

**Tully Free Library
Board of Trustees Meeting Minutes
Tuesday, March 15, 2022**

The meeting (via Zoom and in person) was called to order at 6:20 pm by President Peter Cardamone.

Present: In-person: Peter Cardamone, Annette Bizub, Kim Cameron, and Ann Sedore; via Zoom: Annabeth Hayes, Wendy Hutton, Erin D'Antonio, Cat Gerson, Trice Quinlan; **Absent:** Kay Butkus

A motion to approve the agenda was unanimously approved (Ann motioned, Cat seconded).

Committee Assignments: Pete asked each trustee to let him know if they will continue or request changes.

Trustee terms of service begin on January of each year. Annabeth requests that trustees send info to

Pete to confirm the month and date of trustee appointment to be noted for our NYS Annual Report.

The February meeting minutes were reviewed and discussed by trustees.

A motion to approve the February 19, 2022 meeting minutes was unanimously approved (Annette motioned, Erin seconded).

Treasurer's Report

Kim reported that all financials look good. It was noted that the CNYCF grant funds are still being left to accumulate in the fund at this time in accordance with TFL trustee continuing action.

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

The transaction list 2.12.22-3.10.22 (list of bills) was reviewed.

A motion to approve the list of bills was unanimously approved (Annette motioned, Ann seconded).

Director's Report

Annabeth reported that all is going well and programs are well received.

Our new youth para librarian Ryan is starting out doing an excellent job with the youth programming.

Annabeth asked trustees to stop by to meet Ryan.

A staff development day is scheduled for Friday, March 25. Trustees should let Annabeth know if they want to stop by.

Annabeth will check on CPR training with the fire department for staff and trustees.

Annabeth will send the corrected concept proposed floor plans from Ashley McGraw to trustees.

Trustees should meet again for a discussion regarding these floor plans, with a focus on increasing community engagement and support for our facility improvements and gain more feedback before further discussions with Ashley McGraw; this should occur after the staff development day.

The round table meeting with community groups will be delayed until TAG members are available.

TFL is still requiring masks. Signage should be updated to further explain the reasoning for this.

The TFL budget presentation to the Tully school board went well.

The school board meet-the-candidates event is scheduled for Tuesday, May 3 and will be held via Zoom. There may be 4-6 candidates so Q&A time should be monitored.

Volunteer tax assistance will be available beginning Wednesday, March 16.

We will again hold a community outreach pie sale on Memorial Day.

The next trustee handbook club meeting will be held on March 29. Trustees are encouraged to attend.

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

A motion to approve the annual report to the state as revisions discussed by Annabeth at this meeting was unanimously approved (Kim motioned, Cat seconded).

A motion to approve the funding for the budget mailer (Our Annual Report to the Community) was unanimously approved (Ann motioned, Kim seconded).

(cont'd)

Old Business

Pete needs to get additional dates for the fire department and Otisco Budget Road Shows.

Ann will attend the fire department meeting when it is scheduled

Cat will attend the Otisco town board meeting when it is scheduled.

Trustees should let Pete know if they can attend any of these, especially the Tully town board meeting.

A motion to approve the staff handbook as revised was unanimously approved (Annette motioned, Wendy seconded).

Annabeth added the suggested By-law revisions to the drive. Trustees should review and comment on these bylaw suggestions for discussion for any possible changes at the next meeting.

New Business

Trustees should register for the next trustee handbook club on March 29.

Annabeth will verify the timeline for the due date of bids for a new construction grant with OCPL, Ashley McGraw and NYS Construction grant advisors. She will verify what steps must be completed by October.

Ann agreed to host the volunteer appreciation picnic at her house in June.

Erin agreed to coordinate the Memorial Day pie sale.

Kim will join the Tully Village climate smart committee as the TFL representative.

The next board meeting will be held Saturday, April 23, 2022, 9:30am.

A motion to adjourn was unanimously approved (Erin motioned, Trice seconded).

Action Items

Let Pete know of if you will keep or to make changes in committee assignments.

Trustees should confirm to Pete their actual month and year that they began serving on the board.

Trustees should stop by TFL to meet Ryan.

Trustees should let Annabeth know when they might want to attend the staff development day.

Annabeth will check with the fire department about CPR & AED training for staff & trustees.

Annabeth will re-send to trustees all of the revised concept development proposal plans.

Trustees should review the building condition survey and concept plans for a discussion on increasing community engagement and support for our facility improvements.

Annabeth will update signage to clarify our continuation of the mask policy.

Pete will inform trustees of any additional updates on the Budget Roadshow schedule.

Trustees should let Pete know if they are able to attend any of the roadshows, esp. Tully town board.

Trustees should review the TFL bylaws in the drive and add any comments.

Trustees should register for the next trustee handbook club on March 29.

Respectfully submitted,

Trice Quinlan, Secretary