

**Tully Free Library
Board of Trustees Meeting Minutes
Saturday, November 17, 2018**

The meeting was called to order at 9:00 am by Trustee President, Peter Cardamone.

Attendees: Peter Cardamone, Annabeth Hayes, Ann Sedore, Lisa Kunnumpurath, Louise Bennedetto, Jack Salibury, Beth Rosekrans, Dorothea Duell, Trice Quinlan

Absent: Johanna McKenna, Denise Van Dyne ex officio

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

Pete has spoken to a couple of potential trustees and asked current trustees to let him know of others who might be interested. Trustees should be active TFL Patrons, however, are not required to live within TFL Service Area. Current trustees should let Pete know soon if they are interested in a board officers position for 2019.

A motion to **accept the October minutes was unanimously approved** (Ann motioned, Lisa seconded).

A holiday reception, including recognition of Mary Fenlon's service to the library, is planned for Tuesday, December 18, 9:30 to 10:30 am. Dorothea will coordinate refreshments. (Ann will contribute a fruit tray, Lisa bagels & cream cheese, Trice baked goods. Others can let Dorothea know if they wish to add to the menu.)

Treasurer's Report

- ⑩ Jack reported that TFL is operating as budgeted with a slight increase in net income.
- ⑩ Donations are down approximately \$4,000, looking forward to the Turkey trot income.
- ⑩ Cathy Hobart continues to do an excellent job as Bookkeeper.
- ⑩ The NYS Library Grant work has been completed and has been spent down.
- ⑩ Two hundred people have signed up for the Turkey Trot so far and donations are up from last year.
- ⑩ Pete noted that discussions are needed for the 2020 TFL budget in early 2019. The 2020 TFL Budget is presented to the school board in March 2019. We need to identify Budget priorities for the 2020 Budget.

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

Director's Report

- The annual legislative breakfast for libraries is scheduled for December 14 at 8:30 am at Pine Grove Elementary School. All TFL Trustees are encouraged to attend.
- Trustees should attend the Full STEAM Ahead open house student project showcase Dec 17, 6 – 7PM.
- The baby changing tables are being installed.
- The book buggy will be stored at Shahans' garage for this winter. Thank You Betsy & Steve!
- All lights in the library have been replaced with grant-funded LED bulbs. Great new look!
- TFL has received a new Onondaga County Legislature/Knapp Grant for technology. Thanks Dave!
- Annabeth, Ann & Johanna met with Ann Padget planning for a spring TFL Chadwick Quilt reception.
- Erin McInerney has begun as the new adult services Para librarian. Please Introduce yourself to her.
- Former TFL Trustee Amanda Schiavulli has been hired by OCPL as their new member liaison. She will assist with New Trustee Orientation activities.
- Our first veterans program, a drop-in, is planned for December in coordination with Clear Path for Veterans. Publicity for Veteran Events will be important to the success of this new area of Programming. Lisa has attempted to contact Bill Ralbolvsky for the TCA Memorial Day veterans list. Follow-up is needed to get Bill to respond.
- Annabeth gave a succinct in-service report of her experiences at the recent NYLA conference.
- Annabeth will work with Amber for timely/detailed Youth Service reports in monthly director reports.

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

Old Business

- Ann reported additional information on obtaining grant funding our AED. She has given information to Dr. Edinger and Brian Ramsey and is waiting for feedback to write grants. She estimates \$5,000 will be needed to cover the AED, publicity, training materials, etc. Annabeth will check with the Hayes Agency about any insurance impacts. Beth is contacting foundations for letters of support.
- Pete had a response from Beth Greenwood and she is still interested in having TFL acquire the property adjacent to the library.
- The Food for Fines policy will be put into effect for December 2018.
- Trustees will engage in an orientation by viewing selected excerpts from LTA Training webinars on December 4 at 6:00 pm. Dish to pass arrangements are as follows: (Beth – water, paper products; Lisa – Cinnabon; Trice – cheese and crackers; Jack – fruit; Dorothea – green salad; Pete – pulled pork, buns; Ann – mashed potatoes; Louise – side dish; Others – as you wish)

New Business

- A motion to hire **Erin E. McInerney as Para librarian III** (12 hours per week), effective November 5, 2018 @ the beginning rate of \$13.50 **was unanimously approved** (Beth motioned, Lisa seconded).

- **The 2019 TFL Trustee Meeting Schedule was approved as follows:**

Saturday 9:00 – 10:30 AM	January	12		
Tuesday 5:30-7:00 PM	February	19		
Tuesday 5:30-7:00 PM	March	19		
Saturday 9:00 – 10:30 AM	April	13		
Saturday 9:00 – 10:30 AM	May	18	June	No Meeting
Saturday 9:00 – 10:30 AM	July	20		
Tuesday 5:30-7:00 PM	August	20		
Saturday 9:00 – 10:30 AM	September	21		
Tuesday 5:30-7:00 PM	October	15		
Tuesday 5:30-7:00 PM	November	19	December	No Meeting

- **The 2019 TFL Holiday Schedule was approved as follows:**

<i>Tuesday</i>	<i>January 1 – New Year’s Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>January 21 – Martin Luther King Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>February 18 – President’s Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>May 27 – Memorial Day</i>	<i>CLOSED</i>
<i>Thursday</i>	<i>July 4 – Independence Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>September 2 – Labor Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>October 14 – Columbus Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>November 11 – Veteran’s Day</i>	<i>CLOSED</i>
<i>Wednesday</i>	<i>November 27 – Thanksgiving Eve</i>	<i>CLOSE AT 3 PM</i>
<i>Thursday</i>	<i>November 28 – Thanksgiving</i>	<i>CLOSED</i>
<i>Friday</i>	<i>November 29 – Day after Thanksgiving</i>	<i>CLOSE AT 5 PM</i>
<i>Wednesday</i>	<i>December 25 – Christmas Day</i>	<i>CLOSED</i>

- In addition to the regular weather related social media postings of library openings/closings - it was suggested to post special social media notices whenever the library is open on days when Tully Schools are closed.

- **A Special Trustee Meeting is scheduled for Tuesday, December 4, 2018, 6:00 PM.**

- **The Next Regular Board meeting is scheduled for Saturday, January 12, 2019, 9:00 AM.**

- A motion to **adjourn the meeting was unanimously approved** (Beth motioned, Trice seconded) at 10:30 am.

Action Items

- **Lisa** will obtain the TCA list of Memorial Day Veteran Participants from Bill Ralbovsky.
- Trustees should plan to attend December TFL Trustee Events: **Dec 4** Orientation, **Dec 14** Legislative Breakfast, **Dec 17** Full STEAM Ahead Open House, and **Dec 18** TFL Holiday Reception.

Respectfully submitted, Trice Quinlan, Secretary