

Tully Free Library
Board of Trustee Meeting Minutes (corrected)
Tuesday, April 20, 2021

The meeting was called to order (via Zoom) at 5:31 pm by Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Ann Sedore, Cat Gerson, Annette Bizub, Natalie Brabant, Elizabeth Rosekrans, Dorethea Duell; **Absent:** Patricia Quinlan

- Brief recap of last month's meeting with Dave Knapp and the TFL's role in the county wide survey of internet dead spots that will be sent out on April 30th.
- Brief discussion of the Trustee Training Webinar by LTA, *What Every Trustee (and Director) Should Know*, with Jerry Nichols via a Zoom meeting on April 7th. A recording is available for anyone who missed this. A question from the Webinar was asked, how often are TFL audits performed (every 2 or 3 years), with reviews in between. There is money allocated in the budget for the cost.
- Brief review of architect Ashley McGraw meeting and upcoming with Holmes King and Kallquist.

A motion to approve the agenda was unanimously approved. (Beth motioned, Cat seconded)

A motion to approve the March minutes was unanimously approved. (Ann motioned, Dorothea seconded)

Treasurer's Report

- Annette reviewed the Balance sheet and Profit and Loss statements for March 2021. She discussed transfers made between budget lines to account for final revisions of the 2021 budget. All activity is within expectations.
- A year-end donation to the TFL was sent to the Community Fund after January 1st. This is included in the December 2020 TFL report but didn't show up in the CNYCF until the 2021 year. Annette will make sure that this is properly shown in our reports.
- The year-end bonus for Annabeth was approved in December, but was paid in January, showing in the January report.
- Annabeth regularly sends letters to those who make donations to the TFL. Trustees used to perform this function, however, with the slower pace of donations this past year, Annabeth has kept this going.
- A discussion was held about whether the Tech Grant expenditures should be a separate line item or shown under the Knapp Grant budget line; Annette and Annabeth will talk to Kathy about placement.
- The NYS Construction Grant was supplemented with more National Grid \$ than anticipated, which allowed us to complete additional plumbing work under this Grant. This work has been completed.

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

- The list of bills was reviewed and discussed.
- The payment to begin the Tech grant service, Hoopla was sent on April 14, 2021.
- We had previously been informed that our payroll administrator, Clark CPA, had upgraded to a new payroll service. There was a discussion of the increased cost for these services. Annette will evaluate the value of the service upgrades and report to the board if there is added value.
- Annabeth noted that there are some transition issues with the new payroll service:
 - Employees are not able to see how much vacation time is left, just what has been used
 - Annabeth only has access to her personal information, not employees.
 - We probably need to change Annabeth's Supervisor access to Administrative access.
 - Annabeth and Annette are going to talk to Suzanne about fixing these issues.

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

CNY Community Foundation

- Pete presented a multi-year summary of information about the performance of the TFL-CNYCF Fund and requested the board consider annually leaving distributions in the fund to continue earning interest. There was a discussion on whether to leave distributions or to explore another option for investment.
- Pete is going to revise the historic performance sheet to show the fee charged by the fund over time to compare these with the interest earned and add additional information about the fund's policies.
- Pete will also ask CNYCF to see a list of other libraries or companies that invest with them.
- Annabeth is going to reach out to other libraries to see where they invest.

A motion to approve leaving CNYCF Endowment annual grant distributions in the Fund to continue earning interest. A letter to them (after Board action) could restart distributions. **Was unanimously approved.** (Ann motioned, Cat approved)

Directors Report

- Covid protocols are easing and by the end of the month there might be no quarantine for book returns.
- Padgett Room might be back in use by end of the month.
- Book has sale started and has been well received by patrons.
- Annabeth and Annette reviewed discussions about possible improvements to the porch bannisters and columns. Options compared with Craig Clemons are wood, which will need to be repainted, or vinyl which is durable and long lasting. There is funding available for this work because the original window installer has determined our windows don't need to be replaced, just fixed.
- The Building and Grounds Committee will work with Craig on porch updates.

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

Old Business

The Upcoming School Board meet the candidate's event hosted by the TFL was discussed:

- Annabeth emailed candidates to see who would be going to the meeting. The board agreed that any candidates pursuing a write-in candidacy would be included in the event. Pete is going to inform Mary Fisher at TCS that the TFL trustees decided that write in candidates are to be included.
- Annabeth is will send the final version of the TFL-NYS Library Annual Report to the trustees after it had been reviewed by OCPL. This will go with the meeting's minutes.
- TFL Budget Mailer: In response to questions about the TFL staffing levels, Annabeth is going to change the staff listing to emphasize that our employees other than the Director are all part time. She will show her as Director, with the rest of the staff listed under the heading, Part Time Employees.

The motion to approve the TFL Budget Mailer with the revisions that were discussed was unanimously approved (Ann motioned, Dorothea seconded)

- The Disaster Policy was discussed as presented: Discussion and agreement that policy needs to be expanded to include a wider range of Emergency situations and include more detailed and specific jobs assigned to personnel who may be present at the library during an event.
- Annabeth is going to get a copy of the School District's Disaster Policy to compare.
- Beth suggested that the Health and Safety Committee work on putting more detail in the Disaster Policy

There was a delay of action on approving the Disaster Policy to allow time for changes and improvements.

New Business

- A discussion on whether to donate \$100 to Partners in Motion, this summer's Performances in the Park, promoted by Terri Murray.
- There was discussion of the Community Outreach Committee's task to reach out to local groups to get connected to and how we could help them, perhaps this could be a demonstration project.
- The Outreach Committee will work on TFL's best setup idea for these performances, possibly bringing a hotspot and demonstrating Hoopla.

A motion to donate \$100 to Performances in the Park was unanimously approved (Ann motioned, Cat seconded)

A motion to move into Executive Session to discuss negotiations regarding property acquisition p.m. was unanimously approved at 7: 18 (Natalie motioned, Ann seconded)

A motion to leave Executive Session was unanimously approved at 7:30 (Ann motioned, Cat seconded)

A motion to adjourn at 7:32 was unanimously approved (Ann motioned, Cat seconded)

Next meeting will be ***Saturday May 22, 9:00 – 10:30 AM***

Action Items

Ann is going to obtain information about a Syracuse grant update and other investment options

Disaster Policy will be updated by the Health and Safety Committee and to be reviewed by the Board

Respectfully submitted, Cat Gerson, Trustee