

**TULLY FREE LIBRARY  
BOARD OF TRUSTEES MEETING  
JANUARY 18, 2014**

The meeting was called to order at 9:05 AM.

Those present: Carol Gleason, Ellen Grapensteter, Pete Cardamone, Betsy Shahan (Board Member elect), Melanie Kalman, Mary Ann Riehlman (outgoing board member), Judy Shafer, Kathy Homestead, Casey Koons, (Director) via telephone

**2014 Slate of Officers:**

Carol Gleason – President

Pete Cardamone – Vice President

Judy Shafer – Secretary

Ellen Grapensteter – Treasurer

The slate was voted on and approved.

**Minutes** from the December meeting were discussed and accepted.

**Treasurer's report:** Report was reviewed and accepted.

The **2014 budget** was presented and accepted.

**Tax Cap:** The following motion was made and was passed unanimously (7/7):

The Tully Free Library Board of Trustees understands that the Tax Cap Law requests that budget increases should not exceed 2% or the current CPI, whichever is smaller. The Board is mindful of the law, but reserves the right to exceed the tax cap when developing the 2015 budget, in keeping with fiscal responsibility and the best interest of the Library.

**Director's Report:**

**Cancelled technology night.** Casey has called all who came that night and set up one-on-one sessions with them.

**The website** has a placeholder right now, but Casey hopes to have it fully functional by the end of the month. Report reviewed and accepted.

**Staffing**

**Library Director:** The Board approved removing Irene Maskelony from probationary status and making her appointment to this position permanent.

**Substitute Library Clerk:** The board approved Casey and Heather's job description and salary proposal of \$11.25/hour. People filling this position will be used strictly as circulation clerks and will have no other tasks. One Saturday a month will be used as training time and to keep skills sharp. Casey will develop a pool of substitutes.

**FAX policy:** Fax policy and pricing were approved.

**Old Business;**

**Construction in attic:** This work should be done by the end of next week. After completion Judy and Mary Ann will meet with Casey to determine furniture needs.

**Grants:** We have received a \$1000 grant from the Howard and Grayce Bendixen Memorial Trust (administered by M&T Bank) in response to Mary Ann's request for help with the attic renovations. Mary Ann will get together with Casey and Betsy to turn over the grant writing file.

**Magazine Drive:** Melanie will meet with Irene to determine the best way to continue to get public support for our magazine collection.

**Book Club/Community Reading Program:** tabled until next month.

**Thank you notes:** Carol proposed that all the board members share in the task of writing thank you notes for gifts and bequests. The board approved her proposal to pass the job monthly at each meeting.

**Legislator to Lunch:** this is usually done in February. Carol will contact Dave Knapp to secure a date. Judy will coordinate the event.

President Carol Gleason thanked Mary Ann Riehlman for her service to the board in multiple capacities. She will be missed, but will see the attic renovation through to completion and would like to continue to organize the Turkey Trot.

**Next meeting:** Our next meeting had been scheduled for 2-15-2014. Several board members are unavailable on that date, so it is **rescheduled for February 19<sup>th</sup> at 6:00PM**

**Meeting adjourned.**

Respectfully submitted:

Judy Shafer, Secretary