

**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, February 20, 2021**

The meeting was called to order (via Zoom) at 9:14 am by President Peter Cardamone.

**Present:** Peter Cardamone, Annabeth Hayes, Ann Sedore, Natalie Brabant, Annette Bizub, Cat Gerson, Trice Quinlan  
**Absent:** Dorothea Duell, Beth Rosekrans

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

**A motion to accept the January 2021 meeting minutes was unanimously approved** (Ann motioned, Natalie seconded).

Pete will send digital TFL records from 2012 through present to Annabeth for retention at the TFL.  
County legislator David Knapp will attend the TFL meeting on March 20.

### **Treasurer's Report**

- Remaining grant funds have been moved to the deferred grant accounts from general operations.
- The \$25,000 from the FSA grant has been moved from the general account to the FSA account.
- The Vanguard account balance is now approximately \$82,334. Annette will verify that this is a tax-free, principal protected investment as the board intends.
- The January balance sheet and P&L were reviewed by Annette and all accounts are in line.

The Board discussed funding adjustments for the 2021 budget to respond to current needs and priorities.

- Efforts are needed to increase fund raising income. Board members discussed a magazine drive and inquiries into other libraries' fund raising projects.
- Budgeting for payroll, payroll taxes, and benefits will be adjusted to reflect current wages and hours.
- Funding for adult, teen, children's and summer programming will be increased.
- Budgeting for window repair can be reduced since most are in good condition, other facility improvements will be pursued.

The Board also discussed funding priorities for the 2022 budget to develop the budget proposition for the school district budget vote.

- The 2022 TFL budget proposition includes a request for a \$9,910 increase (up 5% from the 2020 budget vote). Increase funds to be used for staffing; materials (including streaming); programming to meet community needs; repair and maintenance; and technology.

**Motion:** After discussion of the TFL 2022 budget and tax levy, **the following motion for the budget proposition was unanimously approved** (Trice motioned, Ann seconded):

“For the purpose of funding the Tully Free Library, shall the sum of \$208,125 be raised by annual levy of a tax upon the taxable real property within the Tully Central School District?”

- The list of bills was reviewed and discussed.

**A motion to accept the list of bills was unanimously approved** (Ann motioned, Trice seconded).

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

### **Director's Report**

- Annabeth reports that pandemic procedures are running well and the staff are doing a great job.
- Buildings and Grounds Committee – Automatic faucets and electrical outlets are being installed. This will close out the grant account.
- Outreach Committee – Members are continuing to reach out to other community groups.
- Annabeth, Pete and Annette will attend the March 1 TCS meeting and will receive the TCS Zoom link.
- The VITA volunteer tax consultant has been at the library for consultations and will be coming again. NY State forms are available at the library and Tax forms can be printed for patrons to take.
- Annabeth has completed the TFL trustee memberships for NYLA and the LTA. Trustees should begin receiving the quarterly LTA newsletters soon.

- Annabeth reviewed the completed TFL Annual Report which must be accepted by the board before being sent to OCPL by March 15. The TFL annual report is ready to submit except for trustee training information which was provided to Annabeth during the meeting.

**A motion to accept the TFL annual report as amended was unanimously approved** (Trice motioned, Natalie seconded).

- Library Advocacy Day will be held on February 26; trustees will receive a link to attend virtually.
- Efforts should be made to grow the YAC and have youth more involved in library use. After school programs (games, etc.) with a limited number of participants might increase interest and involvement.
- Staff members have been increasingly involved in developing and publicizing programs.

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

### Old Business

- The meet-the-candidates for school board event will be held on Tuesday, May 4 at 7:00 pm via Zoom. Questions for the candidates will be requested on Facebook, in the library and through TCS. Annabeth will work with Amber to arrange for YAC student moderators. All trustees should attend.
- A discussion was held on policies for consideration during our on-going review;

**A motion to accept the Patriot Act, Volunteer, and Credit Card Use policies as presented on Google Docs were unanimously approved** (Ann motioned, Annette seconded).

- A new policy on Records Retention was also presented for consideration by the board.

**A motion to accept the following policy on records retention was unanimously approved** (Trice motioned, Annette seconded):

The Tully Free Library Board of Trustees resolves that the *Retention and Disposition Schedule for New York Local Government Records*, containing legal minimum retention periods for local government records, is hereby adopted for use by all officers in legally disposing of valueless records listed herein.

**FURTHER RESOLVED**, that in accordance with Article 57-A of the Arts and Cultural Affairs Law; only those records will be disposed of that are described in *Retention and Disposition Schedule for New York Local Government Records* after they have met the minimum retention periods described therein.

### New Business

- There was a discussion of pay scale ranges for TFL para librarians. These were instituted in 2015 and, at this time the pay range for the Para-librarian III category did not apply to two para librarians whose wage was above the top of the range established for their position. The top end of this pay range has increased since original adoption, and was increased at the November 2020 board meeting to now be \$16.40/hour. Pete agreed to vote affirmatively on the motion.

**A motion was therefore unanimously approved to increase the hourly wage to \$17.50/hour, retroactive to January 2021, for the two para librarians whose hourly wage currently exceeds the top end of their pay range.** (Natalie motioned, Ann seconded).

Budget Roadshows: Each trustee should volunteer to attend at least one Budget Vote community presentation to represent the library along with Annabeth. Multiple trustees in attendance at any of these would be welcomed.

Dates and current volunteers are as follows (virtual attendance will be supported where available):

- Cat has volunteered to attend the Otisco town board meeting on April 12 at 7:30 pm
- Natalie will attend the Tully Fire Department meeting on May 3 at 7:30 pm - in person
- No one has yet volunteered to attend the Tully Central School Budget hearing, May 10 at 6 pm.
- Ann has agreed to attend the Tully town board meeting on May 12 at 7:30pm.
- Pete will attend the Rotary meeting on May 13 at noon.

**Note:** Other Board members should let Annabeth or Pete know which meeting they will attend.

The next board meeting is scheduled for Saturday, March 20, 9:00 am, with Dave Knapp attending.

**A motion to adjourn was unanimously approved at 11:30 am** (Natalie motioned, Annette seconded).

**Action Items**

Pete will send digital records from 2012 to present to Annabeth.

Board members should consider fund raising projects that could be implemented this year.

Annabeth, Pete and Annette will obtain the invitation for the TCS board meeting on March 1, 2021.

Board members should consider attending the February 26 Library Advocacy Day (link to be sent).

Board members should consider ways to increase the growth and involvement of YAC members in the TFL.

Board members should attend (virtually) the meet-the-candidates meeting on May 4 at 7 pm.

Annabeth and Amber will arrange for YAC student moderators for the meet-the-candidates event.

Board members who haven't yet volunteered should let Annabeth or Pete know which budget presentation they will attend.

Respectfully submitted,

Trice Quinlan, secretary