

**Tully Free Library
Board of Trustee Meeting Minutes
Saturday, May 21, 2022**

The meeting was called to order in the Padgett Room and via Zoom at 9:08 AM by Peter Cardamone.

Present: In-person Peter Cardamone, Jim & Kay Butkus, Annabeth Hayes, Legislator Dave Knapp, and via zoom Cat Gerson, Wendy Hutton, Ann Sedore, Erin D'Antonio,

Absent: Patricia Quinlan, Annette Bizub, Kim Cameron,

A motion to approve the agenda was unanimously approved (Ann motioned, Kay seconded)

Representative Dave Knapp was present to give an update on the Onondaga County Legislature. Dave gave a review of current discussions in the legislature including: local area priorities such as the expansion of broadband internet, promotion of county wide tech sector manufacturing & distribution facilities, a county Aquarium project, and distribution of Pandemic assistance funds to specific projects (such as Tully train station, Tully school FFA, and the Lafayette Crossroads project). We discussed past TFL funding that David provided and talked with him on ways he could help gain financial support for our Tully Free Library facilities project. Thanks to Dave for his annual visit to the Tully Free Library.

A discussion was held on edits to the April Minutes: (re: mask pushback at the library, edit to the bills)

A motion to approve the April minutes with the changes that were discussed was unanimously approved (Kay motioned, Cat seconded)

Treasurer's Report

- In an effort to conserve time, Pete asked Trustees to approve sending the treasurer's financial review after the meeting (report is below). Trustees may approve this report with approval of these minutes.

A motion to approve the President's request to send the financial review to trustees was unanimously approved (Wendy motioned, Kay seconded)

TFL Trustee Financial report May 21, 2022, Here's my report:

A: Balance Sheet: Our current balance is \$282, 601 in our bank accounts.

B: Budget vs Actuals: Total revenue is \$71,219. This is about \$3000 below our projected revenue of \$74,729. That's due to the County of Onondaga Revenue deficit of \$1000 and lack of fund raisers (book sale, turkey trot which will take place later in the year). That said, it is balanced by not purchasing as many library materials so far this year compared to budget amount, nor have we spent as much on library programs as budgeted. Utilities are higher due to higher electric and gas and we've had more office supplies this year. Overall total expenditures are approximately \$7000 lower than budgeted making us overall \$3564 below our budget to date.

C: P&L vs. prior year: Our gross profit is up by approx. \$3000, our salaries are down by approx. \$2500 and our library materials are down by approx. \$1200. Overall, our expenditures are almost the same as last year.

D: P&L YTD by month: This report reiterates our revenue by month. Revenue for Jan and Feb averaged about \$2700/month, whereas March showed a loss of \$200 and April showed a revenue of \$700. In March and April, we purchased books, audiovisuals, DVD's, and magazines to the tune of \$1776 and \$849 respectively. Overall, our revenue for the year is \$3564.

Respectively submitted by Kim Cameron, May 21st, 2022.

- The list of bills 4.11.22 to 5.12.22 was reviewed.

A motion to approve the List of Bills 4.11.22-5.12.22 was unanimously approved (Ann motioned, Erin seconded)

Directors Report

- Annabeth will post updated capital project diagrams on the board inside library and provide a binder with the Revised BCS & 5-Yr Report information. Patrons will be encouraged to review and comment
- June 2, 2022 at 10 am, there will be a zoom meeting with CNYCF to go over grant opportunities and timelines for submission and decisions. This meeting will be recorded for those wishing to view it
- It was discussed that we should research pursuing many grants, including those for energy efficiency
- Library Policies are regularly updated every 3 years; The AED Policy is reviewed biannually. Annabeth provided this policy for trustee review and will schedule an AED training soon
- Some suggestions were proposed for the Library By-Laws: Trustees may vote on motions in person as well as virtually, adding a section regarding executive sessions, and that Library Committees include the Director is a member of each committee. Revisions will be reviewed in July
- Discussion of revised Policies: PP16 - Program, and PP11 - Complaints about Materials and Programs

A motion to approve the Policy PP16-Programs, was unanimously approved (Ann motioned, Erin seconded)

A motion to approve Policy PP11 - Complaints about Materials and Programs, was unanimously approved (Wendy motioned, Kay seconded)

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

Old Business

Discussion of Capital Project items:

- The Board agreed to create a Steering Committee necessary to oversee events to engage the community and follow up with the architect on meeting funding benchmarks for a timeline to focus support and achieve success for our facilities project
- Discussion was held on how any funding for the project that could be drawn from current restricted or open funds would be replaced as much as prudent with fundraised money
- The trustees discussed Capital Project payments to Ashley McGraw and Vaysen Studios as follows:

Note Action taken: On 4/23/22: A motion to pay the (2/28 Ashley McGraw Building Conditions – 100% billed) – invoice #2022139 for \$5,300, with the note that this is pending a review and response from trustees that the final report meets expectations was unanimously approved (Kim motioned, Kay seconded).

- **Updated Approval by Board to pay:** Trustees have subsequently notified Pete that each of them has reviewed the Revised Building Conditions Survey and 5-year plan, and unanimously agree that it is a sufficient starting point for us. The payment of this invoice was therefore approved by unanimous consent of the trustees.

Note as still pending: The (3/31 Vaysen Concept Study Invoice #20220023 – 83% billed for \$2,986.00 – previous billed for 67% for \$5,883.90); invoice is not being approved at this time, pending additional conversations with the architect concerning the community outreach activities included in the contract

- An update on the assessment & ownership of the property at 8 State St indicated that abatement and demolition of the building necessary to permit the TFL to acquire the property remains in question.
- A report of the Safety committee's building walk-through was reviewed by Jim & Kay Butkis and their written report is included at the end of these minutes

New Business

Volunteer Picnic, hosted by trustee Ann Sedore, is scheduled for June 29th at 6 p.m. The library will close at 6:30 to permit staff to attend. Please let Ann know what you may contribute to the event

First reading: Bi-annual Review for: Policy SV1, AED Policy. Please review for a vote in July

Discussion of Emergency Action Plan (Policy PP3) – input from the Safety Committee

Action Items

Ann Sedore will make suggested updates to the TFL By-Laws

Cathy will be asked to create a report on restricted and open funds of the library for potential project use

Jim Butkis will send a written report on his safety assessment of the library to be included with the minutes

Ann will send a list of items needed and food ideas for volunteer picnic

A motion to adjourn at 11:03 AM was unanimously approved (Kay motioned, Erin seconded)

Respectfully submitted, Cat Gerson, Trustee

Next Meeting: **Saturday July 16, 9:00 – 10:30 AM**

Addendum to the minutes:

GENERAL OBSERVATIONS/SAFETY INSPECTION OF TFL, MAY 18, 2022

BY HEALTH AND SAFETY COMMITTEE, JIM AND KAY BUTKUS

Overall, the facility appears to be in very good condition. The following are simply recommendations for consideration by the TFL board.

Recommend a separate emergency knock-out window in children's room due to the current narrow single egress from the room.

Fire extinguisher next to basement door was inaccessible. Boxes were stacked in front.

Recommend an additional exit sign observable from the library stacks across from the main desk.

Combustibles must not be stored in furnace rooms.

Emergency lights above circulation desk and above coffee café were not tested to determine whether they work. Other emergency lights were tested.

Fire extinguisher in hot water heater closet should be included in the extinguisher inspection plan.

Furnaces should have remote emergency shut-off switches external to the rooms.

Trash cans should not be in the electronics cabinet.

Gutters need cleaning.