

Tully Free Library
Board of Trustees Meeting Minutes
Saturday, September 21, 2019

The meeting was called to order at 9:07 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Jack Salisbury, Beth Rosekrans, Dorothea Duell, Trice Quinlan

Absent: Ann Sedore, Johanna McKenna, Natalie Brabant

Pete requested board members to submit their final bios and photos for the website.

A couple of potential new board members have been identified by Jack and Beth. Pete will follow up.

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

The library book sale has netted \$343 to date. Excess books will be donated to Rotary Books for the World.

There was discussion of current under-budget expenditures on books and ways to track these more closely.

A motion to accept the August 2019 Minutes was unanimously approved (Beth motioned, Dorothea seconded).

Treasurer's Report

- ⑩ Jack reported that everything is in order and we are on track with budget projections.
- ⑩ TFL is currently receiving a 4% return on investments in the CNY-CF for its current value.
- ⑩ Total equity is \$652,289 as of the end of August financial report.
- ⑩ The HR committee proposes adjusting Para librarian Salary Ranges by 2% per year (last adjusted 2015) and is accommodated in the budget projection.
- ⑩ There was discussion about the current TFL payroll processing reports and costs. Jack will follow up.
- ⑩ Jack and Annabeth will meet again to discuss timing to move Money Market funds to an Indexed Fund.
- ⑩ The list of bills (8/11/19-9/16/19) was reviewed with a few general comments

A motion to accept list of bills was unanimously approved (Trice motioned, Beth seconded).

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

Director's Report

- ⑩ Annabeth reported that most OCPL shared internet services are now restored following the recent hack.
- ⑩ Required staff Sexual harassment training is completed and forms signed by almost all staff.
- ⑩ Strategic planning group survey presentations are being completed with various community groups.
- ⑩ The book sale is still on-going as a follow-up to the community day sales.
- ⑩ Letters to prospective sponsors of the Turkey Trot are at the front desk. Board members are asked to take some for delivery to our sponsors requesting support.
- ⑩ After some discussion: Turkey Trot registration fees were updated to be more attractive to families and youth participants. The following registration fee structure was approved for this year (commemorative shirts available, but optional with pre-registration):
 - Pre-registration - **\$20** - 12 years & older, **\$10** – 11 years & younger, **\$50** family max (3 shirts max)
 - Race Day - **\$30** - 12 years & older, **\$10** – 11 years & younger (shirts if available)

A motion to accept the above Turkey Trot registration fees structure was unanimously approved (Jack motioned, Beth seconded).

- ⑩ Annabeth is working on a TFL Fundraising 2020 Calendar Project Highlighting the Chadwick Quilt.
- ⑩ Annabeth used a portion of a \$5,000 Grant from County Legislator David Knapp for a new computer.
- ⑩ In discussion of possible expenditures to complete a previous technology Grant, suggestions made included - A replacement television monitor update in the Padget Room.
 - More electrical outlets throughout the library.
 - Network Closet Air temperature control and insulation.
- ⑩ The deadline to apply for a \$25,000 Hoehl Foundation grant for children's programming is this month. Annabeth presented a proposed one-year Grant budget with a final report due at the end of the grant period. Hoehl Foundation funds will be combined with existing funds to support the FSA Program.

⑩ Annabeth presented Boiler-Plate Wording to implement NY State’s Non-smoking Policy for the TFL

⑩ The following TFL non-smoking policy was Proposed for adoption by the Board:

Per Section 1399-0 of New York's Public Health Law, it is forbidden to smoke within 100 feet of library property (except for residential property). Tobacco and/or nicotine use, in any form, will not be permitted and no person will use tobacco and/or nicotine on library property. "Smoking" means "the burning of a lighted or unlighted cigarette, cigar, pipe, or any other matter or substance which contains tobacco. Use of electronic cigarettes or e-cigarettes, and any refill, cartridges and any other component of an e-cigarette on library grounds is also prohibited. The use of vaporizers and any other products containing nicotine, except for current FDA-approved smoking cessation products, are also prohibited. To promote compliance, the Library will maintain signage consistent with this law. The Board authorizes the Director to designate appropriate staff members to follow through with enforcement of the policy.

A motion to adopt the above non-smoking policy was unanimously approved (Trice motioned, Jack seconded).

⑩ Annabeth will contact Stanley Steamer to clean the carpets and air ducts.

⑩ Staff salary will be adjusted after upcoming reviews considering the anticipated salary range adjustment

⑩ The board discussed suggestions and ways to structure veterans' programs so that more veterans are able to be involved using technology & publicity. Jack volunteered to be on the veterans' program committee.

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

Old Business

- Johanna will conduct an AED Certification Training session at a Date to be Determined soon.

- Amanda Schiavulli will provide OCPL trustee training on Saturday October 5, 2019 at 9 AM and the Strategic planning group will survey the whole Board with this survey after this presentation.

- **TFL Salary Range Increase Projected Annually at 2% per Year from 2015 to 2019**

2% inc per year Range	2015	to	2019
Para III	13.50-14.50		14.60-15.70
Para II	12.25-13.50		13.25-14.50
Para I	11.00-12.25		12.00-13.25

A motion to adjust TFL staff salary ranges was unanimously approved (Trice motioned, Jack seconded).

New Business

- The next two board meetings are scheduled as follows:

Tuesday, October 22, 2019 at 5:30 pm

and

Saturday, November 16, 2019 at 9:00 am.

A motion to adjourn the meeting at 10:58 am was unanimously approved (Dorothea motioned, Beth seconded).

Action Items

Board members should submit bios and photos to Pete ASAP for the website.

Names of potential board members should be sent to Pete for recommendation of new Trustees to the Board.

Jack will investigate the advantages Payroll processing reports and costs.

Jack and Annabeth will meet regarding the timing of transferring funds to a Treasury Fund indexed account.

Board members should take letters (from front desk) to deliver to prospective Turkey Trot sponsors.

Annabeth will apply for a \$25,000 grant from the Hoehl Foundation.

Annabeth will arrange for cleaning of carpets and air ducts.

Annabeth will select appropriate needed Technology Grants Expenditures to complete the previous grant.