

**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, February 19, 2022**

The meeting via Zoom and in person was called to order by President Peter Cardamone at 9:05 am.

**Present:** Peter Cardamone, Annabeth Hayes, Ann Sedore, Annette Bizub, Kay Butkus, Wendy Hutton, Cat Gerson, Kim Cameron, Trice Quinlan, Ed Kochian (OCPL), Guest Assemblyman John Lemondes

**Absent:** Erin Dantonio

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

- Assemblyman John Lemondes joined the meeting via Zoom. He spoke of his strong support of libraries in general and of the TFL. He has secured funding for a number of libraries, specifically \$2,000 for the TFL. He discussed that some of his constituents are patrons of TFL, but that these funds are unrestricted and not related to any changes in Assembly districts.

Trustee matters were discussed:

- Wendy introduced Erin (in her absence) and Kim introduced herself. Kim has volunteered to serve as treasurer with Annette's resignation from that position. Annette will remain a trustee.
- Many thanks to retiring board members Dorothea Duell and Natalie Brabant for their service on the board and their continuing service on our capital project focus group.
- Committee assignments were reviewed. Trustees are asked to let Pete know what committees they would like to continue or any changes. Jim Butkus, Kay's spouse is available for consultation on health and safety issues due to his career experience in the area.
- Trustees are asked to submit completed conflict of interest forms to Annabeth. (2 needed)

**A motion to welcome Kim Cameron and Erin Dantonio as trustees was unanimously approved** (Trice motioned, Annette seconded).

- Ed Kochian, our liaison to OCPL, introduced himself and gave a brief outline of his 28-year career in county government. This included helping to form OCPL and implementation of an expanded children's book program.
- Brief discussion and review of the January 2022 meeting minutes was held.

**A motion to approve the January 15, 2022 meeting minutes was unanimously approved** (Kay motioned, Wendy seconded).

### **Treasurer's Report**

- Annette reported that the financial reports look different because we are now using the online version of Quickbooks. This will update and may rename some of financial statements.
- \$29,000 was moved from Vanguard to the capital projects fund. This brings the Vanguard account to \$53,342.08.
- \$2,000 was paid to Clark CPA for the financial review and filing of the IRS 990 report.
- The monthly budgeted amount from the 2021 TFL budget proposition is \$17,344 this year.
- The 2021 CNYCF account balance increased by \$24,624.50 from 2020. From 2006 to 2021, the account has grown by \$106,450.96, due to accumulated funds being left in the account. However, additional grants and fund-raising will still be needed for our capital project!

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

- The list of bills for 12.31.21 to 2.12.22 (the transaction list) was reviewed. All bills and backup invoices are available in the TFL accounting drive folder to be reviewed when needed.

**A motion to approve the transaction list for 12.31.21 to 2.12.22 was unanimously approved** (Kay motioned, Cat seconded).

## Director's Report

- All is going well with all programs and the TFL is still requiring masks for all visitors.
- Library programs are being held in person and via Zoom and are going well.
- Amber Foster has submitted her resignation letter. We thank her for her excellent service.
- A new young adult para-librarian, Ryan Somelofske, has been selected to replace Amber Foster. He will work at TFL part time and continue working part time at Baldwinsville library.
- The next meeting with Ashley McGraw for presentation of the building conditions report and concept plan will be held in person (also recorded via Zoom) on Wednesday, March 2, 7:30 pm.
- Cat has been working with Annabeth on grant research to help fund the capital project.
- Annabeth will attend the March 7 school board meeting to present TFL budget proposition.
- Annabeth is making preparations for the staff development day on March 25. The TFL will be closed to patrons on that day.

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

## Old Business

- The TFL Meet-the-Candidates Forum for prospective school board members is scheduled for Tuesday, May 3; as of now it will be held in person and via Zoom. Annabeth will ask Morgan Downes to moderate again this year and ask another, younger Tully student to assist for continuity in future years, since Morgan will be graduating in June.
- Two invoices have been received for work in progress for the facilities capital project:
  - \$5,883.90 – 33% of the Vaysen Studio concept study
  - \$5,326.91 – 50% of the Ashley McGraw building conditions report

**A motion to approve the payment of the two capital project invoices listed above was unanimously approved** (Ann motioned, Wendy seconded).

