

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, January 11, 2020**

The meeting was called to order at 9:08 am by Vice President Ann Sedore.

Present: Ann Sedore, Annabeth Hayes, Natalie Brabant, Jack Salisbury, Dorothea Duell, Annette Bizub, guest Terri Murray

Absent: Peter Cardamone, Johanna McKenna, Beth Rosekrans, Trice Quinlan
Board members briefly introduced themselves to Terri Murray.

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

A motion to accept the November 2019 meeting minutes was unanimously approved (Natalie motioned, Annette seconded).

Treasurer's Report

- Jack is working with Clark CPA to get necessary tax forms.
- He is in the process of moving approximately \$82,000 cash from NBT bank to Vanguard. His full name, John E. Salisbury II (a.k.a. Jack), is required on documents to complete this transaction.
- A motion to authorize approximately \$82,000 to be moved from NBT Bank to Vanguard was unanimously approved (Annette motioned, Natalie seconded).
- Clark CPA will complete a financial review of TFL finances for 2017-18 sometime in 2020.
- TFL received a \$100 memorial gift which will be deposited into the investment fund. This was the only memorial gift to TFL in 2019, thus board members should consider ways to increase giving in the future.
- November and December balance sheets were reviewed and all was in order.
- Addition materials will be purchased to stay on schedule and to improve the collection.
- The Finance Committee will meet later in January to create a 2021 budget.
- The profit from the Turkey Trot was increased from last year.
- In reviewing the list of bills, furnace repair costs, the age of the furnace and possible replacement were discussed.

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 (Natalie motioned, Annette seconded).

Director's Report

Annabeth and Ann attended the recent legislative breakfast and met Senator May, Assemblyman Stirpe, and Assemblyman Magnarelli.

Full STEAM Ahead will begin in February.

A science camp rather than a science fair is being considered this year.

TFL received a \$25,000 anonymous grant to be used only for Full STEAM Ahead programs which could include children's programs at Cornerstone Park.

Annabeth will outline how grant money would be spent for activities at Cornerstone Park, book buggy, etc.

Annabeth will obtain a second quote for necessary electrical work.

Annabeth will obtain a price for a larger server rack.

Board members should submit questions to Annabeth for the upcoming OCPL training to ensure it will be relevant to our group.

A third CPR class will be arranged since the first two have been quickly filled.

The fine-free policy for veterans is going well.

Annabeth is still waiting for a second quote on a new television.

Annabeth attended the NYLA conference which was excellent.

Circulation statistics look very favorable.

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

Annabeth will tweek the 2020 budget, create a 2021 budget (with the finance committee) and check with Tully Central School to determine the deadline for submitting the TFL budget proposal.

Old Business

Board members are asked to submit their bios to Annabeth for inclusion on the website. Pete should forward any copies he has already received.

TFL committees were reviewed and changes were proposed as follows:

Annette and Natalie are added to the buildings and grounds committees

Annette is added to the finance committee.

Jack is removed from the HR committee and Annette is added.

Jack is added to the veterans and first responders committee.

The book club committee is removed since library staff members handle these duties.

Board members should review the committee list and decide where they would like to serve.

Each committee is asked to meet within the next month.

New Business

The new software program Burbio and TFL's participation in it were discussed. It was proposed that TFL might serve as a liaison for various town organizations in signing up and creating their own websites and then promoting it as a community calendar. Fourteen organizations have signed up to date. Ann, Annabeth and Ilene Puente will explore this possibility.

It was suggested that a new committee be formed for community outreach activities; Annabeth, Ann and Trice volunteered to serve.

A motion to modify the committee structure to eliminate the book club committee and add the community outreach committee was unanimously approved (Dorothea motioned, Annette seconded).

Committee structure and function will be reviewed at the next meeting.

A motion to explore Burbio and TFL's leadership in promoting Burbio's use in community communication was unanimously approved (Annette motioned, Jack seconded).

Annabeth will invite County Legislature Chairman David Knapp to attend a TFL board meeting either in March or April.

A motion to adopt the TFL Budget Statement for Exceeding the Tax Cap was unanimously approved (Trice motioned, Annette seconded) as stated below:

Proposal to exceed the Tax Cap: for adoption prior to budget development

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 2021 budget tax levy if necessary for the best interests of library operations.

Annabeth suggested May 4, 2020 to hold a school board candidates night. She will ask TCS for suggestions for a student moderator.

Annabeth will check with TCS on the budget road show dates.

Board members are asked to recruit potential board members.

The next board meeting is scheduled for Tuesday, February 18, 2020 in the meeting room upstairs.

A motion to adjourn was unanimously approved at 10:46 am (Natalie motioned, Annette seconded).

Action Items

Jack will complete transaction moving funds from NBT Bank to Vanguard.

Jack will deposit memorial gift in investment fund.

Board members should consider ways to increase giving to TFL.

Committees should meet within the next month.

Annabeth will outline proposed use of grant money for children's programming.

Annabeth will obtain a second quote for electrical work.

Annabeth will obtain a price for a larger server rack.

Board members should submit training-related questions for the upcoming training meeting.

Annabeth will obtain a second quote for the new television.

Annabeth will complete revisions on the 2020 budget, create a 2021 budget and determine deadline for submission to TCS.

Board members should submit bios to Annabeth for the website.

Board members should review committees and decide which they will join.

Ann and Annabeth will explore TFL participation in Burbio.

Annabeth will invite David Knapp to a board meeting in March or April.

Annabeth will ask TCS about a student moderator for the school board candidates meeting.

Annabeth will ask TCS about budget road show dates.

Board members should recruit new board members.