

**Tully Free Library
Board of Trustees Meeting
Thursday, April 20, 2023**

The meeting was called to order at 5:31 pm by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Annabeth Hayes, Cat Gerson, Trice Quinlan; via Zoom Wendy Hutton, Kim Cameron, Laurie McCarthy

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

Laurie McCarthy was introduced as the new trustee. She has recently retired from a career in marketing at Syracuse University. Laurie will complete her bio for posting on the TFL website.

Pete noted that there are currently two vacancies on the TFL board and asked trustees to continue to suggest other prospective board members.

A discussion was held on the April Meeting Minutes.

A motion to accept the March meeting minutes was unanimously approved (Ann motioned, Wendy seconded).

Treasurer's Report

- The board reviewed the submitted treasurer's review of financial reports.
- Kim is waiting to transfer funds to the Vanguard account and will verify account numbers with Pete before transferring funds. Our bookkeeper Cathy could assist these on an ongoing basis.

The board acknowledged that the treasurer delivered a report of current financial balances and activity (Trice motioned, Wendy seconded).

- The Transaction List by Vendor – 3.11.23-4.11.23 was reviewed. It was noted that increased usage for Hoopla might suggest funds be allocated from books and materials to better reflect activity.
- Memorial donations received and are now sent monthly to the CNY Community Foundation.

A motion to accept the transaction list by Vendor 3.11.23-4.11.23 was unanimously approved (Trice motioned, Ann seconded).

Director's Report

- Annabeth stated that staff will use a comprehensive system for recording patron interactions. These numbers will more accurately reflect library usage for the annual report.
- Annabeth will investigate the plans for spring grounds maintenance (plants and flower pots) if we will need someone to substitute for the past contributions of Sonja and Carol.
- Annabeth will purchase a flexible shelf for displays in the community hub area.
- The budget flyer (annual report to the community) will be completed and mailed in early May.
- TFL has received several grant awards as a result of our grant application efforts
 - Ann announced she has secured a \$5,000 grant for the TFL from the Health Foundation.
 - Annabeth with the cooperation of the school special education staff, resulted in the TFL receiving an ALA grant of \$20,000 to adapt for library patrons with neurodivergent needs.
- Due to there being only one candidate for the school board election, Annabeth will adjust our meet the candidates event after contacting that candidate. We would like to invite the candidate to respond to our list of questions and post these on our website in place of a public event.
- Staff program reports (Ilene, Sonja and Ryan) show enthusiasm and good participation in all program areas. Statistics show growth and the TFL added 16 new patrons last month!
- Annabeth presented the trustees a review the contract with Amanda Roberts for marketing assistance, and recommended the approval of the contract with an initial budget of \$3,000.

A motion to approve the TFL Marketing contract with Amanda Roberts with an initial \$3,000 budget was unanimously approved (Trice motioned, Kim seconded).

A motion to accept the director's report was unanimously approved (Ann motioned, Trice seconded).

Old Business

- The steering committee is studying a proposal to move ahead with our architects on the next steps in the construction project while we are awaiting a response on our NYS Grant application. The cost of the work to be done by Ashley McGraw is approximately 20% of the amount of the construction estimate. It was asked if this is customary on such projects.
- Trustees suggested that proposed costs be reviewed for clarification, so they will have a better understanding of the source of project costs prior to public capital project fundraising efforts.
- The outreach committee is beginning a new program for local groups to create an information display area that will serve as a community hub area of the library.
- Annabeth will attend the May school public budget hearing to present TFL's budget.
- Pete offered to check with Nancy Chawago on the status of Memorial Day activities
- Wendy and Laurie will coordinate the Memorial Day pie sale (with other baked goods).
- Annabeth will create a signup sheet for the pie sale and trustees will solicit donations.
- Kim offered to have the volunteer/staff appreciation picnic on June 15th at her house.
- Ann will pass on to Kim her notes on planning the event from previous picnics.
- Kim will solicit dishes-to-pass (Trice will get the cake!) and Annabeth will send invitations

New Business

- The revised bylaws are available on the trustee Google hard drive and Annabeth will see that these are available to the public along with our other policies on the library website.
- Kim suggested possibly creating a plaque listing the historic list of TFL board members and years of service.

A motion to adjourn at 7:01 pm was unanimously approved (Trice motioned, Cat seconded).

Action Items

Pete and Kim will work together to develop a process for account transfers with Cathy.

Annabeth will check on flower pot planting and maintenance.

Annabeth will purchase a shelf for community hub displays.

Annabeth will follow up on adjusting the meet the candidates event.

Annabeth will attend the May school public budget hearing.

Pete has confirmed with Nancy Chawago plans for events and a parade on Memorial Day

Annabeth will create a pie sale sign up sheet.

Wendy and Laurie will coordinate the pie sale.

Ann will forward pie sale info to Wendy and Laurie.

Annabeth will post revised bylaws on the website.

Respectfully submitted,

Trice Quinlan, Secretary