

**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, November 16, 2019**

The meeting was called to order at 9:05 am.

**Present:** Peter Cardamone, Annabeth Hayes, Jack Salisbury, Ann Sedore, Natalie Brabant, Beth Rosekrans, Annette Bizub, Trice Quinlan **Absent:** Dorothea Duell, Johanna McKenna

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

Pete has spoken with another potential board member candidate who would focus on TFL communications and connections with other community groups,

**A motion to accept the October 2019 minutes as amended was unanimously approved** (Ann motioned, Natalie seconded).

#### **Treasurer's Report**

- ⑩ Jack reported on current TFL balances being within projections. He again suggested moving the money market funds. He also suggested moving other surplus funds to the CNY Community Foundation account. He has now identified favorable interest rates at various banks. He will make a decision soon regarding either of these.
- ⑩ Total TFL equity is currently \$659,617.
- ⑩ The Turkey Trot fund raising is on track so far.
- ⑩ The TFL has now received the 2020 income from the school budget proposition.
- ⑩ Net TFL income is \$16,905 compared to budget. We have received fewer memorials to date.
- ⑩ Jack reviewed the list of bills. It was noted that a previous check to K&K Landscaping for some tree work last month was mistakenly mailed to the wrong address and that payment on that check was stopped. That amount was included with a payment this month

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

- The TFL has received our 2018 IRS- Form 990 draft from Clark. Jack reviewed and made some adjustments, with the final report signed and mailed. Trustees will receive a copy.

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

#### **Director's Report**

- ⑩ Annabeth attended the NYLA conference in Saratoga last month.
- ⑩ The NYLA Legislative breakfast will be held at the Beauchamp library branch on December 13, all Trustees are encouraged to attend. Please let Annabeth know if you are able to attend.
- ⑩ Tully Rotary will be packing our excess books for shipment as part of Books for the World.
- ⑩ Turkey Trot preparations are going well. We asked Annabeth to analyze the effect of the new registration categories on increasing participation and any overall effect on income.
  - Turkey Trot Donations will be picked up by Trustees from sponsors as follows:
  - Ann – Kinney's; Annette – Circle K and Beak & Skiff; Pete – Byrne Dairy; Natalie has volunteered the day of the race – more volunteers are needed before and after the race.
- ⑩ County Executive Ryan McMahon and County Legislator Dave Knapp recently visited TFL to formally present the TFL with the new tech packs from the County. Annabeth will follow up by integrating the technology, programming, speed, etc. of the old and new tech packs.
- ⑩ Annabeth is still looking to identify a contractor to complete the tech grant to remodel the computer closet. She will ask Brad Corbin at TCS for references of contractors who have done similar work at the school. She is also receiving bids for a smart board in the Padget room.
- ⑩ The Hoelh Foundation Grant is still under review.
- ⑩ Annabeth received additional bids for winter snow removal. K&K was selected as contractor.
- ⑩ Annabeth will contact Doug at the fire department and arrange AED training.

**A revised policy regarding staff Holiday Pay Equity Proposal was unanimously approved:**

(wording was updated by subsequent Trustee suggestions) (Natalie motioned, Beth seconded):

***Holiday Pay Equity Policy:***

*Part-time Tully Free Library Staff, who are regularly scheduled for 10 or more hours per week, shall receive five (5) paid floating holidays per calendar year. The number of hours to be paid to an employee for a floating holiday shall equal the average number of hours per day in the employee's regular weekly schedule. Part time employees beginning their first year of employment after the first day of the year, will receive a prorated whole number of floating holidays equivalent to: five (5) times the fraction of the year equal to their months of employment.*

*Each eligible staff member should present the dates they have selected to the library director within the first quarter of the year in order to receive approval for their five floating holidays. (Any changes to these dates would be subject to approval by the director with at least one-month advance notice.) It is the responsibility of the employee to schedule their floating holidays in advance. Any unused floating holidays at the end of a calendar year shall be forfeit by the employee, and will not be available to be carried over into the new year.*

**A revised policy regarding fines for veterans was unanimously approved:** (wording was updated by subsequent Trustee suggestions) (Ann motioned, Natalie seconded):

***Veterans / Active Duty Military Service Members "Fine Free" Policy***

*Tully Free Library adopts the OCPL "fine free" option for Veterans and active duty military service members. These individuals expressing interest in this option, who are identified in our circulation database and present military or veteran ID, will not accrue any overdue fines.*

*Tully Free Library staff will assign a designated new patron code in the Polaris system for those patrons interested in this option.*

*Note: when notifying the patron of this option, the patron should be made aware that If someone with this designation has lost or damaged an item, they would still be required to pay replacement fees.*

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

**Old Business**

The Library Trustee Meeting and Holiday Schedule was amended as follows:

A correction was made that TFL:

will be closed for Independence Day on Saturday, July 4, 2020;

will close at 3:00 pm on Wednesday, November 25, 2020, at 3:00 pm; and

will close on Friday, November 27, 2020 at 3:00 pm;

**A motion to accept the meeting and holiday schedules as amended (attached) was unanimously approved** (Ann motioned, Natalie seconded):

**New Business**

The board will host a holiday party on Tuesday, December 17, at 9:30 am for volunteers. Staff will be invited to attend. Ann will coordinate food donations from Trustees. Annabeth will collect Trustee contributions for volunteer gifts.

**A motion to adjourn was unanimously approved at 10:47 am** (Jack motioned, Beth seconded).

**Action Items**

Board members are encouraged to attend the Legislative breakfast at Beauchamp Branch, December 13

Board members will pick up Turkey Trot sponsor donations and let Annabeth know about volunteering

Annabeth will be coordinating technology between old and new tech packs

Annabeth will contact Brad Corbin about contractors to remodel the computer closet

Annabeth will contact Tully fire department to arrange for AED training

Ann will coordinate food donations for the holiday party

Annabeth will arrange for volunteer gifts; Trustees are asked to contribute