

Tully Free Library
Board of Trustees Meeting Minutes
February 16, 2023 & March 4, 2023

The meeting was called to order at 5:50 pm on Thursday, February 16, 2023 by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Kim Cameron, via Zoom Trice Quinlan, Wendy Hutton, Annabeth Hayes

Absent: Erin D'Antonio, Cat Gerson

A motion to accept the agenda was unanimously approved (Kim motioned, Trice seconded).

- The updated Staff and Trustee list and the 2023 Committee List were shared with trustees
- The Conflict of Interest Policy Form, found in the director's office, must be signed annually by each trustee.
- A discussion was held on the January Meeting Minutes.

A motion to accept the January 2023 meeting minutes was unanimously approved (Ann motioned, Wendy seconded).

Treasurer's Report

Trustees reviewed budget documents, the Central New York Foundation summary, grants report and balances, and capital campaign donations. Treasure Kim Cameron & President Pete Cardamone provided the following written summary of key financial items: This report is a summary review presented for the February 2023 TFL trustee meeting. Please ask any specific questions that are not addressed here.

A. Balance Sheet 1.23: Compares current assets and liabilities on 1.23 to those on 1.22. On the Assets side: We have increased 5% to \$1,021,307 from \$969,918. We transferred \$64,602 from Vanguard to the Capital Account for our building project architect expense, and also transferred Memorials from our checking account to the CNYCF Endowment Fund accounts. On the liabilities side, our current accounts payable is a bit higher, with no liabilities yet recorded for the current year.

B. Annual Budget vs. Actuals: 2023 Budget - FY23 P&L: Shows our only source of income in January was the budget proposition monthly allocation. We have only begun to pay a few of our anticipated expenses, with total expenditures being only 6.38 of our project January budget.

C. Budget vs. Actuals: 2022 Budget - FY22 P&L. This shows we had a surplus of \$18,308 at the end of 2022, but we still had some bills outstanding. Once we took those bills into account, we had a net operating revenue of \$3,181. Those monies combined with our other revenue from capital campaign donations and grants provided us with a net revenue for 2022 of \$22,806.

E. The Vanguard fund was established to replace our savings account at NBT, because we expected a higher interest rate in this fund. The 2022 summary of activity and balances show an YTD interest of \$343.41 in this account. The transfer of funds from this account for use in our capital project, reduced the balance in the fund from \$82,341.61 to 18,748.29 during the year.

G. The 2022 TFL Grants Report Summary for Trustees lists our grant revenues and expenses in all TFL grants during the 2022 year. The balances available at the start of 2023 are shown at the bottom of this report.

H. The budget worksheet prepared by the finance committee: (Annabeth's spreadsheet) displays a comparison of our 2022 budget to our actual revenue and expenditures. You will also find our original 2023 budget proposal from March 2022, updated to reflect what we project to be the actual expenditures in 2023. The last 4 columns show proposed 2024 budgets based on possible 2-5% increases, for our discussions and adoption.

I. Transaction list by vendor 1.13.23-2.9.23: the NYS Library Construction Grant expense of \$3000 to Action Signs is a 50% deposit, showing we are finally moving ahead with our electronic message board. The money for the new sign can be depreciated as TFL capital equipment. The other Notable expenditures are to Hayes Agency for our Directors & Officers Insurance Policy (\$1078.00) that gives Trustees coverage for their official actions related to the position, and 2022 Overdrive expenses (\$744.47) which are paid periodically throughout the year (last year's total was \$1443.00).

- The trustees have elected to have a financial review of accounts every two years. We have requested a contract with our accountant firm, Clark CPA, to provide us with this review for 2022. We last completed our review for 2020 during 2022 (a year late). We have received the contract to complete this process for 2022, will procure signatures, and will be getting appropriate materials ready over the next few weeks.

The Board thanked Kim and Peter for providing this summary.

A motion to acknowledge the treasurer presented the February 2023 financial report was unanimously approved. (Trice motioned, Ann seconded)

The Transaction List by Vendor – 01.13.23-02.09.23 was reviewed.

A motion to authorize payment of bills on the Transaction List by Vendor – 01.13.23-02.09.23 was unanimously approved. (Trice moved, Ann seconded)

- Pete indicated that Dave Knapp will attend our March Library Board meeting to celebrate the progress made at the TFL with the technology grants he has provided. Trustees were encouraged to arrive early to the meeting to review and help to publicize technology acquired. Dave indicated he is also exploring possible grants for interior renovations.
- Other legislators, if suggested by Trustees, would also be invited to meet with us.
- 2022-24 budget work sheet was reviewed showing a 2022-year end Net Operating Surplus of \$15,427.

Motion to transfer the 2022 Net Operating Surplus of \$15,427, either to the capital account or Vanguard account, depending on which provides the highest interest, was unanimously approved. (Wendy moved, Trice seconded)

Director's Report

Annabeth reviewed key points from the Director's Report.

