

**Tully Free Library
Board of Trustees Meeting July 12, 2017**

The meeting was called to order by President Elizabeth Shahan at 5:40pm.

Those attending: Betsy Shahan, Johanna McKenna, Pete Cardamone, Heather Estey, Jack Salisbury, Louise Bennedetto, Patricia Quinlan, and Annabeth Hayes. Absent: Denise VanDyne

Agenda approved unanimously.

Minutes from the May meeting were reviewed. Pete motioned, Johanna seconded. Minutes were **approved** unanimously.

Presidential Succession

Betsy Shahan has completed her term as board member and President ***The board would like to formally recognize and thank Betsy for her efforts and positive contributions to TFL while president.***

She will entertain nominations for the Presidency. Johanna nominates Pete Cardamone, Jack seconds. **Pete Cardamone unanimously approved as President of the Board of Trustees.**

Vice President Position unfilled. No interested parties stepped forward or were nominated. Will leave as an agenda item for the August meeting. Betsy remained for remainder of meeting as an interested member of the public.

Treasurer's Report

- Nothing remarkable for May
- Audit: Clark's came in with the most competitive quote for a review (\$1500), although cannot perform audit (as discussed prior meeting). Jack recommends moving forward. Anticipates an overage at the end of the year, so no need for fund transfer at this point.
 - **Trustees vote to perform annual reviews on a regular basis when an audit is not performed, at cost of approximately \$1500.** Johanna motioned, Louise seconds. Approved unanimously. Jack will make arrangements for the review to be performed.
- As President, Pete Cardamone will become an authorized signer for the TFL banking.
 - **Trustees vote to approve Pete Cardamone as an authorized signer for the TFL banking:** Heather motioned, Johanna seconds. **Approved unanimously.**
- TREP funding: Programming and funding period has ended with remaining unused funds of approximately \$20,000. Mary Podsiedlik is requesting access to spend the remaining funding. July 1st is end of fiscal program year, and Mary has asked permission to extend that. Need to contact Hoehl regarding usage of funds. The board expressed a preference that TREP funds be used for programming to benefit the original target audience.
 - **Motion** that Pete and Annabeth will officially investigate the end of the program with the Hoehl foundation and return to the board with information regarding disposition of remaining funds and equipment. Louise motioned, Johanna seconded. **Approved** unanimously.
- Distribution received as expected from endowment fund. As voted last meeting, will be final routine distribution.
- Fraudulent credit card usage on TFL card this week. Card cancelled and new card requested, no charges assessed to TFL. Annabeth concerned about lack of real time alerts. Annette on vacation – may have received alert. Annabeth to follow up.
- Jack will adjust budget report lines so that interest income into cash basis income.
- Payroll appears to have been higher than expected in June 2017. Extra payroll week in month does not account for total overage. Annabeth noted and has contacted Annette regarding questions on this. Will report findings at next meeting.
- Bottom line on report shows \$8K underage in June 2017. Annabeth and Jack will report back at August meeting regarding this.

Patrice motioned, Louise second, Treasurer's report was **approved** unanimously.

Director's Report

- Annabeth also thanks Betsy for her help and support as president.
- Summer programming progress report; attendance good overall
- The TFL was successful in getting the DeFrancisco grant. Annabeth will report on planned utilization.
- Annabeth described funding available under the NYS Library Construction Grant for lighting improvements (and energy savings) at the library
 - Matches 50% plus will qualify for National Grid incentives
 - **Motion** to apply for grant. Johanna makes motion, Patrice seconds, **approved** unanimously.
- Ice Cream Social Saturday August 12th – always need more scoopers! Trustees encouraged to attend.
- Balance of the report was reviewed without significant comment

Louise motioned, Patrice second. **Director's** report was reviewed and **approved** unanimously.

Old Business

- New board member recommendations – trustees and Annabeth will intensify recruitment efforts
- CPR Training update
 - Annabeth still finalizing date and total number of staff members.
 - Will ask CPR trainer and Johanna for advisement on AED procurement
- Lawnmower/Snowblower update
 - Snowblower donation fell through
 - Current mowers prefer to use their own mower for now, but have a potential donation from Jack Gleason should we need one.
- Greenwood property
 - Strategic analysis and critical question worksheet to be supplied to all trustees for comment. Will complete and review findings at August meeting. Pete will pursue data for further discussion at our August meeting.
- TREP contract – see Treasurer's Report

New Business

- August Meeting Date – changed from Saturday AM to Weekday evening. Will post change at TFL.
- Kings Corner Market – Teen Group will man, board members encouraged to attend.
- Add formal “history of TFL” portion to future trustee orientation. Pete feels he benefited greatly from meeting with Carol Gleason recently regarding this and gained an enhanced understanding of context and strategy.

Next Board Meeting: Monday, August 21, 2017 @ 5:30pm

Motion to adjourn: Motioned by Patrice. Seconded by Jack. Unanimously approved. Ended at 7:12pm.
Respectfully submitted: Heather Estey, Secretary

**Board Members' additions/edits to the list of considerations about purchase of property a 6 State Street
For review at our August meeting.**

Analysis of Property Purchase 6 State Street: Owner does not want a full Board Member Walk- Date for small group?

Question for each Board members to answer:

I. How does acquisition of this property further the development/goal attainment of the TFL?

1. Land locked for expansion on current property
2. Need added Program & Parking Space
3. Padget Room size limits meetings/programs
4. TFL needs program & facility storage space
5. Adding a strip of land to complete north lane of current driveway
6. Expansion makes library more visible and more irreplaceable in the eyes of the community
7. Ques: How does this affect TFL property value?
8. Ques: How do we take ownership without detracting from library's current mission?
9. Ques: What will be the effect on real estate and other taxes that will have to be paid by the library?

II. Considerations with (after) purchase (Prepare a timeline for contingencies after purchase):

1. Purchase: Price (Pete will contact Beth to discuss her parameters for our purchase)
 - a. Financing – Funding source(s) - Jack (Cash purchase, Advises no financing)
 - b. Contract – Purchase Paperwork – Detailed site plan (Pete will contact Legal Advisor)
 - c. Separate Utilities,
 - d. Closing contract & Ownership papers, etc (Real Estate, Legal Advisor)
2. Ownership: Short term and Long term considerations
 - a. Short-term – Existing Long term tenant (Keep or evict? Sept lease Date) Get a Property Manager?
 - b. Finances, Income/expense treatment {for 501c.(3)}
 - c. Long-term: Use Existing Structure as Storage/Program space or Tear Down and Build New Building?
 - d. Convert some space to Parking? – Would we add a small Storage Out-Building
 - e. Paving Options – Parking Area design and Traffic Flow- Contractor?
 - f. Plan to either convert existing structure, leave it as is, or demolish it? Contractor?
3. Long-Term Structure Reconstruction or Demolition Considerations:
 - a. Tear Down (Contractor?) Make a budget for excavator and roll off
 - b. Advisability of using Volunteer Labor for demolition refuse?
- c. Renovate Existing or Build a New Library Space on property (Contractor?)