- The board self-assessments indicated board members' desire to become more familiar with library law and also to better coordinate with other organizations. It was suggested that Ed Kochian could arrange with trustees to receive information regarding OCPL.
- Board members should use the links provided in the distributed list of NYS Library Association Handbook Book Club Training sessions to register for as many of these sessions as possible.

## New Business

- Former Young Adult Para-Librarian Amber Foster resigned as of January 14, 2022.
- Annabeth recommended Ryan Somelofske be hired as Young Adult Para-Librarian effective February 19, 2022 at a starting salary of \$15.60 per hour for approximately 20 hours per week.

**A motion to approve the two personnel actions listed above was unanimously approved** (Ann motioned, Annette seconded).

- Annabeth presented a first reading of an updated staff handbook, for trustee discussion in March.
- Records at the Tully Historical Society can be digitized for TFL future reference on the history of the TFL. The current TFL history (written in 2017) was also reviewed. It was suggested that we look at updating and revising these. Trice will coordinate adding to the TFL history and adding this to the website (quilt, changes made, etc.)
- Ann volunteered to review the TFL Bylaws for best practices and suggest revisions.
- The 2023 proposed budget and budget proposition were reviewed with discussion of the funding necessary for anticipated future expenses (with increases representing 3, 4, or 5 percent).
- The Board approved the 2023 Library Finances as follows to prepare for the Library Budget vote on Tuesday, May 17, 2022 6am – 9 pm.:
  - The Board approved the 2023 Annual Budget to be increased by \$8,968, from the current

2022 budget amount of \$224,188 to \$233,156

**A motion to approve the TFL 2023 Budget as recommended to be increased by \$8,968, from the current 2022 budget amount of \$224,188 to \$233,156 was unanimously approved** (Trice motioned, Kay seconded).

- The 2023 TFL proposed budget tax levy proposition request was recommended to be increased by \$8,325 from the 2022 amount of \$208,125 to \$216,450.

**Motion: Approval of the Statement of proposition for May 17, 2022 tax levy proposal:**

**For the purpose of funding the Tully Free Library, shall the sum of two hundred and sixteen thousand, four hundred and fifty dollars (\$216,450) be raised by annual levy of a tax upon the taxable real property within the Tully Central School District?**

**A motion to approve the Tax Levy Proposition Statement for TCSD Ballot as presented was unanimously approved** (Ann motioned, Wendy seconded).

Budget Roadshow dates scheduled to date are as follows (trustees are requested to each volunteer to attend at least one of these sessions. Send dates available to Pete and Annabeth:

March 7 at TFL School Board meeting – present the 2023 TFL budget proposition, HS library 6pm

May 9 at TCS public hearing, High School library, 6pm – Kim Volunteered

May 11 at Tully Town Board meeting, Town Hall, in person at 7:30pm

May 11 at Rotary meeting, at TFL at 5pm (in person and virtual) – Pete Volunteered

TBD Otisco Town Board

TBD Tully Hose Fire Department

**A motion to adjourn to executive session to discuss an individual personnel review was unanimously approved** (Trice motioned, Cat seconded).

**A motion to exit executive session was unanimously approved** (Annette motioned, Cat seconded).

- It was recommended that based upon the 2021 TFL Director's annual performance review the board approve a 2022 compensation package for Annabeth as TFL director, including a salary increase from \$49,265 to \$51,728, with total 2022 compensation and benefits of \$58,228.

**A motion to approve the recommended director's compensation increase for 2022 was unanimously approved** (Ann motioned, Kay seconded).

The next meeting is scheduled for Tuesday, March 15, evening time to be confirmed.

**A motion to adjourn was unanimously approved at 11:47 am** (Ann motioned, Annette seconded).

**Action Items**

Thank you trustees for submitting conflict of interest forms to Annabeth.

Each trustee should let Pete know what committee assignments they want to continue or change

Each Trustee should send dates available to volunteer for at least one budget road show to Annabeth:

Ann will review bylaws for best practices.

Annabeth will ask Morgan Downes to moderate the meet-the-candidates meeting and enlist a younger student to take over in future years.

Trice will work on updating TFL history.

Trustees should review the draft and suggest revisions of the staff handbook.

Ann will suggest revisions of the TFL By-Laws.

Respectfully submitted,  
Trice Quinlan, Secretary