

**Tully Free Library  
Board of Trustees Meeting Minutes  
Saturday, October 16, 2021**

The meeting was called to order at 1:04 pm by President Peter Cardamone.

**Present:** Peter Cardamone, Annabeth Hayes, Ann Sedore, Annette Bizub, Wendy Hutton, Cat Gerson, Natatie Brabant, Trice Quinlan

**Absent:** Dorothea Duell

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

Pete announced that Natalie and Dorothea will be resigning from the board at the end of the year.

Additional board members are needed to fill these vacancies; names can be submitted to Pete.

The meeting was joined by a guest, Martsje Vanderschaaf, who observed our library board meeting as part of her Clarion College MLS degree program experience.

The September 2021 meeting minutes were briefly reviewed without comment. **A motion to accept the September 2021 minutes was unanimously approved** (Natalie motioned, Cat seconded).

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

- The balance sheet showed nothing out of the expected activity.
- Gross profit is in line with the budget, and expenses were as anticipated.
- There was discussion of how best to acknowledge donations to the TFL depending on the donor's preference to be recognized or remain anonymous. Trustees will help Annabeth write letters of thanks, mentioning programs and materials supported by a donation.
- Annabeth and Annette indicated that the finance committee will meet to discuss updating the 2022 budget and drafting the 2023 budget to prepare for the next budget vote.
- Annette will review the process used to make payments over \$2,000 via electronic fund transfer with our bookkeeper, Cathy. This needs to be updated to ensure dual approval signatures per policy.

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

The list of bills was reviewed and it was noted that all are in line with expectations.

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

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

- Annabeth reported that all is going well, no patron compliance problems with safety policies.
- The attic has been cleaned out with special thanks to Sonja and Ann for their help.
- The grant to finance public image programs with the electronic sign and information box was approved by OCPL; final approval is expected to come in November.
- A community survey indicated that the majority of residents who responded prefer an in-person Turkey Trot event this year. Accommodations for virtual participation will be made.
- Twenty-two people signed up for library cards in September, Library Card Promotion Month.
- The OCPL MOU was approved by OCPL member library boards.
- Tanya Klochko, from Tully High School was recommended to provide tech support for two hours per week.

**A motion to hire Tanya Klochko, as part time technical support technician, approximately two hours per week at \$ 12.50 per hour was unanimously approved** (Ann motioned, Natalie seconded).

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

## Old Business

Annabeth asked board members to let her know of any additional Turkey Trot sponsors and will email board members about picking up donations on the morning of Turkey Trot. Wendy will pick up donations from Beak and Skiff.

**A motion to hold an in-person Turkey Trot with accommodations for virtual participation was unanimously approved** (Annette motioned, Trice seconded).

Our architect at Ashley McGraw sent us the following regarding the proposed payment schedule for their services. This would be monthly. *For the initial concept study and building conditions survey, we anticipate this to be over 2-3 months (so January 2022, February, and possibly March – I would need to create a meeting and community engagement schedule first to nail down the exact time frame)). The remainder of the work would continue on after the completion of those pieces, also billed monthly. However, if you prefer a different payment schedule, we are happy to review other options and do our best to accommodate your needs. I've attached the contracts again for your reference. Please don't hesitate to email or call with any questions. Thank you, Susanne* **Susanne Gruening Angarano**

Jan Kublick is reviewing the contracts from Ashley McGraw Architects for recommendations to us.

It was suggested that a separate facilities improvement committee be formed to develop this project's scope further, with direction from the TFL board. They would address our facilities review, design concepts, community engagement, and construction planning and implementation. We should consider former board members be included to would provide experience from previous projects. Pete will make contact to find interested parties with the background and willingness to assist.

## New Business

Trustees should register for the NYLA training sessions based on the library handbook. Even though the new trustee requirement of two hours of training per year will not be in effect until 2023, this training will provide very helpful knowledge and perspective for our current and future trustees.

<https://midhudson.org/trusteebookclub/>

Trustees expressed a preference for 2022 Board Meetings to be held at 9 am on the third Saturday of each month except, June and December. Any needed adjustments otherwise will be noted.

The 2022 holiday and meeting schedules will be adopted at the November meeting.

The next board meeting is scheduled for Saturday, November 20 at 9 am.

**A motion to adjourn was unanimously approved at 2:32 pm** (Trice motioned, Wendy seconded).

## Action Items

All trustees should submit names of prospective board or facility committee members to Pete.

Board members will assist Annabeth with letters of recognition for donations.

Annabeth and Annette will meet with the finance committee re: budget preparation.

Annette will review signature process on electronic transfers over \$2,000.

Annabeth will communicate with board members about Turkey Trot sponsors and donation pick-ups.

Pete will contact former trustees to gauge interest in serving to assist our facility project committee.

Board members should register for NYLA Handbook Trustee training sessions.

Respectfully submitted,

Trice Quinlan, Secretary