

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, January 16, 2021**

The meeting (via Zoom) was called to order at 9:11 am by President Peter Cardamone.

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

Absent: Beth Rosekrans

A motion to accept the agenda was unanimously approved (Dorothea motioned, Ann seconded). Cat Gerson was introduced as the newest board member.

A motion to accept Cat Gerson as a new board member was unanimously approved (Trice motioned, Annette seconded). Revised trustee-staff list attached

Pete clarified that the start date for all board members is January of each year.

Annabeth has signed up all board members for membership in NYLA with the LTA Section (this will continue to give us Trustee newsletters from the LTA).

Committees

- Trustees requested to be added or removed from committees (see the attached). Trustees also recommended that former board president, Carol Gleason, be included on the Building & Grounds Committee due to her on-going interest and help with beautification and maintenance.
- We discussed that the veterans committee should explore programs with one-on-one rather than large group activities.
- To assist our committees, Ilene posts TFL information on Facebook. Additional information should be sent to Ilene as a central information source and means of community outreach.
- Committees should meet to make recommendations that might impact the development of the 2022 budget.
- The October and November meeting minutes were reviewed.

A motion to accept the October and November meeting minutes was unanimously approved (Ann motioned, Dorothea seconded).

A motion to accept the trustee and committee list as discussed was unanimously approved (Natalie motioned, Annette seconded).

Treasurer's Report

- There is now about \$27,000 in the FSA account and Annette will also be transferring the 2019 grant money of \$25,000 into that account.
- CNY Community Foundation will send their annual statement in February.
- TFL received \$1,400 in memorial donations in December.
- There is now about \$11,000 remaining in the grant sponsored by County Legislator David Knapp. Hotspots were purchased and more purchases are planned using these grant funds but 2020 spending was down.
- Annette will show public funds combined on one line in the budget balance sheet.
- Tee shirts and buffs purchased for the Turkey Trot were slightly more expensive than last year but those remaining can be used in future years (no dates on them).
- There are still unused funds budgeted for materials. Annabeth is working with staff to make needed purchases.
- The suggestion was made that TFL should include a check box on the website and distributed materials to remind potential donors to remember TFL in their will/estate.
- Net income was \$5,845.
- Annabeth is working to identify specific ways to use remaining funds in our construction grant. These may be used to install touchless faucets in the bathrooms. Annabeth will check if new estimates may be needed.
- We should plan for future years to anticipate expenses that could be paid for with grant money. The grant committee should meet to discuss.

- Annette will arrange a buildings and grounds committee meeting to discuss completing the Facilities Planning Grid and suggest funding areas for future projects. Annabeth research an estimate for a consultant to provide advice on building upgrades and space.
- Annette will update our TFL contacts with Vanguard and make the needed deposit of \$80,432.83 from our old money market into that account.
- Expenses for maintenance and upgrading TFL air vents were included in the list of bills.

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

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

- Annette reiterated that committees should meet in January to send their budget suggestions to her in time for the budget committee February meeting to draft the 2022 budget.
- The TFL budget will be presented to Tully Central School on March 4, 2021. (updated by TCS)

Director's Report

- TFL usage numbers are down, however, after a discussion of our safety measures, trustees expressed the desire that the library remain open and NOT yet move to exclusive curbside service. Annabeth will continue to monitor this situation.
- Annabeth will contact the county about offering TFL as a vaccination site.
- Current programs are progressing well with Ilene, Sonja and Amber working together to expand program planning.
- The library annual report to NYS should be ready in February; it is due by March 15. Board approval is needed before it is sent to NYS.
- Library advocacy day will be held virtually in March.
- E-book checkout numbers have increased to 12,000. Annabeth will check into getting a Tully-only e-book account ("Advantage account").
- The finance committee should look at budget allocations needed for funding building upgrades and maintenance, including the possibilities for adding a second story to the Padget Room.
- It was agreed that meeting minutes with attachments should be kept in a centralized file in the library for seven years. Year-end financial information should also be kept on file.
- Pete will electronically collect past TFL records he has for Annabeth for the centralized file.

