to accept the job description for substitute library clerk(s) was unanimously approved (Ann motioned, Trice seconded).

- Annabeth will send a request to trustees to volunteer to represent the library at the Farmers Market on Tuesdays in August and for Community Days in September.

- We agreed to change the next two meetings, now scheduled for August 27, 2022 (due to anticipated board action regarding the NYS Grant application) and September 24, 2022 (due to a conflict with community days).

A motion to adjourn was unanimously approved at 11:06 am (Trice motioned, Kay seconded).

Respectfully submitted,

Trice Quinlan, Secretary