

**Tully Free Library  
Board of Trustees Meeting Minutes  
Sept 24, 2012**

Attendees: Carol Gleason (president), Bruce Graham (treasurer), Mary Ann Riehlman, Ellen Grapensteter, Nan Nelson, Kathy Homestead, Dee Cardamone (Vice President), Melanie Kalman, Matt Delaney (Director). Judy Shafer was absent.

Called to order by Carol Gleason at 4:03 pm. Carol and Board members remembered Barbara Pollock's many contributions to the Library. A discussion followed with thoughts on a visible remembrance to Barb. Contributions in her memory amount to about \$1400 so far.

**Secretary's Report:** Minutes from August meeting were approved.

**Director's Report:** Matt's written report was reviewed and accepted. Matt will be attending a conference in New York City called "Imagining America: Artists and Scholars in Public Life". He was awarded a \$250 scholarship to attend. A motion was passed to match this amount for additional expenses he might incur.

- Matt explained the 'Teen Volunteer Program' mentioned in his report. It's a tiered program where kids can come into the Library on a regular, semi-regular, or one-time basis to work on projects. The program is handled by Kelly Chambala and coordinated with the high school guidance office. Orientation is provided and teens are matched to projects based on their interests. About 6 kids so far have been part of this program.
- Jason Hallahan is the new iSchool student (SU MLS candidate) who is just starting his 150-h internship which will last until next May. He will manage the library blog that Matt has been developing with Tully students. Timeline for launching the blog has not been announced.
- Enrichment program: Matt sent out materials about a possible partnership with the school and former enrichment program teacher Mary Podsiedlik to reinstate the elementary school's enrichment program. Mary has received a grant to re-establish this program, which was cut from the school budget in May. The foundation supporting the program is the Hoehl Foundation. Mary has a 5-year commitment from the foundation. She first approached the school; they are willing to help, but cannot administer the program because of conflicts with the Tully Teachers Association union. Mary is looking to the Library to administer this program. Carol, Bruce, Ellen and Matt met prior to this meeting to discuss possible obstacles: treasurer time to handle dealing with expenditures; employee vs. contractor status for those involved; insurance; and whether there is a selection process for potential program attendees which would be in conflict with our mission. The latter point was discussed at length at the current Board meeting - all agreed that more discussion needs to take place with Mary to assure that we aren't violating rules regarding open access to all patrons. The other issues can be resolved by having the teachers and Mary be contractors (not part-time employees), by talking to Riehlman Shafer and Shafer, and seeing if Kevin Clark or another accountant will handle the program expenditures independently. It was decided that Mary could try to address issues regarding access to the programs via email; if that didn't suffice then a face-to-face meeting would be called.

**Treasurer's Report:** Accepted. Bruce explained that payroll is over budget right now because of a reporting and timing issue, and the fact that payroll has been changed from monthly to biweekly.

#### **OLD BUSINESS:**

**Grant Update:** Congratulations to Matt and Mary Ann for getting the NYS Construction grant written, with a piggyback letter to Howard and Grayce Bendixon Foundation. We need to raise \$38,000 for reconstruction of the attic space into useable office/creative work space for staff and volunteers. Matt was able to get an estimate for the work from Tully Building Supply. The NYS grant may cover 50-63% of the funds needed to complete this ambitious project. A motion was put forth and passed that additional funds to support this project would come from the Linda Massey gift to the Library (\$25,000 in Jan 2012). Thanks to both Matt and Mary Ann for their hard work on getting this grant written as quickly as they did.

**Book Sale:** Congratulations to Melanie on her first (and very successful!) book sale which netted \$589 in the week books were set out. Melanie contacted Walter Miller from Hands Across the Water; he came and took as many books as he could after the sale ended; the balance will need a home. Melanie will look into other options.

#### **NEW BUSINESS:**

**2012 Officers and New Board members:** Ellen has agreed to be treasurer for next year and Judy has offered to be secretary again. Anyone interested in serving as president or vice-president should contact Carol. We have begun to advertise the 2 open Board positions (Tully News, TFL newsletter, announcement in the library). Peter Cardamone's name was suggested as a good candidate; Denise will speak with him and let Carol know. When responses come in for other interested candidates, Carol will look to Board members to form an interview committee.

**Tully Clean-up Day is October 13th:** Matt will look into what needs to be taken away and anyone who can come the evening of the 12th (6pm) should do so to help haul garbage. Carol and Bruce have pick-ups that can be used.

**Turkey Trot:** This very successful event will be repeated this Thanksgiving Day at 9AM. Committee members include: Denise, Bruce, Mary Ann, Nan, Melanie and Matt. Matt will call a meeting.

**Long Range Planning Committee:** The Needs Assessment Committee (Kathy, Denise, Carol, Matt) will segue into the long range planning committee. Matt will call a meeting in the near future.

Move for adjournment passed, 5:56 pm.

Respectfully submitted:

Carol Gleason, President