

**Tully Free Library  
Board of Trustees Meeting Minutes  
Tuesday, April 14, 2020**

**Note:** This meeting was conducted remotely via Zoom.

The meeting was called to order at 5:36 pm by Vice President Ann Sedore.

**Present:** Annabeth Hayes, Ann Sedore, Natalie Brabant, Dorothea Duell, Beth Rosekrans, Jack Salisbury, Trice Quinlan

**Absent:** Peter Cardamone, Annette Bizub

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

**A motion to approve the January and February meeting minutes was unanimously approved** (Ann motioned, Trice seconded).

**Director's Report**

Annabeth has had several meetings with OCPL. All libraries in the system will be coordinating services, hours, etc. to equalize the impact when they will finally be able to reopen.

Full STEAM Ahead programming is currently on hold.

Annabeth will arrange for mulch to be delivered in May for library grounds.

Beth and Natalie volunteered to help with planting flowers and will coordinate with Carol Gleason.

Annabeth recommended that Palmer Electric and Ladies and Lads be hired to do electrical and painting projects. These projects will be funded through the NYS Library Construction grant. **A motion to hire both companies was unanimously approved** (Dorothea motioned, Beth seconded).

Annabeth recommended hiring Scherzi Systems to update the server closet. **A motion to hire this company was unanimously approved** (Beth motioned, Natalie seconded).

**A motion to approve the Partners in Motion proposal as part of the Full STEAM Ahead program was unanimously approved** (Trice motioned, Beth seconded).

Annabeth will revise the budget flyer, keeping the statistics but revising her comments in view of the current health crisis. It was decided to table this topic until next month's meeting.

Dates and details of the pie sale and annual picnic will be discussed at next month's meeting.

Dates and details of the budget roadshows are delayed until further information is available.

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

**Treasurer's Report**

TFL currently has \$317,000 in cash. Jack has arranged for \$83,000 of this to be sent to Vanguard.

It was decided that Ann, as vice president, be designated to sign checks in Pete's

absence. Natalie will forward the paperwork to Ann for completion and submission to NBT Bank.

Cathy Hobart continues to pay TFL bills.

Jack estimates the CNY Community Foundation endowment to be \$107,000.

TFL is down \$2,100 in revenues; under budget on books and materials; under budget on gas and electric costs; \$7,500 under budget on total expenses.

A motion to approve the list of bills was unanimously approved (Beth motioned, Dorothea seconded).

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

Jack noted that a correction in last month's minutes was needed to indicate Clark CPA's review of 2018 and 2019 financial statements.

**A motion to authorize Ann Sedore to sign TFL checks was unanimously approved** (Dorothea motioned, Beth seconded).

**The trustees unanimously decided to *not* apply for SBA funds;** this was done via an email vote.

### **Old Business**

The website looks wonderful! Staff pictures are still needed.

Board members should review the committee lists and make any changes, especially in view of changing expectations when the library reopens. Perhaps some committees can be combined, functions can be more specifically defined, and policies can be divided between internal and external applications. Ann will revise for discussion at the next meeting.

Additional board members are needed.

The school board candidates meeting will be rescheduled once more information is available.

### **New Business**

TFL needs additional space and board members discussed hiring a consultant to conduct a feasibility study to determine new ideas.

Ann discussed the draft of the strategic plan for TFL. Board members should let Ann know any additional ideas to be included; she will add dates for discussion at the next meeting.

### **Action Items**

Annabeth will arrange for mulch delivery in May.

Beth and Natalie will contact Carol Gleason re: flower planting.

Annabeth will contact companies for electrical, painting and server closet projects.

Annabeth will revise the budget flyer.

Natalie will forward forms to Ann to complete for check-signing authorization.

Ann will submit forms to NBT Bank to become authorized check-signer.

Board members should review and suggest changes to committees; Ann will revise.

Board members should continue to search for new board members.

Board members should contact Ann with any additions to the strategic plan; Ann will add dates.

Board members should take advantage of professional development webinars as listed in the Director's Report

**Next meeting: Saturday, May 16 via Zoom**

**A motion to adjourn was unanimously approved** at 6:34 pm (Trice motioned, Beth seconded).