**Tully Free Library**

**Board of Trustees Meeting Minutes**

**Tuesday, September 15, 2020**

The meeting (via Zoom) was called to order at 5:34 pm by Vice President Ann Sedore.

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

**Absent**: Jack Salisbury

Additions to the agenda proposed: Discussion of Board Self-Assessment and Potential Tully Real Estate availability. **A motion to accept the updated agenda was unanimously approved** (Trice motioned, Natalie seconded).

**A motion to accept the August 2020 meeting minutes was unanimously approved** (Natalie motioned, Annette seconded).

**Treasurer's Report**

* Annette (filling in for Jack) reviewed the financial report.
* $82,000 has not yet been moved to the Vanguard account due to issues with paperwork. Jack is continuing to complete this transaction.
* The reserve account has not yet been created; Jack will complete this as soon as possible.
* The P&L is all in line except for expenses related to Covid-19 supplies, etc.
* Expenditures for library materials appear lower than usual but will be included in the October financial report.
* Cleaning expenses are lower than usual due to reduced library hours during the pandemic.

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

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

**Director's Report**

* All is going smoothly.
* Materials quarantine has been increased to 7 days.
* Some after school programs are being held but numbers are reduced.

There was discussion about holding the annual Turkey Trot virtually and keep fees the same as last year. Pete will contact Jack for input about the format of Turkey Trot before the board makes a final decision.

**A motion to explore holding a virtual Turkey Trot, keep fees the same as last year, and offer t-shirts or masks to participants was unanimously approved** (Trice motioned, Pete seconded).

* Annabeth will research mask design and cost.
* A special page will be added to the website for race sponsors.
* Annabeth discussed the new NYS law requiring paid sick leave for employees. After discussion of implementation and inclusion in TFL policies (not only in the handbook), it was agreed to discuss this topic with Clark CPA who implement our staff payroll and hours and seek their advice about managing new requirements for discussion at the October meeting Draft policy developed.
* Annabeth will discuss this with the staff and let them know the board is working on it.
* Annabeth is researching estimates for sanitizing UV lights for the HVAC system. AP Electric would charge $4,000 for installation on the furnace and air conditioner and $750 per year for maintenance. Holbrook Heating has not yet submitted an estimate. Annabeth will obtain a third estimate. Note: a system which does not produce ozone is required.
* Several programs have been active: take and make; memoir writing; and kids' programs. Some virtual school programs are being held due to social distancing restrictions.
* Annabeth recommended that the policy to waive overdue fines continue.

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

The search for new board members continues.

**New Business**

* The main change agreed to for updating TFL policies is the decision to waive overdue fines, maintaining fees for lost or damaged materials.
* It was decided to table until the October meeting a discussion of holiday equity pay policy in order to clarify wording to match the intent of the policy. Annabeth will check with Clark CPA for advice on revising the language before next month's meeting.

**A motion to accept the revisions of the following policies was unanimously approved** (Beth motioned, Natalie seconded):

**Circulation of Materials**

**Handouts & Bulletin Board**

**Use of Public Computers and Internet**

**Use of Public Computers and Internet (short policy)**

* Ann discussed the need for board member self-assessment. This will identify areas for needed training and education, allowing for board members to be more effective. Board members are asked to complete the self-assessment form (put yes or no next to each question) and send to Ann. She will collate for discussion at the October meeting.
* Since there is a need for additional library space and the former bank is now for sale, Ann agreed to research information about touring the building.
* Annabeth will send TFL polices for our next revision discussion to board members as soon as possible to allow sufficient time to read.

The next meeting was scheduled for Tuesday, October 13 at 6:00 pm. This has been changed to Monday, October 19 at 5:30 pm to accommodate Jack’s work schedule.

**A motion to adjourn was unanimously approved at 6:55 pm** (Natalie motioned, Pete seconded).

**Action Items**

Jack will continue to work with Vanguard to open an account and transfer funds.

Jack will open a reserve account at NBT.

Pete will contact Jack for input about the Turkey Trot.

Annabeth will obtain information about mask design and cost.

Annabeth will discuss the new law regarding paid sick leave with staff.

Annabeth will obtain a third bid for UV light installation on the HVAC system.

Board members are asked to continue the search for new board members.

Annabeth will revise language regarding holiday equity pay and sick leave policy after a review with Clark CPA.

Board members are asked to complete the self-assessment form and send to Ann for collation and discussion at the October meeting.

Ann will disseminate information about touring the former bank building.

Annabeth will send TFL policies to board members to review for the October meeting.

Respectfully submitted,

Trice Quinlan, secretary