

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, September 24, 2022**

The meeting was called to order at 9:11 am by President Peter Cardamone.

Present: Peter Cardamone, Annabeth Hayes, Cat Gerson, Annette Bizub, Trice Quinlan, and (via Zoom), Erin D'Antonio, Wendy Hutton **Absent:** Ann Sedore, Kay Butkus, Kim Cameron

A motion to accept the agenda, including a change of order of topics, was unanimously approved (Trice motioned, Annette seconded).

New Business - Part 1

Pete reported that OCPL has approved the original TFL NYS construction grant application amount.

However, there is now an additional amount available in OCPL funding from the state. Annabeth has received a revised contractor quote putting back originally requested items which had been excluded in the original quote. We could now amend our project as shown below:

NYS Grant additional funds available to be requested are \$75,135

Original application:

Amended Amount

Total project: \$999,341

Total project: \$1,074,476 (additional \$75,135)

NYS (75%): \$749,506

NYS (75%): \$805,857 (additional \$56,351)

TFL (25%): \$249,835

TFL (25%): \$268,619 (additional \$18,784)

A motion to amended the NYS construction grant application as proposed was unanimously approved (Cat motioned, Wendy seconded).

Pete shared a trustee training update on the NYS open meetings law. Specifically, a digital (website) folder containing meeting agendas, minutes, documents & any zoom meeting recordings must be available for public viewing. Annabeth will arrange for this to be done.

A discussion was held on the August 2022 Meeting Minutes.

A motion to accept the August 2022 meeting minutes was unanimously approved (Annette motioned, Cat seconded).

Treasurer's Report

- Annette reviewed the reports and showed that all income and expenditures appear to be in line.
- The Knapp technology grant of \$5,000 has been received.
- The public fund amounts have been received.
- Annabeth requested a change in the P&L YTD actuals vs prior year report of YTD actuals. She asked that the report be altered to compare YTD actuals to the total Budget line, with a notation of amounts remaining in the budget line. Annette shared this current report and will ask Cathy to add this monthly report to replace the YTD actuals vs Prior Year actuals report in the future

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

- The Transaction List of Bills from 8.17.22- 9.16.22 was reviewed

A motion to accept the list of Bills from 8.17.22- 9.16.22 was unanimously approved (Trice motioned, Annette seconded).

Director's Report

- Annabeth reported that all is going well
- Annabeth will arrange a joint meeting with the outreach and fund raising committees to follow up on the work of the Grant committee to raise community awareness and support for our project
- Annabeth will be applying to The CNY Community Foundation for an October 2022 grant

- The John Ben Snow Foundation has expressed interest in our grant for accessibility at TFL.
- It was suggested that members of the fundraising committee might approach longtime Tully residents about sponsoring specific improvements to the library (naming opportunities)
- Annabeth reported that we are still waiting for receipt of the funds from our 2022 NYS grant for an outreach display and electronic sign
- Turkey Trot: Registration is now open with the prices remaining the same as last year. Annabeth is making a folder of sponsor letters to be delivered or mailed for Turkey Trot donations. Trustees are asked to pick up letters for hand delivery from the folder at the circulation desk and find other potential donors. Only monetary or food donations, no gift certificates/cards accepted.
- Trustees and volunteers are needed for preparation activities and on the day of the Turkey Trot. Annabeth will also order Turkey Trot t-shirts with sponsors listed.
- Annabeth reported that she will use Knapp grant funds to replace the Padget Room television

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

Old Business

- Trustees are asked to make suggestions for ways to help the Grant and Fundraising committees to raise community awareness and support for our facilities project
- Trustees were reminder to complete the OCPL survey before the end of September

New Business – Part 2

A motion to pay (7/31 Invoice#20220638 – Ashley McGraw Schematic Design and Grant Application, Total invoice \$12,361.44 (67% billed at \$12,263.00 + \$98.44 expense) **was unanimously approved** (Wendy motioned, Cat seconded).

Trustees should consider which architect firm to hire, either to continue with Ashley McGraw or consider another firm. As a guide Annabeth mentioned that architects' costs are usually about 20% of the total cost of a project.

The next board meeting is scheduled for Saturday, October 15, 2022 at 9:00 am. The agenda for this meeting will include items to consider for the November meeting, our last meeting of this year.

A motion to adjourn was unanimously approved at 10:27 am (Trice motioned, Annette seconded).

Action Items

Annabeth will arrange for the website to include meeting information – recordings, agendas, documents, minutes according to NYS Open Meetings requirements

Annabeth will arrange a joint meeting of the outreach and fund raising committees

Annabeth will continue to create grant applications and share these applications for trustee contributions, she has posted the current grant for CNYCF for comment

Annabeth will create a folder of sponsorship letters for the Turkey Trot which trustees are asked to deliver. A generic letter for new sponsors will also be available.

Trustees are asked to volunteer to help at Turkey Trot

Annabeth will replace the Padget Room TV with a more updated model

Trustees are asked to complete the OCPL survey before the end of September

Respectfully submitted,
Trice Quinlan, Secretary