

Tully Free Library
Board of Trustees Meeting Minutes
Saturday, April 23, 2022

The meeting was called to order at 9:01 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Ann Sedore, Kay Butkus, Erin D'Antonio, Kim Cameron, Wendy Hutton, Cat Gerson, Trice Quinlan; **Absent:** Annette Bizub

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

A motion to confirm Kim Cameron as treasurer was unanimously approved (Trice motioned, Cat seconded). This action will verify that Kim is able to acquire signer privileges at NBT Bank.

- Trustees should let Pete know of any changes in the staff or committee lists.
- Trustees should let Pete know if they have Go Fund Me experience for future TFL fund-raising purposes.
- One change to the March minutes was made: the meeting time was 9:00 am.

A motion to approve the March minutes as amended was unanimously approved (Erin motioned, Ann seconded)

Treasurer's Report

- Kim noted that liabilities were a bit higher than last year due to some additional bills, but within budget
- The P&L amounts are on track.
- TFL received \$750 from Fabius, NYS grant funds for youth development at TFL, since Fabius has recognized the TFL as its community library.

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

- The transaction list (list of bills) was reviewed. It was noted that Clark CPA is reviewing the use of ADP for payroll processing. High turnover at ADP seems to be causing Clark added unexpected extra work.

A motion to approve the transaction list was unanimously approved (Ann motioned, Wendy seconded).

Director's Report

- Annabeth reported that all is going well. Our continued masking policy has met with little push back.
- Annabeth will arrange for necessary tree trimming to be completed.
- TFL is still requiring masks which has been met with little push back by patrons.
- The budget mailer has been shipped and will be mailed to all Tully households.
- More information concerning outreach and fund raising for the facility project will be forthcoming after the budget vote. We all should be emphasizing to the public that none of the regular operating funds from the budget proposition will be used for the project construction work.
- Annabeth suggested some policy adjustments for Programs and Materials. These are posted on the drive and will be sent by email for trustees to access and complete a first reading for action in May. Trustees are asked to please review and give feedback to Annabeth if they agree or if they have any comments.
- Trustees are asked to please review the TFL bylaw revisions. Ann has made a number of needed changes in the By-Laws from professional library organization suggestions. We request that each trustee review and contribute comments for our board action on the revised By-Laws in May.
- There are six candidates for the Tully school board. The meet the candidates event on May 3 will be held via Zoom set up by Annabeth and with Morgan Downes (and hopefully one other younger YAC student) moderating. Candidates will be given questions prior to the meeting.
- A sign-up sheet for the Memorial Day pie sale will be at the front desk. Erin will craft a request & Ilene will post a sign-up sheet on Facebook. Florence Stanton has volunteered to make pies for the sale; Pete suggested that TFL offer to donate the ingredients to help Florence. We will offer wrapped baked goods. Drop off at TFL on Saturday or Monday morning. Erin, Ann and Cat and YAC members will oversee.
- The next meeting of the trustee handbook club will be held on May 3 at 5:00 pm, followed by the last one scheduled for June 14th. Trustees are encouraged to attend.
- OCPL Director Christian Zabriskie will visit TFL on May 13, currently scheduled for 10:30am; all trustees who are available are encouraged to stop by to meet him.
- The TFL staff day was very successful. Annabeth will implement a plan for on-going staff development.

- Annabeth indicated she had received a communication about the July retirement of Irene Maskelony. She will prepare a posting for a job opening when she receives the notification of the expected date.
- The community room and Hoopla have seen an increase in use lately.
- The Summer Learning Program theme will be “Oceans of Possibilities.”

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

Old Business

- The NYLA Report of State Budget was reviewed.
- The four insurance coverages we have with the Hayes Agency were reviewed. We may review one additional coverage for excessive liability coverage, if it is recommended by our agent.
- Ashley McGraw Architects sent a revised 78-page report of the building condition survey and 5-year plan report. This was requested in our follow up meeting with Jennifer and Susanne. The revised report will be shared with the trustees for further review and comment on whether this meets our expectations in helping us develop a final concept plan and outreach with the community.
- Facility project Invoices received to date were reviewed with the following actions:

A motion to pay the (2/28 Vaysen Concept Study - 67% billed) invoice # 20220020 for \$5,883.90 (67%), and the (3/31 Ashley McGraw Building Conditions bill) mileage invoice #20220222 for \$148.01 was unanimously approved (Ann motioned, Kay seconded).

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). Please notify Pete if you agree.

- The (3/31 Vaysen Concept Study – 83% billed for \$2,986.00 – previous billed for 67% for \$5,883.90); Invoice #20220023 is not being approved at this time, pending additional conversations with the architect concerning the community outreach activities included in the contract.
- A TFL trustee and capital project committee needs to develop a plan for activities with the Tully community that will introduce the facility project, and ways to gain support for the plan and fundraising.
- TFL should pursue Go Fund Me and other grant or donation sources of revenue for the facility project.
- Previous estimates for asbestos removal from the 8 State Street property adjacent to TFL have been too expensive. Additional estimates and other possibilities for demolition are being explored. Trustees requested that Pete get more information about the tax assessment for the property being considered.
- Ann will attend the Budget Road show scheduled for May 11 Tully Town Board meeting with Annabeth. Trustees should attend community budget meetings whenever possible as a show of support for the TFL.

New Business

- Trustees should review TFL bylaws and be prepared to comment on changes for a vote in May.
- Rick Puente has been digitizing historical records for TFL. More to come on updating the TFL history.
- Ann has graciously invited us to her home as host of the volunteer/staff picnic. Trustees are each asked to donate dish to pass for the event. and let Ann know what they will bring. Possible dates are June 15, 21 and 29. Annabeth will ask staff/volunteers which date is best. Trice will donate a cake for the picnic.

A motion to adjourn was unanimously approved at 10:43 am (Ann motioned, Kim seconded).

Action Items

Trustees should be sure to vote on May 17th – TFL Budget Proposition (6am-9pm at Tully Elementary)

Annabeth will arrange for tree trimming.

Kim and Pete will set a time to go to NBT Bank so that she can be approved to sign TFL financial actions.

Trustees should let Pete know of any changes in contact info or committee assignments.

Trustees should let Pete know of ideas/experience/knowledge for fundraising (i.e. Go Fund Me, grants).

Erin will arrange a request for pie sale donations and Trustees who are able should donate to the pie sale.

Trustees available should meet OCPL Director Christian Zabriskie on May 13 at 10:30am.

Trustees available should attend budget road show meetings as a show of support for the TFL.

Trustees should review TFL By-Laws and be prepared to comment on changes for a vote in May.

Annabeth will let us know what she has determine is the best date for the volunteer/staff picnic.

Respectfully submitted, Trice Quinlan, Secretary