- Staff evaluations complete, school board meeting on tax levy request – March 6th, waiting on software training for new sign installer, Library advocacy day February 28th – in person trip to Albany.
- Final planning summer reading program “All together Now,” grant development actions reviewed, Trustee training registration info highlighted, Library Journal article referenced, program/stat reports reviewed – Hoopla use continues to increase, 2022 TFL annual report in progress (Trustees will review and approve in March for OCPL).

A motion to accept the Director's Report was unanimously approved. (Kim motioned, Trice seconded)

Old Business

- Budget vote scheduled for Tuesday, May 16, 2023 6am – 9 pm
- TFL Meet-the-School Board candidates' night – Scheduled for May 1 2023, 7:00 - 8:30 pm at TFL
- Discussion of Capital Campaign
 - o Trustees reviewed Marketing support options: Info was shared about Three Needs Creative, Ashley McGraw - marketing group, and Amanda Roberts of NOPL and her freelance marketing and design work.
 - o Annabeth recommended the board pursue working with Amanda Roberts based on her experience and library knowledge. Annabeth was tasked with exploring options for developing marketing materials with Amanda.
 - o Donor outreach events needed. Suggested that we form a group to plan public events.
- Based on Board Self-Assessment - trustees should sign up for trustee training (OCPL and Trustee Handbook sessions)

New Business

- The board reviewed the 2023 and 2024 Budget Worksheet attached item H
- The board reviewed updates to the 2023 Budget that reflected the 2022 actual budget expenditures.
- Trustees discussed options for the TFL 2024 Budget:
 - Discussion of 2024 TFL Budget options as presented by the Finance Committee in the Budget Worksheet
 - Options presented for the TFL 2024 proposed Budget for Total Program & Support (currently **\$231,424**, and possible increases of 2% - \$236,053, or 3% - \$238,324, or 4% - \$240,594, or 5% - \$242,864)

A motion to approve the TFL 2024 Budget for Total Program & Support of \$238,324, was unanimously approved. (Kim moved, Trice seconded)

- Trustees discussed options for the Annual TSCD Tax Levy Proposition:
 - Discussion of options for the 2024 Annual TSCD Tax Levy Proposition Request (currently \$216,450, and possible increases of 2% \$220,779, or 3% \$222,944. or 4% for \$225,108 or 5% for \$227,273)

A motion to approve the 2024 Annual TSCD Tax Levy Proposition Request of \$222,944, and presentation of the following Proposition Statement to the Tully School Board for the May 16, 2023 Budget Vote, was unanimously approved. (Ann Moved, Trice Seconded)

“For the purpose of funding the Tully Free Library, shall the sum of Two Hundred Twenty-Two Thousand, Nine Hundred Forty-Four Dollars (\$222,944) be raised by annual levy of a tax upon the taxable real property within the Tully Central School District”

- Annabeth & Pete (with any other available trustees) will present this proposition to the School Board on March 6th
- The School District has not yet determined what budget Road-Show Presentations will be scheduled.
If held, Trustees should sign up to attend these with Annabeth.

The Potential schedule is:

- Otisco Town Board
- TFL Budget Presentation to School Board - Monday, March 6, 2023 High School Library 6:00 pm
- TFL Budget Presentation to Tully Fire Department
- Tully Central School public hearing – Junior/Senior High School - Monday, May 8, 2023 @ 6 pm
- Tully Town Board meeting, Town Municipal Building, Meetinghouse Rd - May 11, 2023

The meeting was adjourned at 7:40 PM. Trice left meeting and there was no longer a quorum. (Kim moved, Wendy Seconded) The remainder of the meeting business will be rescheduled for a later date.

**Board of Trustees Meeting Minutes
February 14, 2023 meeting reconvened on March 4, 2023**

The meeting to reconvene the February 16 meeting – was called to order at 10:33 am on Saturday, March 4, 2023 by President Peter Cardamone.

Present: Peter Cardamone, Cat Gerson, and Rob Petrie; via zoom Ann Sedore, Wendy Hutton, Erin D'Antonio, Trice Quinlan, **Absent:** Kim Cameron

The meeting began with a review of some financial items from the draft minutes for February 16th.

It was noted that there is currently approximately \$79,000 in new donations to the capital project fund (Padgett family).

The previously approved 2024 Budget for Total Program & Support is \$238,324, a budget increase of \$6,900 (3%).

The previously approved TSCD Tax Levy Proposition request is \$222,944, an increase of \$6,494 (3%).

Pete introduced Rob Petrie, an architect who moved to Tully with his family two years ago, and serves on the TFL Capital Project steering committee. Rob has expressed interest in becoming a library trustee.

A motion to accept Rob Petrie as a Tully Free Library Trustee was unanimously approved (Ann motioned, Trice seconded).

A motion to convene an executive session to discuss a specific personnel matter was unanimously approved (Trice motioned, Wendy seconded).

A motion to return from executive session was unanimously approved (Erin motioned, Ann seconded).

A motion to approve the recommended personnel action, the 2022 director's review and compensation as discussed, was unanimously approved (Wendy motioned, Cat seconded).

A motion to adjourn the meeting at 11:25 AM was unanimously approved. (Erin motioned, Ann seconded).