

**Tully Free Library
Meeting of Board of Trustees
March 19, 2013**

Attendees: Carol Gleason (President), Melanie Kalman (Vice President), Judy Shafer (Secretary), Ellen Grapensteter (Treasurer), Mary Ann Riehlman, Nan Nelson, Kathy Homestead, Peter Cardamone, and Matt Delaney (Director).

Meeting called to order by President Carol Gleason

A motion was made and carried to **accept the February minutes.**

Director's Report: the report was reviewed and discussed. In early April Matt will be attending an IT conference on computers in libraries. This is a premier IT conference for libraries. Mary Podsiedlik's grant will pay \$850 for the conference and transportation. Meals will not be covered. Matt was asked to submit his meal receipts for reimbursement from TFL.

Out of service card: All but 2 member libraries approved the draft proposal. Skaneateles is not in favor of this card and will not approve a charge for it. A "courtesy card" has been proposed instead, but it is unclear what privileges would come with that card. This proposal was presented to OCPL last week. They will wait to hear what member libraries think. The TFL board opinion is that the courtesy card should be library specific and should provide access only to materials from the issuing library. Some databases would be accessible, and others would not. There is a question whether current technology would allow for this limited access.

A motion was made and passed to **accept the director's report.**

Treasurer's Report: reviewed and accepted.

Kevin Clark has not yet responded to the letter asking him to handle payroll for us. Ellen will wait until after tax season to follow up with him.

Carol reported that Kraig Pritts, Superintendent of Schools, thanked the library for bringing Matt to our community, acknowledging several programs which have benefited from his efforts: TREP, FFA among them.

Grants: No update on the construction grant. Application is being made for funding from the Gladys Brooks Foundation that would be used to upgrade our technology. This foundation funds programs that have many partnerships, making Matt feel that we are a very good fit for them. We will look for \$100K. Matt has reached out to former board member Judith Huober for help with this grant. The grant application is due in May and awards are made for the same calendar year. We have the space (upstairs), the project (TREP) and just need the equipment.

Matt wanted the board to be aware of the grants Kelly Chambala has brought to the library. These amount to about \$1,600.00 through February and we will be getting \$1500 for Tully Grows.

Strategic Planning: Kathy Homestead presented a “script” which can be used as a guide when meeting with our target groups. She also brought a sample card that can be handed out and collected at the meetings. Suggestions were made to bring extra pens and to add library e-mail address to the card. She stressed asking what their organization needs, if they can tell us how to help, otherwise we can try to figure that out. We discussed changing the card to ask how we can support their needs rather than their mission. Our hope is to contact around 250 people. As for timeline: Letters should go out ASAP. We liked to have the results in by June. Matt will have the cards done this week.

Legislators Lunch: Dave Knapp had a conflict come up. The lunch will be rescheduled.

New Business:

The book club event is scheduled for Sunday, 4/28. There will be a notice in the newsletter. Kelly will participate and talk about how she facilitates a book discussion. She will also talk about “Tully Reads.” We may have a new book selected for this gathering.

Banner/Letterhead: Peter’s sample was reviewed. A few changes will be made to declutter the top of the letterhead. He will bring a revision to the next meeting.

The next meeting of the TFL board of trustees will be 4/20/2013 at 9:00 AM.

Meeting adjourned.

Respectfully submitted:

Judy Shafer, Treasurer