

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, August 27, 2022**

The meeting was called to order at 9:02 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Kay Butkus, Wendy Hutton, Erin D'Antonio, Kim Cameron, Cat Gerson, Trice Quinlan, (and via Zoom), Annette Bizub and Anne Sedore, Guest Sara Berg, of AMA Architects
A motion to accept the agenda (with a change of regular order) was unanimously approved (Trice motioned, Wendy seconded).

New Business (Part 1):

Pete introduced Sara Berg and opened discussion of the current design for the TFL renovation. Sara presented a slide show of both floor plans and concept images. These gave trustees a better picture of the current plan highlighting some changes since the Charrette was created: HVAC modifications, the removal of only the men's bathroom (the ladies' room remaining where it is currently), and views of the entrance vestibule and circulation areas. The trustees had the opportunity to question and clarify so they would be able to determine if we would be in a position to move ahead with the NYS Construction Grant proposal which must be submitted by September 6, 2022. Ann suggested starting a "parking lot of ideas" for further discussion.

A motion to accept the project design as described in the architect proposal to be used for the NYS Construction Grant application was unanimously approved (Ann motioned, Cat seconded).

A motion to move forward with the NYS construction grant application (with Annabeth to communicate the final grant application details and estimates to the trustees when received, and the opportunity for either the director or trustees to call a subsequent meeting prior to final submission) was unanimously approved (Erin motioned, Kay seconded).

A motion to allow the board president to sign the NYS construction grant application, and letter of assurance with input from the treasurer was unanimously approved (Ann motioned, Annette seconded).
There was a discussion to create a consent approval of the regular business portions of the meeting.

A motion to accept the July 2022 meeting minutes, the financial reports and transaction list, and the director's report were approved by consent (Trice motioned, Wendy seconded).

Old Business:

There was a Discussion of the work of AMA architects on the original concept design and BCS 5-yr plan.

A motion to approve payment of (Invoice #20220023 – Vaysen Concept Study 100% billed for \$891.50) May 31, 2022 was unanimously approved (Erin motioned, Kay seconded).

New Business (Part 2)

There was a Discussion of the work of AMA architects on revised designs and an Appreciation for the presentation given by Sara Berg.

A motion to approve payment (Invoice#20220548 – Ashley McGraw Schematic Design and Grant Application, 33% billed at \$12,263.00) July 31, 2022 was unanimously approved (Annette motioned, Ann seconded).

A personnel action recommended by the director was discussed.

A motion to approve the appointment of Bella Puente as Circulation Para-librarian at \$15.60/hour for approximately 20 hours/week was unanimously approved (Trice motioned, Wendy seconded).

Trustees were asked to complete an OCPL trustee survey by 9/30 (this was sent with a link in an email to trustees with meeting documents). As our OCPL trustee rep, Ann gave a background of the survey purpose.

Action Items

Trustees are asked to complete the OCPL survey by 9/30 (emailed to trustees with meeting documents).

The grant and outreach committees are asked to have a joint meeting to set up project presentations and grant requests (suggested with Town of Tully, Tully Village and school boards, among other groups) to promote awareness of the TFL renovation plans and solicit donations & project sponsors.

The next meeting is scheduled for Saturday, September 24, 2022 at 9:00 am (note date change).

A motion to adjourn at 10:57 was unanimously approved (Annette motioned, Kim seconded).

Respectfully submitted, Trice Quinlan Secretary