

**Tully Free Library
Board of Trustees Meeting Minutes
Thursday, January 19, 2023**

The meeting was called to order at 5:30 pm by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Cat Gerson, Trice Quinlan, Erin D'Antonio, via Zoom Kim Cameron, Annabeth Hayes, Wendy Hutton.

A motion to accept the agenda was unanimously approved (Ann motioned, Erin seconded).

It was noted that we still need to fill 2 vacant positions. Trustees should let Pete know of possible new trustees.

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

A discussion was held on the November 2022 Meeting Minutes.

A motion to accept the November 2022 meeting minutes was unanimously approved (Wendy motioned, Erin seconded).

Treasurer's Report

Kim will contact Kevin Clark and work with Cathy for Clark CPA to file our IRS Form 990, and to prepare to conduct our regularly scheduled review of our 2022 finances, once all bills have been processed.

All expenses for the capital project, including 2022 architect expenses, are being paid from our capital project account. Transfers to this account from Vanguard fund were made in 2022.

John Padget has established a Padget family challenge, to support the 2023 TFL capital project, and John has pledged to match family donations by January 28 for deposit in the capital project account.

Payment approval of the final Ashley-McGraw invoice for \$12,264.00 is still on hold for us to receive assurances from AMA that we may access images & work product for our marketing campaign.

Net excess operating revenue (currently estimated to be about \$13,800) will be transferred to the Capital Account, as decided by the board at our October 2022 meeting.

The 2021 NYS State Construction Grant funds have finally been received for the electronic sign board and outreach box. Annabeth has contacted Action Signs and ordering and installation can proceed. The company has agreed to honor their original price estimate even with the passage of time.

A 2022 Summary report from TFL-CNY Community Foundation Fund is expected in February.

A motion to acknowledge that the treasurer delivered reports of current account balances and activity was unanimously approved (Cat motioned, Erin seconded).

It was agreed that the treasurer will be asked to prepare summary reports of current account balances and activity to send with the Agenda for future board meetings. This will streamline this regular portion of our meetings to focus primarily on major points and questions from trustees, rather than line by line detail.

- The Transaction List of Bills from 11.10.22 to 1.12.23 was reviewed

A motion to accept payment of the list of bills from 11/10/22 to 1/12/23 was unanimously approved (Ann motioned, Trice seconded).

Director's Report

All is going well at TFL and programs are showing increased participation.

The piano probably will be donated to an interested patron to increase available program space. It was suggested that we display a picture of the piano with a plaque to recognize this past donation to the TFL.

Our fall CNYCF grant application was not approved. A meeting with CNYCF to review and revise the application for their April 2023 grant cycle will be held via Zoom; let Annabeth know if you can attend.

Annabeth is continuing to prepare grant applications to John Ben Snow, ALA, USDA, Boralex, and for the resubmission of the application to CNYCF in April and will let us know of other available grants.

The Turkey Trot was extremely successful. Annabeth has collected suggestions for improvements next year.

The "Knapp technology grants" have been used to buy five new PCs, additional hotspots, and a new television for the Padget Room.

Trustees were given the links to register for the 2023 trustee handbook club sessions and should participate in this workshops, upcoming OCPL and others to complete their required two hours of training.

February 28 is library advocacy day in Albany; trustees were given information to attend if they would be able

to join in advocating for increased NY State funding for library support.

Statistics show the TFL has seen an increase in new patrons, number of programs and attendance.

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

Old Business

- Trustees discussed the pressing need to develop a plan for the marketing, outreach, and capital project fund raising. A discussion was held on how best to coordinate capital fundraising with the annual budget vote.
- It was suggested that we start soon with a targeted outreach to past TFL donors to begin fundraising.
- A summary of the trustee self-assessment survey was discussed with suggestions for targeted training topics.

New Business

- There was a discussion of 'Steps Needed' prior to the Annual Tully School Budget vote to include:
 - School Board Candidate Night arrangements
 - Review of the finance committee proposed 2024 budget prior to our February meeting
 - Approval of the 2024 budget and school district vote proposition in February for budget vote
 - Plan for the Director and board to present our 2024 budget to the community for the vote.
- A proposal was made to exceed the Tax Cap. This must be approved prior to budget development to allow the TFL to consider all budget options available to meet upcoming program needs.

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 2023 budget tax levy if necessary for the best interests of library operations.

A motion to approve the TFL budget to exceed the Tax Cap was unanimously approved (Ann motioned, Trice seconded):

Trustees discussed the 2023 TFL board meeting schedule. It was agreed to publish the meeting calendar with the proposed monthly Thursday meetings, allowing for adjustments to be as needed (see below).

The next board meeting is scheduled for Thursday, February 16, at 5:30 pm.

A motion to adjourn to executive session to discuss an individual personnel matter was made and unanimously approved (Trice motioned, Cat seconded).

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

At 7:25 pm **a motion to adjourn was unanimously approved** (Trice motioned, Cat seconded).

Action Items

- All board members should let Pete know the names of prospective new trustees as soon as possible
- A plaque/picture of the piano will be displayed to honor this TFL gift after the piano is donated to a patron
- We all should review the list of past TFL donors to consider future fundraising prospects and trustee positions
- An action plan for the fundraising, outreach & marketing committees should be developed soon.
- Annabeth will contact OCPL and NOPL staff to ask them to share capital project marketing ideas with us.
- Trustees will review the finance committee proposed 2024 budget for action at our February meeting.

Respectfully submitted,

Trice Quinlan, Secretary

2023 Tully Free Library Scheduled Monthly Meeting Dates & Times

Thursday January 19, 5:30 – 7:00 PM

Thursday February 16, 5:30 – 7:00 PM

Thursday March 16, 5:30 – 7:00 PM

Thursday April 20, 5:30 – 7:00 PM

Thursday May 18, 5:30 – 7:00 PM

June No Meeting

Thursday July 20, 5:30 – 7:00 PM

Thursday August 17, 5:30 – 7:00 PM

Thursday September 21, 5:30 – 7:00 PM

Thursday October 19, 5:30 – 7:00 PM

Thursday November 16, 5:30 – 7:00 PM

December No Meeting