

**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, May 22, 2021**

The meeting was called to order at 9:02 am by President Peter Cardamone.

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

**Absent:** Beth Rosekrans

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

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

### **Treasurer's Report**

- Balance sheet totals were as expected.
- The Vanguard account earns only 1% but is a safe investment. This account might be used first for any capital project costs.
- The P&L statement figures are all in line and on target for income.
- The annual payment has been received from Fabius. There was discussion about possibly organizing a program to be held at Fabius schools.
- Funding for the summer music in the park community music programs (Cornerstone Park) should come from the advertising budget.

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

During discussion of the list of bills it was decided to make payments online whenever possible rather than pay by check. Invoices and payments not made by check should be printed out for review on a monthly or bi-monthly basis prior to the board's final approval. Annette will ask bookkeeper, Cathy Hobart, to make hard copies of payments with invoice back up for review and leave these in the red folder in the TFL office for Pete or Annette to certify.

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

### **Director's Report**

- The buildings and grounds committee is still working on plans for the front porch renovation.
- Annabeth is evaluating options for obtaining an electronic sign board.
- Ashley McGraw has submitted a cost proposal for renovations. HK&K also will be submitting a cost proposal. Annabeth will continue to research other possible firms for proposals.
- Annabeth will visit the Groton library to tour their renovation project done through HK&K.
- Trustees will be discussing options for the TFL to be receiving a construction grant in July.
- A grant from Syracuse University has been used for staff compensation for the recently concluded outdoor FSA programs.
- TFL will be adding Wonderbooks to our collection, which combine print and audio materials.
- Options for an outdoor public loan box are still being investigated. Perhaps Rotary could help with a Little Free Library box for TFL materials and information brochures to be located near the sidewalk outside TFL.
- The outreach committee will meet next week.
- The TFL budget vote received approval by 67% of the vote totals.
- Thanks to Dorothea and Beth for their work on the TFL emergency plan. The plan will be reviewed for content details and format for our July meeting.
- The Tully Elementary librarian will present to students about the TFL summer reading program.
- Annabeth will investigate using the elementary school, in addition to the Masonic Lodge, as potential locations for summer reading. The railroad station will likely be unavailable due to renovations.
- TFL is almost back to regular hours of operation; since we exceed required minimum hours of

operation, trustees determined that additional hours of operation are not necessary. Closing at 5:00 pm on Fridays will continue.

- Annabeth is contacting volunteers about returning. She will contact OCPL for guidelines and information about other libraries' policies.
- Hoopla is going well; information is available on the website and there will be a flier at the pie sale.

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

### **Old Business**

- The vote on the library budget was a very positive indicator of community support.
- The Padget Room will be open for the Memorial Day book sale. Fiction and nonfiction books will be separated.
- A \$15 donation for pies is suggested for the Memorial Day pie sale; other items will be sold for an unspecified donation.
- The emergency action plan has been formatted to add of a summary page to the full text. This could be further formatted to be kept in a loose leaf binder with tabs for easy access at the desk.
- Board members should review the emergency plan for discussion and adoption in July.
- There was some discussion about the 8 State Street property. A number of local professionals have been contacted for information to develop a full picture of the potential cost of ownership for this property. There would be costs associated with demolition and permits, tree removal and paving as well as obtaining and managing the current property. No commitments have been made.

### **New Business**

- Annabeth will suggest if there are any regular TFL patrons who may be interested in becoming a trustee.
- Our annual volunteer picnic would be a good “welcome back” opportunity.
- Pete will check into Cummings Park and the town pavilion as possible venues for the event.
- Annette and Trice will coordinate the picnic; a suggested date is June 22.
- The next board meeting is scheduled for Saturday, July 17 at 9 am.

**A motion to adjourn was unanimously approved at 10:49 am** (Ann motioned, Annette seconded).

### **Action Items**

Annette will arrange with Cathy for invoices and non-check payments to be left in the TFL folder for review by Pete or Annette, prior to board approval.

Annabeth will continue the search for an electronic sign board.

Annabeth will inquire about potential venues for summer programs.

Annabeth will investigate policies within the OCPL system regarding returning volunteers to libraries.

Board members should review the emergency plan for revisions and discussion at the July meeting.

Annabeth will recommend TFL patrons who could be approached about interest in becoming a trustee.

Pete will get information about possible venues for the volunteer picnic.

Annette and Trice will coordinate the volunteer picnic to be held June 22.

Respectfully submitted,

Trice Quinlan, secretary