

**Tully Free Library
Board of Trustees Meeting Minutes
Tuesday, September 21, 2021**

The meeting was called to order at 5:32 pm by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Annabeth Hayes, Annette Bizub, Cat Gerson, Dorothea Duell, Natalie Brabant, Trice Quinlan

Absent: Wendy Hutton

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

Natalie is waiting to hear back from a prospective new trustee. Pete is trying to make contact with a person who expressed interest in a TFL trustee position at Community Days. Please suggest names of any others who current board members may identify

Annabeth has buttons for Cat and Wendy to be picked up at the circulation desk. Ann also asked for a new button – Waiting on remaining trustee to submit bios to post to the website.

A motion to accept the August 2021 meeting minutes was unanimously approved (Annette motioned, Cat seconded)

Treasurer's Report

A review of the balance sheet and P&L reports shows all to be in line with the budget, It was noted that fund raising numbers are greater than expected, with the Turkey Trot yet to come.

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

A review of the list of bills showed all as expected.

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

Director's Report

All is going well with good patron compliance with Covid restrictions and policies.

Trustees will be sent a copy of our new outreach “Welcome Post Card” for new residents

The porch renovation is complete and looks great. Thank you Craig Clemons.

With excessive rainfall, steps are necessary to reduce basement dampness. Annabeth will investigate.

Annabeth and staff will be cleaning out storage areas and will be donating or disposing of unneeded items. Trustees who can help should contact Annabeth and she'll arrange a schedule.

The TFL is preparing to apply for a 2022 construction grant where funds would be received in 2023.

Annabeth and Trustees will suggest items to include. Cost would be from our architect consultations, community planning, the development of design & construction details, as well as property acquisition.

After discussing the merits of holding this year's Turkey Trot in person versus virtually, it was decided to survey for community input. Trustees will review input before a decision at our October meeting.

Annabeth will order turkey trot tee shirts as early as possible for availability prior to race day, thus avoiding a last-minute rush.

Annabeth has printed letters to be distributed to Turkey Trot sponsors. Trustees are asked to pick up letters from the folder at the circulation desk and note to which sponsors they will deliver.

Usage of Hoopla continues to increase.

There were more library card sign-ups on Community Day. A raffle will be held at month's end.

Book Buggy repairs are ongoing. Annabeth has spoken to Boy Scout leaders about Eagle Scout projects to build a more permanent book buggy replacement or little free library for the beach front.

The Full STEAM Ahead program will begin virtually soon and involve take-home projects. Annabeth and Amber are working on the marketing of this program in the school.
High school student Tanya Klochko has been hired for tech support.
The genealogy club will begin meeting in October.
All TFL programs are going well.
A motion to accept the Director's Report was unanimously approved (Annette motioned, Trice seconded).

Old Business

Attorney Jan Kublik is reviewing proposed architect contracts we are being asked to sign.
The 8 State Street property has been inspected. Asbestos was detected but the definition of acceptable levels and removal costs need to be determined.
It was discussed that demolition might be done to clear the property site with the assistance of the Tully Hose fire department using the building as a practice site. John Herold could then clear the debris.
Jan Kublik would be engaged to advise us on TFL's liability for such a plan.

New Business

It was suggested that Legislator David Knapp be approached about facility improvement funding.
Ashley McGraw will be contacted to supply a payment time line to go with their consultation proposals that will allow us to determine if we could use the NYS grant funds in 2022 and 2023.
Trustees are encouraged to register for a series of training sessions that will be based on chapters of the Library Trustee Handbook. See <https://midhudson.org/trusteebookclub> for details and registration.
After a discussion of optimum trustee availability, the next board meeting was scheduled for Saturday, October 16, at 1:00-2:30 pm.
A motion to adjourn was unanimously approved at 6:40 pm (Natalie motioned, Cat seconded).

Action Items

Board members should submit names of prospective board members to Pete.
Annabeth will look into measures to reduce damp conditions in the basement.
Board members should arrange with Annabeth to help with cleaning out storage areas.
Annabeth will order Turkey Trot tee shirts in a timely manner.
Board members should pick up Turkey Trot sponsor letters and indicate which they will hand deliver.
Annabeth and Amber will promote the Full STEAM Ahead program at school.
Annabeth will contact Ashley McGraw about supplying a payment time line for future work.
Board members should sign up for required training, such as the Library Association training sessions.

Respectfully submitted,

Trice Quinlan, Secretary