

**Tully Free Library  
Board of Trustees Meeting Minutes  
Tuesday, October 22, 2019**

The meeting was called to order at 5:33 pm by President Peter Cardamone.

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

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

- TFL Trustee Action: Pete welcomed a potential new trustee, Annette Bizub.

**A motion to accept Annette Bizub as a new TFL Trustee was unanimously approved** (Trice motioned, Ann seconded). Annette will begin serving immediately with her formal term beginning January 2020. Jack also agreed to serve another three-year term as trustee until 2023. Also, trustees discussed potential Board Officer positions for January 2020: Ann was nominated as vice president; Jack as treasurer; Trice as secretary with Beth as substitute in Trice's absence; and Pete as president. Any additional trustee nominations for Board Officer positions should be expressed prior to our January reorganization meeting.

Pete will continue to canvass for community members interested in TFL trustee membership.

- September 2019 Minutes: Jack requested clarification in the September 2019 meeting minutes that the 4% return on investments in the CNY-CF fund was for the month of August only.

**A motion to accept the September 2019 minutes as revised was unanimously approved** (Natalie motioned, Beth seconded).

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

- ⑩ Jack noted that the Balance Sheet assets for FSA and checking remain within expectations
- ⑩ TFL received expected income of \$4,400 from OCPL and \$5,000 from the Knapp grant.
- ⑩ Jack has finally identified a bank with an acceptable rate to transfer TFL money market funds
- ⑩ Annabeth and Jack are still discussing payroll reporting and processing costs.
- ⑩ Current expenses are still below budgeted income; Annabeth will follow up with staff about areas where needed materials purchasing may be made.
- ⑩ Jack reviewed the list of bills with a few comments.

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

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

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

- ⑩ Annabeth will follow up with the new Tully fire captain regarding AED training for trustees.
- ⑩ The OCPL computer system has been restored and all uses are again fully functional.
- ⑩ Strategic planning committee members have met with community groups for survey feedback.
- ⑩ Ilene Puente has been recommended as the new Adult Services and Technology Para-Librarian. Annabeth will discuss with Ilene the use of New York Times Materials in her programming.
- ⑩ Turkey Trot sign-ups have begun. New youth and family sign-up categories are being well received. To date, TFL has received \$1,600 in business sponsorships.
- ⑩ Books donated to Rotary Books for the World from our book sale have not yet been packed.
- ⑩ The TFL has received 3 additional computer hotspots from the county –available for loan soon.
- ⑩ TFL Chadwick calendar was put on hold since TAC will be having a similar project this year.
- ⑩ Annabeth has been in touch with the Hoehl Foundation regarding the TFL youth services grant request and expects approval soon.
- ⑩ Annabeth will get quotes for eligible technology expenditures for the remaining NYS Library Construction Grant. This may include upgrades to the modem closet and/or a smart board replacement for the Padgett Room display.

⑩ K&K Landscaping has provided a seasonal rate quote for acceptable snowplowing which is preferable to the rate for individual services. Dorothea will check for other acceptable quotes.

⑩ Reported Monthly Library Statistics are favorable, noting library computer outages.

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

### **Old Business**

**A motion to accept the resignation of Erin McNERney, as Adult Services and Technology Para-librarian, effective September 25, 2019, was unanimously approved** (Trice motioned, Ann seconded).

- Annabeth reviewed the focus group survey questions with the trustees who gave feedback to these as characterized in the following bullet points:

1- tutoring, veterans, elderly/seniors' socialization, inter-generational programs, coordination among community groups, hands-on programming

2- tech coaching, classes for internet usage, resume writing

3- those with attitudes that interfere with a positive atmosphere for all

4- more space that would allow for a more diverse set of programs

5- website; possibly house a community newsletter to promote broad based activities

### **New Business**

**A motion to appoint Ilene Puente as Adult Services and Technology Para-librarian, at a rate of \$14.60/hr for approx 20 hrs/wk, effective October 21, 2019, was unanimously approved** (Beth motioned, Trice seconded).

-The board agreed to the attached proposed Trustee Meeting and TFL Holiday Schedule to be presented for adoption at the November Trustee Meeting.

**A motion to enter executive session for the purpose of a discussion of the director's annual performance review was unanimously approved** (Beth motioned, Trice seconded).

Executive session

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

At 7:15 pm **a motion to adjourn was unanimously approved** (Natalie motioned, Jack seconded).

**Next board meeting: Saturday, November 16, 2019 at 9:00 am.**

### **Action Items**

Jack, Johanna and Trice will have photos taken and sent in for their trustee bios

Annette will complete her trustee bio

Pete will revise a draft of the Trustee and Staff List for January 2020

Annabeth will follow up with Jack on research for payroll reporting and processing.

Jack will propose a bank fund for transfer of our money market funds for better/more secure rates.

Annabeth will follow up with staff about needed library material purchases.

Annabeth will check with the fire captain about AED training.

Annabeth will get quotes for upgrades to the modem closet or a smart board Padget Room display.

Dorothea will see if she is able to obtain further acceptable quotes for snowplowing

Annabeth will discuss programming materials with Ilene.

Trustees are asked to submit Input for Library Director Performance to Pete within a week or so.

Respectfully submitted,

Trice Quinlan, Secretary