

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, August 15, 2020**

The meeting was called to order at 9:02 am by Vice President Ann Sedore.

Present: Ann Sedore, Peter Cardamone, Annabeth Hayes, Natalie Brabant, Jack Salisbury, Annette Bizub, Beth Rosekrans, Dorothea Duell, Trice Quinlan

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

A motion to accept the July 18, 2020 minutes was unanimously approved (Jack motioned, Annette seconded).

Treasurer's Report

Jack reported that there is \$27,000 in the Full STEAM Ahead (FSA) account.

He will transfer \$25,000 from the new Hoehl grant for this program this account.

He is working on transferred \$82,334 from NBT to Vanguard. There are still issues fulfilling Vanguard's paperwork requirements.

Jack will open a short term reserve account at NBT for Annabeth to be able to fund short term needs which will still pass through the check approval process

The endowment account continues to fluctuate to a current balance of \$115,000.

\$1,675 of the Knapp grant was spent on computers and technology.

\$2,515 of the Knapp grant has been spent to date.

TFL net equity is \$687,000.

Salary expenses are on track.

Higher than usual expenditures were \$2,600 for a furnace repair and \$1,200 for office supplies which includes Covid 19 – related supplies.

TFL received \$2,750 from the Senate (Bullet Aid).

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

The list of bills was reviewed. This included the annual worker's compensation payment to the Hayes Agency of \$4,000. Jack will check with Cathy Hobart about this payment without authorized signatures.

Annabeth paid for Versa tables by credit card.

A motion to accept the list of bills was unanimously approved (Pete motioned, Natalie seconded).

Director's Report

In-person library services resumed on August 3 with no problems or complaints; there have been 57 visitors so far.

Thank you notes and gift cards were appreciated by the staff and volunteers.

Ilene is working on marketing strategies including a newsletter, the website, etc.

Ilene will promote the tech help page.

Annabeth is keeping in touch with OCPL and the other libraries for updates on reopening procedures.

TFL will continue virtual programs.

Fines are being waived. Lost revenue being recouped by charges for lost and damaged items.

The current fine waiver policy should be publicized and notifications sent to people with outstanding fines so they will return overdue items. There was discussion of the definition of a "lost" item – possibly 30 days.

Amber, Sonja and Ilene all submitted reports indicating increased participation in their programs.

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

A motion to waive fines for the remainder of the year was unanimously approved (Trice motioned, Dorothea seconded).

Old Business

TFL is still in need of new trustees to join the board.

Staff members are doing an excellent job of carrying out the short term strategic plan.

More board training is needed perhaps the fall. Ann and Annabeth will look into future training

Natalie asked what role TFL might play in assisting with tutoring services during the pandemic. Pete felt TFL could facilitate matching students with tutors. Annabeth will check with the school about this possibility. Annabeth will identify resources so links can be posted on the website.

Annabeth will set up a Google doc for board members to use to review and comment on TFL policies.

This should be completed by the week of September 8.

Annabeth will update the ring binder of “historical archives”.

A motion to adjourn was unanimously approved (Pete motioned, Annette seconded).

The meeting was adjourned at 10:13 am.

Action Items

Jack will transfer \$25,000 to the FSA account.

Jack will open a short term reserve account at NBT.

Jack will check with Cathy Hobart about the worker's compensation payment.

Ann and Annabeth will research future training opportunities for the board.

Annabeth and Amber will contact the school about tutoring services and research tutoring resources.

Annabeth will create a Google doc for board member policy review/comment.

Board members should review and comment on TFL policies by September 8.

Annabeth will update the ring binder containing current minutes and other information.