

Tully Free Library
Board of Trustee Meeting Minutes
Tuesday, July 17, 2021

The meeting was called to order in the Padgett Room at 9:10 AM by Peter Cardamone. The meeting was also available on Zoom, however none of the absent trustees connected

Present: Peter Cardamone, Annabeth Hayes, Cat Gerson, Annette Bizub, Natalie Brabant, Wendy Hutton

Absent: Patricia Quinlan, Elizabeth Rosekrans, Dorothea Duell, Ann Sedore

A motion to accept the agenda was unanimously approved (Natalie motioned, Cat seconded)

A new Board of Trustees member, Wendy Hutton introduced.

A motion to welcome Wendy Hutton as a TFL Trustee Board member was unanimously approved

(Annette motioned, Natalie seconded)

Wendy was asked to provide a trustee bio and picture for the website. An updated staff-trustee list will be distributed.

A motion to approve the May minutes was unanimously approved (Annette motioned, Natalie seconded)

Treasurer's Report

- Annette is going to follow up with Clark CPA to inquire about the 990 tax form
- The Book-sale was well received and brought in over \$2,000.00
- Streaming service Hoopla was paid for with grant money and is starting to be used
- A remaining issue with the payroll service: sick time is not being reported as accumulating as required, 1 hour per 30 hours worked; Annabeth has been keeping written records and Annette will work with ADP to get this resolved

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

- The list of bills 6.18.21 to 7.12.21 was reviewed and discussed.
- Annette verified that Cathy will regularly produce a listing of non-check payments with invoice back-up for review prior to the board presentation of the list of bills

A motion to approve the List of Bills was unanimously approved (Natalie motioned, Wendy seconded)

Directors Report

- Discussion on packaging unsold books from the book sale - they are put on pallets by Rotary and sent to Texas, then distributed to needy areas by Books For The World
- Porch repair costs have been approved. Window repairs are in progress.
- Status of volunteers returning to the library is still being evaluated
- Annabeth was part of the group revising the proposed 2021 OCPL MOU and trustees must take action on this at our August meeting discussion
- NYS Library Construction grant application is due on September 1, 2021. The library has qualified for a 75/25 match, so the library would only have to pay 25% of construction costs from our budget.
- Trustees will need to approve required actions at our August meeting in order for the TFL to apply for the next round of NYS Construction Grants. Annabeth has provided what is required in Action Items at the end of these minutes.

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

Old Business

- **Policy Discussion:** The board reviewed the updated detailed Emergency Action Plan Policy (PP-3) and added distributing the policy to volunteers as well as staff. Staff and volunteers will read through and sign to acknowledge awareness of the policy. Trustees discussed having detailed instructions located with the AED as part of this plan. Annabeth will adjust the wording on the signature page to read

“Employee and Volunteer Acknowledgment”

A motion to approve the Emergency Action Plan was unanimously approved (Annette motioned, Wendy seconded)

- **Property Acquisition:** There was a lengthy discussion on the acquisition of 8 State Street property, including potential costs and benefits. The benefits discussion included the potential number of parking spaces to be gained while making room for facility expansion. Costs included purchase price negotiations, village approval for building demolition, Tree and stump removal, paving, striping, signage, and attorney’s fees
- **Facility Improvements:** There was a review of the only two architectural cost proposals we received, and additional costs with moving forward on facility improvements. **Trustees need to read the detailed proposals and come to our next meeting with questions relevant to our best choices** for seeking consultation and assistance with facility improvement plans

New Business

- **Public Outreach:** Trustees discussed their role in representing the TFL at community presentations “Music in the Park” and the August “Farmers’ Market.” Trustees need to let Annabeth know which dates they will be present to represent the TFL.

– **Next meeting Saturday August 21, 9am in person & Zoom.**

A motion to adjourn at 11:24 AM was unanimously approved (Wendy motioned, Cat seconded)

Action Items:

Wendy Hutton will provide us with her Trustee Bio & Pete will update the staff-trustee list

Annette will follow up with Clark CPA to get the corrected staff sick leave accruals to show

Pete and Annabeth will get the unsold books packed and ready for Rotary Books for the World

Annabeth will contact volunteers about returning to the TFL

Trustees will let Annabeth know the dates they will represent the TFL at community events:

Farmer’s Market: Aug 3: Ann, Dorothea @5; Aug 10: Wendy, Natalie; Aug 17: Trice, Natalie;

Aug 24: Natalie, Cat @ 5; Aug 31: Natalie, Dorothea @ 5

Music in the Park: Cat & Trice will introduce the event representing the TFL on August 8th.

Trustees will review Architect proposals to decide the best way forward at our August meeting

Trustees will review proposed 2021 OCPL MOU and prepare for the August meeting discussion

Annabeth has provided this **trustee information for action** needed for the NYS Construction Grant:

Before the August Board meeting, tasks to be completed for the projects included in the grant application to

NYS (Application due to OCPL by September 1):

- Receiving architect proposals (done)
- property purchase offer
- estimates for demolition, tree removal, paving, striping, signage, attorney fees
- estimate for electronic sign
- Prepare assurances for grant applications: proof of available 25% funds from Treasurer, document from bank showing funds
- Certificate of occupancy

At the August Board meeting:

- Board approves moving forward with NYS grant
- Board President signs the Grant Assurances
- Board approves architect proposal

Respectfully submitted,
Cat Gerson, Trustee