

**Tully Free Library
Board of Trustees Meeting
April 21, 2012**

Prior to the meeting Kraig Pritts and Tiffany Nesbitt presented the 2012 school budget and entertained questions.

Attendees: Bruce Graham (treasurer), Judy Shafer (secretary), Dee Cardamone (Vice President) , Melanie Kalman, Mary Ann Riehlman, Ellen Grapensteter and Matt Delaney (Director)

Absent: Carol Gleason (president), Kathy Homestead

Called to order by Dee Cardamone.

Introduction of Kelly Chambala: Kelly spoke to the group about her plans as our new Young Adult Librarian. She pointed out the importance of getting children coming to the library at a young age, so that they continue throughout their teen years. She has already had 13 students (grades 5-6) in for a terrarium project. Watson's greenhouse donated the plants. There also will be a group committed to the community garden. Her other plans include several book clubs, in particular a club for parents and children together.

Secretary's Report: Minutes from the February and March minutes were approved.

Director's Report: Matt's written report was reviewed. The new policy whereby the circulation computers are to be used only by paid staff was discussed. Matt pointed out that these computers are linked within the entire system so that any mistake made affects all the member libraries. So far there has been little feedback from patrons or volunteers. Matt invited anyone with ideas for projects that might be taken on by volunteers to bring them to him, although there is a lot of work that can be done by volunteers right now.

Budget promotion: Matt handed out samples of the mailer that will go to everyone in the 13159 zip code, and a flyer that will be made available at multiple sites throughout town.

Needs Assessment: Carol and Matt are working on developing a survey to compile information from the community in general and a teen survey to be taken in the classroom. Among other things this survey will uncover the availability of technology to students and will try to discern where their interests lie.

Memorandum of Understanding: OCPL has created a committee to research Non Resident Borrowers. Their first task is to identify the problem. Matt can present our concerns, which are unique, in that our service area encompasses two counties. Kate McCaffrey from NOPL will come to our July meeting to explain the issues they face with non resident borrowers and why it is important that it be dealt with at the system level.

Treasurer's Report: Accepted. Ellen spoke briefly about the visit with the CNYCF and let the board know that the committee will come up with a suggested design for how we should proceed with our Endowment vs. Capital Reserve Account needs. It is anticipated this will be presented at the next board meeting.

OLD BUSINESS:

Grant Update: Mary Ann reported that she has heard from the Nice 'n Easy and that the \$500 for the summer reading program should be coming in mid May. They are committed to next year (2013) as well, which will be the third year of the three year grant.

No news on the NYS Construction grant.

Mission Statement: Matt feels that this needs more thought than it has thus far been given and that there should be a conversation at the board level. The statement should be more concise and inspiring. The group concurred that we should table this for now. What we have now is more a statement of goals and objectives than a mission statement. Matt will choose a time convenient to him, then let board members know so that those interested and available can meet to discuss a new statement.

NEW BUSINESS:

Policies:

Confidentiality: We have never had a confidentiality policy. The board approved a policy that many academic and public libraries use. The specifics of our own policy should be outlined in our employee handbook and policy/procedures manual.

E-Readers: The proposed e-reader lending agreement that will be presented to borrowers and e-reader circulation policies were reviewed. There was discussion about the merit of lending only to our own patrons vs. lending to all OCPL cardholders. It was decided to go with the policy allowing patrons of other libraries to borrow unless and until we find it to be a problem. Policy approved as written.

Pie Sale: Dee reminded everyone to make pies for the Memorial Day pie sale.

Move for adjournment passed.

Respectfully submitted:

Judy Shafer, Secretary