

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, July 18, 2020**

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

Present: Ann Sedore, Peter Cardamone, Annabeth Hayes, Dorothea Duell, Natalie Brabant, Beth Rosekrans, Jack Salibury, Trice Quinlan, guest County Legislator David Knapp

Absent: Annette Bizub

Ann welcomed David Knapp and thanked him for his continued support of TFL. Dave gave an overview of county issues including helping rural areas with internet access, the negative effect of reduced sales tax due to the pandemic on the county, and the federally sponsored food giveaways. He is focusing efforts to help rural schools with various issues, especially transportation. He will check on possible plans for OCPL to buy more hotspots. We thanked Dave for his recent support for a technology grant to the TFL

A motion to accept the agenda was unanimously approved (Jack motioned, Beth seconded).

A motion to accept the May meeting minutes was unanimously approved (Beth motioned, Pete seconded).

Treasurer's Report

- Jack reported that he will transfer the \$25,000 grant funds from the Hoehl Foundation from the checking account to the Full Steam Ahead (FSA) account.
- He will transfer \$80,000 to the Vanguard account from the NBT account, this in addition to \$1,900 already transferred.
- He recommends having four accounts. as specified in LTA guidelines for: operations, a newly established short-term (for minor repairs, etc.), long-term (Vanguard), and endowment (CNY Community Foundation). He would fund the short-term account with \$27,500. Expenditures from this account which would still require two board signatures. Having these four accounts will help track expenses.
- There is \$112,000 in the endowment fund, down \$7,000 due to market fluctuations.
- TFL net worth is \$686,000.
- Expenses are under budget by 6% due to the pandemic-related closure.
- Book purchase expenses are not yet showing in this financial statement.
- Jack is compiling a set of recommended library financial policies with Annette for the board to review.

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

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

Annabeth mentioned that the air conditioning was repaired resulting in a higher than usual expense. Sneeze guards will be installed around the computers for approximately \$2,000.

Annabeth will look into getting a small supply of face masks for the public but it should be patrons' responsibility to bring their own.

The health and safety committee will discuss enforcement procedures.

The approximate \$3,000 cost of installing automatic faucets in the bathrooms was discussed. Searles and Cross Brothers, both certified plumbers, have each given estimates. June 2021 is the deadline to use the remaining construction grant funds. The health and safety committee will discuss.

Jack will open a new short term reserve account at NBT Bank with Peter Cardamone, Ann Sedore and Jack Salisbury as authorized signers.

A motion to establish a new short term reserve account as described above was unanimously approved

(Jack motioned, Trice seconded).

Ann was authorized as an approved signer on the operations account at the January meeting.

Director's Report

- Curbside pickup process is working very well.
- Annabeth is at the library about twice a week.
- There are two teams of staff working on different days to prevent exposure/spread of Covid 19.
- Annabeth is extremely pleased with the response of all staff members to the new procedures and their hard work to keep TFL running smoothly.
- She has been attending virtual OCPL meetings which has been very helpful in sharing ideas among the various libraries. An in-person meeting may be possible if the open meeting law is not extended.
- TFL may open for 25% capacity in August.
- TFL hours of operation will remain the same for now.
- Sneeze guards have been installed at the front desk. Hand sanitizers are available in the building and PPE has been purchased for staff.
- Furniture will be removed to prevent lingering.
- Annabeth will train staff regarding sanitizing and other procedures when the library reopens.
- **A motion to authorize Annabeth to handle the TFL Covid 19 response procedures, determine hours of operation, etc. was unanimously approved** (Pete motioned, Dorothea seconded).
- The Wifi has been upgraded.
- The server closet has been renovated.
- Carol Gleason generously donated and helped plant flowers around the building.
- Annabeth would like to meet with the buildings and grounds committee about future expenditures.
- Pete suggested eliminating fines for children's and teen materials; replacement fees for lost items still would be in effect. TFL receives approximately \$5,700 in fines annually which could be absorbed if necessary. Annabeth will review the policy.
- **A motion to waive fines until September 1 and then revise the fines and replacement policy was unanimously approved** (Dorothea motioned, Beth seconded).

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

Old Business

- A safety and health committee is needed. Beth, Dorothea and Annabeth have agreed to serve.
- Board members are encouraged to continue to recruit qualified community members for the open spots as a TFL trustee.
- Annabeth will compile and distribute a listing of TFL policies for the trustees to review in the coming months – beginning with financial policies from Jack.
- Natalie requested to be removed from the buildings and grounds committee.
- Since a staff appreciation event isn't possible this year, **a motion to give each staff member and volunteer a note of appreciation along with a \$10 gift card to Bloomin' Cup was unanimously approved** (Dorothea motioned, Beth seconded).

- The strategic plan was discussed and it was agreed that more communication with the community is needed. Ilene Puente is working on a newsletter and it was proposed to publish library usage guidelines in the Tully newsletter.
- **A motion to accept the strategic plan was unanimously approved** (Pete motioned, Natalie seconded).

The board agreed to meet via Zoom at the next meeting scheduled for Saturday, August 15, at 9:00 am.
A motion to adjourn was unanimously approved (Pete motioned, Trice seconded).

Action Items

Jack will transfer funds into the FSA account.

Jack will transfer funds into the Vanguard account.

Jack will present financial policies for the board to review.

Annabeth will distribute existing TFL policies for review.

Annabeth will explore prices for face masks for public use.

The health and safety committee will discuss enforcement procedures.

The health and safety committee will discuss installation of automatic faucets in bathrooms.

Jack will open a new short term reserve account at NBT Bank.

Annabeth will train staff on reopening procedures – sanitizing, etc.

Annabeth will review the policy on fines and replacement fees.

Annabeth will arrange for notes and gift cards for staff and volunteers.

Respectfully submitted,

Trice Quinlan, secretary