

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, May 16, 2020**

The meeting (via Zoom) was called to order at 9:05 am by Vice President Ann Sedore.

Present: Ann Sedore, Annabeth Hayes, Dorothea Duell, Annette Bizub, Jack Salisbury, Natalie Brabant, Trice Quinlan, Sonja Shepherd

Absent: Peter Cardamone, Beth Rosekrans

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

A motion to accept the March 2020 meeting minutes was unanimously approved (Jack motioned, Dorothea seconded).

Treasurer's Report

Jack is transferring \$1,900 to the Vanguard account to keep the account active.

He is still working with NBT to get Ann's signature approved as a check signer.

The CNY Community Foundation account balance is \$101,000 as of March, down from \$117,000 due to the stock market decline.

TFL currently has three accounts: cash, endowments, and Vanguard long term reserve account. Jack is proposing a fourth, a short term reserve account to be used by Annabeth for small expenses, repairs, etc.

TFL is under budget for fees, fines and donations due to the closure.

Building maintenance expenses are down due to the closure.

Interest rates are down due to the slowing economy.

April payroll expenses were increased due to three pay periods.

Jack proposed keeping \$4,600 invested in the CNY Community Foundation fund rather than withdrawing it.

A motion to keep \$4,600 in the CNY Community Foundation fund was unanimously approved (Trice motioned, Ann seconded).

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 (Dorothea motioned, Natalie seconded).

Annabeth will verify with OCPL that votes made via email are valid.

Director's Report

- Annabeth meets weekly with staff via Zoom.
- Annabeth comes to TFL twice a week to check on the building, bills, etc.
- County Legislator David Knapp will meet with the board at the July meeting, either in person if the library is open or via Zoom if not.
- OCPL is beginning to reopen on May 26; we'll wait for further information about suburban libraries' procedures. This might include grouping staff to work two weeks in the library and two weeks from home. Most libraries will begin opening on June 1 or June 8.
- All in-person programs are on hold due to the closure.
- Building maintenance projects include mulching, planting of flowers and mowing.

Annabeth will contact Zach Kennedy about mowing since Charlie Bibik may be unavailable.

- The server closet has been cleaned up.
- \$3,400 still remains in the NYS construction grant.
- The quote for replacing faucets in the bathrooms is too high. Annabeth will renegotiate.
- Budget roadshows are cancelled.
- The June 9 budget vote will be conducted by mail.
- Annabeth revised the budget mailer and all content is correct.
- **A motion to approve the budget mailer was unanimously approved** (Trice motioned, Jack seconded).
- Annabeth will ask on TFL's Facebook page for community input about holding a virtual school board candidate's night.
- The Memorial Day pie sale and summer staff/volunteer appreciation picnic are postponed.
- Purchases are on hold; funds will be used for PPE instead, to be stored in the Padget Room.
- Programs will be adapted as possible. Annabeth has contacted Terri Murray about delaying TFL participation in community programs.
- Activities may be added to the TFL website in addition to Facebook.

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

Annabeth has ordered plexiglass for the front desk safety barrier.

Annabeth will order PPE from Amazon.

TFL will supply masks, sanitizer, etc. for employees.

TFL will coordinate with other libraries to reopen.

The board reviewed the proposed strategic plan and agreed time lines may need to be extended due to the closure.

Funds may need to be diverted from book purchases to technical services if online programs are needed due to the closure. Annabeth will contact LaFayette library to coordinate obtaining programs.

The board discussed alternatives to online programs. Suggestions included scavenger hunts, outdoor movies, outdoor story time, craft bags (leave on front porch). Annabeth and Sonja will discuss with the staff.

Suggested TFL committee changes include combining marketing and public relations and adding a health and safety committee. A motion to make these changes was unanimously approved (Trice motioned, Natalie seconded).

Committee meetings will begin in the fall.

New board members are still needed.

The next board meeting is scheduled for Saturday, July 18, probably via Zoom.

At 10:26 am a motion to adjourn was unanimously approved (Natalie motioned, Jack seconded).

Action Items

Jack will transfer \$1,900 to the Vanguard account.

Jack will continue working with NBT bank on Ann's signature approval.

Annabeth will verify with OCPL that email voting is valid.

Annabeth will contact Zach Kennedy about mowing.

Annabeth will renegotiate a price for faucet replacement in the bathrooms.

Annabeth will post a Facebook notice asking for community input re: a virtual school board candidates night.

Annabeth will order PPE.

Annabeth will coordinate with other libraries about reopening.

Annabeth will contact LaFayette library about sharing online services and programs.

Annabeth and Sonja will discuss alternative programs with staff.

Board members will continue to identify prospective board members.