

**Tully Free Library
Board of Trustee Meeting Minutes
Draft**

Wednesday, January 17, 2024

The meeting was called to order (via in person and Zoom) at 5:05 pm by Peter Cardamone.

Present: Peter Cardamone, Ilene Puente, Ann Sedore, Cat Gerson (at 5:30), Wendy Hutton (at 5:10 p.m.), Hannah Hackett, Laurie McCarthy, Dennis Weaver, Kim Cameron (via Zoom)

Absent: Annette Bizub

A motion to approve the agenda was unanimously approved (Ann motioned, Dennis seconded)

- TFL Board Reorganizing Votes:
 - Ann Sedore as President
 - Laurie McCarthy as Vice President
 - Peter Cardamone as Treasurer
 - Cat Gerson as Secretary
 - Annett Bizub will continue as Assistant Treasurer without voting rights

Pete closed the nominations, votes were carried as stated above

- Kim would like to note and acknowledge Pete's leadership over the past 5 years
- The Board will send Trice a thank you card for her service
- Committees: Board members are encouraged to review the committees
- There was a suggestion to combine the Building and Grounds committee and the Capital Project Steering Committee into a Facilities Committee
- Trustee Conflict of Interest form - Board members are reminded to sign and turn in
- Potential new trustees - there were 2 inquiries prior to the holidays, 1 response of interest (Kathy Fenlon). Pete suggests we pursue this to fill vacancy
- Kim suggested a committee to find and interview new trustees - Board will revisit this at February meeting

A motion to approve reorganization of Board for 2023 was unanimously approved (Wendy motioned, Dennis seconded)

A motion to approve the December minutes was unanimously approved (Kim motioned, Laurie seconded)

Treasurer's Report

- Annette provided year end accounting
- The library budget is well underspent in staffing
- Ilene was acknowledged for her work
- Pete is asking for \$40,000 to go towards capital project
- Vanguard interest collected this year was \$13,000. The Board had voted at the February 2023 meeting to put any excess funds after the final bills of 2023 were paid into the capital project fund.
- Grants: The Knapp grant is not automatic, funds are used for the T-Mobile and Verizon hot spots
- Financial review to be done in 2024, Pete sent Ann the determination letter

A motion to approve the Treasurer's Report was unanimously approved (Pete motioned, Dennis seconded)

A motion to approve the bills for November 2023 and December 2023 was unanimously approved (Wendy motioned, Pete seconded)

Directors Report

- Website Calendar, Grant Updates, basement mitigation planning to coordinate this work with the library renovation, staff reviews, Youth Para position, and program reports,
- 2023 Library Annual Report by Ilene and timeline for review by Trustees
- Lorraine - usually gets 4 weeks vacation but due to working less for family leave, Ilene had a question about the amount of weeks to use to calculate her vacation

A Motion to approve vacation hours for Lorraine calculated on 52 weeks of work at 5 hours per week (Laurie motioned, Hannah seconded)

A motion to approve the Director's Report was unanimously approved (Pete motioned, Wendy seconded)

Capital Project:

- Bids were due January 17 with final discussion January 22.
- Received 2 bids so far - 1.4 mil / 1.5 mil
 - Jennifer offered to reach out to contractors and see if they can adjust the bids
 - could we adjust what we need/want? Or re-bid project?
- We need to talk to actual construction people to get an idea of what changes we can make to cut costs, also length of time for project and whether it will have to be done in phases so we can keep operating

- Target date for TFL board contractor contract approval **January 31, 2024** to meet NYS Grant deadline. - Jennifer believes we've met requirements, and can have an extension to March - she will get back to Pete

Update on approved NYS Library Development Construction Grants:

- 2022 Grant for Front sign & Outreach Box Final Payment for Project received
- 2023 NYS Construction Grant for Library Renovation Deadline for Contract to be signed
- 2024 NYS Construction Grant for Paving Application still pending in process

Outreach & Fundraising Update:

- Total of Capital Project donations received to date was reviewed by the Board
- DonorPerfect was purchased, final cost was \$1,400
- Can set up tab on website to accept donations that will link to DonorPerfect
- Kim questioned whether their percentage was lower than Paypal Giving, but Paypal Giving takes no fees, just can't take out \$\$ for 40 days
- not familiar enough with the program yet to make decisions about how to tag donors, patrons, etc. - to be revisited once more familiar with the program - also need to stay within regulations about gathering patron information
- We need to have a meeting with Community Foundation
- Board discussed coordinating capital project fundraising with the timing of our regular operating budget vote in May

New Business

- Will we invite Legislator Knapp to a regular TFL board meeting re: Knapp Grant – When? Other Legislators?
- Board feels that we should reach out to all New York Legislators
- Preliminary discussion about TFL Budget Statement for Exceeding Tax Cap – renewed annually
- Annual Budget Report postcard - Ilene will start to gathering the statistics from 2023

Action needed: Proposal to exceed the Tax Cap: for adoption prior to budget development The Tully Free Library Board of Trustees acknowledges that the New York State Tax Cap Law states that budget increases should not exceed 2% or the current CPI, whichever is smaller. However, mindful of the board's fiscal responsibility for the operation of the Library, the Board reserves the right to exceed this tax cap in proposing the 2024 budget tax levy if necessary for the best interests of library operations.

Motion to Approve Exceeding Tax Cap if necessary was unanimously approved (Laurie motioned, Cat seconded)

- Board reviewed anticipated steps for the Annual Tully School Budget vote.
- Meeting to discuss details of presentation of the proposition should be set up with school district staff. Suggested date for presentation to the board for March 5, 2024, school district budget hearing is on May 7, 2024.
- Choose a date for School Board Candidate Night.
- This year, the budget vote is May 21. Suggested date could be Monday, May 6, 2024

- School Board Nominating petitions available February 1 - must be submitted April 22)
 - Ann proposed waiting to see how many candidates we end up with
 - Ann will reach out to the Superintendent to get more information

Motion to adjourn to Executive Session to discuss hiring of new library Director was unanimously approved (Wendy motioned, Dennis seconded)

Motion to approve the hiring of Kelsey Hall as the new library Director with salary and benefits as outlined in employment agreement was unanimously approved (Laurie motioned, Wendy seconded)

Motion to adjourn was unanimously approved at 6:54 (Laurie motioned, Cat seconded)

Respectfully submitted,

Cat Gerson, Secretary