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

Old Business

- The report of the trustee self-assessments indicated board members' interest in becoming more effective in lobbying. Development activities will follow.
- It was suggested that the marketing committee work on updating the TFL history. Tully Historical Society has resources which we could use to assist this project. Trice will contact the marketing committee about this project to include scanning historical documents and possibly recruit YAC members to assist.
- Policy changes were reviewed and changes approved. Pete was asked to check with other libraries about their retention policies.

A motion to accept all 2020-2021 policy changes as discussed was unanimously approved (Trice motioned, Natalie seconded).

New Business

- TFL should keep legislators at all levels of government informed of TFL activities. Annabeth will continue our practice of inviting Dave Knapp to our March meeting. There was also a discussion about organizing a virtual meeting with Assemblyman Al Stirpe and State Senator Rachel May, possibly with other libraries.
- Trustees discussed our Proposal to exceed the Tax Cap for adoption prior to budget development,

The motion: “The Tully Free Library Board of Trustees acknowledges that the New York State Tax Cap Law states that budget increases should not exceed 2% or the current CPI, whichever is smaller. However, mindful of the board’s fiscal responsibility for the operation of the Library, the Board reserves the right to exceed this tax cap in proposing the 2021 budget tax levy if necessary for the best interests of library operations” ... **was unanimously approved** (Ann motioned, Dorothea seconded).

- There are three school board openings this year. It was decided to hold a meet-the-candidates night on Tuesday, May 4 at **7:00 pm** with an announcement to be included on the petitions and the sign outside TFL. YAC members would moderate.

A motion to hold a meet the candidate event for prospective school board members on Tuesday, May 4 at 7:00 pm members was unanimously approved (Trice motioned, Dorothea seconded).

- Pete noted that budget proposition wording is prescribed by NYS libraries to be precise. We discussed the wording of the **Statement of Proposition for May 2021 tax levy proposal:** “For the purpose of funding the Tully Free Library, shall the sum of *[Add Dollar Amount]* Dollars (\$ XXX,XXX) be raised by annual levy of a tax upon the taxable real property within the Tully Central School District?”

Current budget road shows with the TCS are scheduled as follows:

School Budget Presentations Virtual or in person, as permitted. Subject to change.

Check tullyschools.org for updates or contact Tully CSD, District Office @ 315-696-6204

- **Town of Otisco Board meeting**, Town Hall, 1924 Barker St, Tully, NY - Monday, April 12, 2021 – 7:30 p.m.
- **Tully Fire Department**, 1 Railroad St, Tully, NY – Monday, May 3, 2021 – 7:30 p.m.
- **Tully CSD BOE meeting and Budget Hearing**, at Junior/Senior High School - Monday, May 10, 2021 – 6:00 p.m.
- **Town of Tully Board meeting**, Tully Municipal Building, 5833 Meetinghouse Road, Tully – Wednesday, May 12, 2021 – 7:30 p.m.
- **Tully Rotary meeting** – Tully United Community Church, 5872 Meetinghouse Road, Tully – Thursday, May 13, 2021 – noon

A motion to hold the next board meeting on Saturday, February 20, 2021 9:00 AM was unanimously approved (Natalie motioned, Trice seconded).

A motion to adjourn at 11:18 am was unanimously approved (Trice motioned, Annette seconded).

Action Items

Annette will transfer the new FSA grant for \$25,000 into the FSA account.

Annabeth pursue estimates, if needed, for faucets to be installed and complete expenditures for the construction grant.

Committees should meet to discuss future expenditures and report to Annette suggesting 2022 funding.

Trice will contact the marketing committee about updating TFL history.

Annette will follow up with Vanguard to update signatures and deposit the \$80,432.83.

The finance committee should meet to discuss funding future building upgrades and obtain information about the possibility of using a facilities consultant for the TFL.

Annabeth will ask county about using TFL as a vaccination site.

Annabeth will investigate a Tully-only e-book account.

Pete will collect past TFL records to send electronically to Annabeth.

Pete will obtain more information about retention policies.

Annabeth will invite Dave Knapp to the March 20 meeting and explore meetings with other legislators.

Respectfully submitted,

Trice Quinlan, secretary