

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, November 14, 2020**

The meeting was called to order via Zoom at 9:05 am by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Dorothea Duell, Beth Rosekrans, Annabeth Hayes, Annette Bizub and Trice Quinlan. Community member Mike Dziok also joined the meeting as a guest observer.

Absent: Natalie Brabant

Two additional agenda items were discussed: membership in NYLA and an executive session following today's meeting to discuss specific personnel items. **A motion to accept the agenda including these two items was unanimously approved** (Ann motioned, Trice seconded).

Approval of the October 2020 minutes was tabled until trustees had additional opportunity to review copies of the minutes and they were distributed for review. Copies of the minutes will continue to be provided within two weeks of the meeting as recommended by the open meetings law, however, it was suggested that in the future copies of the previous meeting minutes be included with meeting materials sent out with the meeting agenda.

Treasurer's Report

- Annette reviewed the financial reports things look ok. Balance sheet financials are all in order.
- Accounts payable includes funds which will be moved to the Vanguard account, electronically if possible. Pete will contact Vanguard regarding signature approval and wire transfer procedures. The Vanguard account currently has a \$1,900 balance from the creation of the account.
- Pete will contact CNY Community Foundation to obtain sign-in approval for Annette.
- Annette will send a final version of the 2020-21 budget to trustees for review and begin the preparation of the 2022 budget.
- Annette will begin work on the 2022 budget which must be submitted to TCS at their March meeting along with a resolution for voter approval of our budget at the School District vote currently scheduled for May 17, 2021. Board input into the 2022 budget will be an agenda item in the spring.
- P&L statement is in line with the budget.
- There was a question as to whether the OCPL \$2,750 is the same as the Bullet Aid. Annabeth will compare this item with Scott at LaFayette library. Annette would then move this to the correct line.
- Fines and fees will be deleted from future budgets, and replaced with a line for lost or damaged items.
- Donations are in line with previous years, with Turkey Trot income not yet indicated. Turkey Trot donations look good; more are anticipated.
- Spending on materials has been disrupted by library closures. Spending in these areas is a focus area.
- A short term budget line (anticipated to start at \$25,000) will be used to assist Annabeth in making necessary short term purchases using the TFL credit card rather than a separate account for these purchases.

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

After review, **a motion to accept the list of bills was unanimously approved** (Trice motioned, Beth seconded).

Director's Report

- Annabeth reported that all procedures are going smoothly so far but if pandemic numbers warrant, TFL can revert to curbside pick-up.
- Twelve businesses have donated so far to the Turkey Trot. Registrations are down but usually increase just before Turkey Trot.
- Annabeth will ask TCS to include the TFL Director in regular communications about Covid status and other information to help the library coordinate efforts with the school. It was noted that all

communications from the school are posted on the school district website. Pete will mention to Denise (his wife and school board president) that we request the TFL Director receive these notifications.

- After a review of all quotes, AP Plumbing has been selected to do ventilation work.
- Annette will review and address any financial action items not completed prior to Jack's resignation from the board.
- Amber and Sonja are planning programs that will take into account the long term effect of Covid on participation. The board expressed the desire that programming for activities should be increased.
- Holly Scrano has begun work as a substitute library clerk pending board approval of her appointment.
- Annabeth attended the NYLA conference which she found very informative. We discussed expanding the Director's individual NYLA membership into an organizational membership to include the TFL trustees. This will continue Annabeth's membership plus an additional voting membership for our board. We will also be able to continue our LTA trustee membership as a section of NYLA.

A motion to approve dues to join NYLA with an LTA section was unanimously approved (Ann motioned, Annette seconded).

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

Old Business

- TFL is still in need of new board members. Please recommend community members you know who are frequent TFL users for possible inclusion with our group.
- Ann will send trustees a copy of her summary of the self-assessment results for board review.
- Policies on patron confidentiality, photo releases for minors, unattended children, material selection, holiday pay equity, and sick time were discussed. It was recommended that the Director review form be included with the director review policy and agreed that the unattended youth policy needs more discussion. Annabeth will ask the policy committee to review.

A motion to approve all policies listed above except the unattended youth policy was unanimously approved (Dorothea motioned, Beth seconded).

- There was a discussion of proposed TFL board meeting and holiday dates,

A motion to accept the proposed 2021 TFL holiday schedule was unanimously approved (Ann motioned, Annette seconded). Attached to these minutes

- There was also a discussion of a proposed 2021 Tully Free Library Board Monthly Meeting Dates & Times The proposed schedule was comprised of all Saturday dates (the third Saturday of the months). It was requested that the board also consider a meeting schedule that included four Tuesday evening dates as well as Saturdays. An alternative schedule including Tuesdays will be proposed to trustees (Attached to these minutes). Trustees should express their preference for a meeting date schedule for the 2021 year.
- Annabeth recommended the appointment of Holly Serano as Substitute Library Clerk.

A motion to accept the appointment of Holly Scrano as substitute library clerk at a beginning salary of \$15.00/hour as of November 5, 2020 was unanimously approved (Ann motioned, Annette seconded).

- Annabeth discussed plans for staff and volunteer gifts as we have done in past years. She suggested a \$15 gift card to the local Tully grocery store for volunteers. She also offered to select and buy individual gifts for staff members if trustees were willing to make donations for staff holiday gifts (recommended minimum of \$10) which she would use to purchase staff gifts. Donations can be left in the red box in Annabeth's office.

A motion to provide TFL volunteers with \$15 holiday gift cards to the Tully grocery store and that trustees each make donations for staff gifts was unanimously approved (Ann motioned, Trice seconded).

- It was noted that Mike Dziok had left the meeting.

A motion to go into executive session to discuss specific personnel issues was unanimously approved (Trice motioned, Annette seconded).

A motion to exit executive session was unanimously approved (Trice motioned, Dorothea seconded).

A motion to approve personnel actions and the recommended staff pay scale was unanimously approved (available upon request) (Dorothea motioned, Trice seconded).

- Pete and Annabeth were requested to contact Clark to institute the 2021 salary schedule (with the \$12.50 minimum wage as approved by the board).

At 11:24 am **a motion to adjourn was unanimously approved** (Ann motioned, Dorothea seconded).

Action Items

Pete will contact Vanguard about signature approval and wire transfers.

Pete will contact CNY Community Foundation for sign-in approval for Annette.

Annette will distribute the 2020-21 budget and begin work on 2022 budget.

Annabeth will confirm the receipt of the OCPL Bullet Aid and Annette will move amount to correct budget line.

Annabeth and Pete will approach TCS to be included in all communications and Covid-related procedures.

Annette will address any remaining financial items following Jack's resignation.

Board members should leave staff holiday gift donations in Annabeth's office.