

**Tully Free Library
Board of Trustees Meeting
Thursday, March 16, 2023**

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

Present: Peter Cardamone, Annabeth Hayes, Cat Gerson, Kim Cameron, Trice Quinlan, via Zoom Ann Sedore, Wendy Hutton and Guest County Legislator David Knapp

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

Pete welcomed County Legislator David Knapp who toured the library. Dave viewed the computers and other technology purchased with funds he secured from the county budget and was given a general overview of future renovation plans that will need capital project funding support. (see attached pictures) Mr. Knapp stressed the importance of technology in the community. He said the county will use \$15 million from Covid funds for broadband service contracted with Verizon with another \$7 million contributed by Verizon. Annabeth will send Dave a synopsis of the TFL renovation plans and our funding needs so that he could help make us aware of, and advocate for, any grants or other funds that become available. He thanked the board and departed the meeting.

Pete reported that he has heard back from Rob Petrie concerning his family and business obligations that might not be a good fit for the time and attention needed to serve as a library board member. He will remain a resource for the TFL and steering committee. We continue to ask trustees to suggest other prospective board members.

A discussion was held on the February 16-March 4 Meeting Minutes, with a thank you to both Ann and Trice for contributing to these minutes. The signature lines of the minutes will be adjusted to reflect that (attached).

A motion to accept the February 16-March 4 minutes was unanimously approved (Kim motioned, Cat seconded).

Treasurer's Report

- The board received copies of the current month's financial reports with the agenda for review.
- Kim prepared a summary of current account balances and activity to board members and she reports that all appears to be in order. (to be distributed with these minutes).

The board acknowledged that the treasurer delivered a report of current financial balances and activity (Trice motioned, Wendy seconded).

- The TFL Vanguard account currently offers the highest interest rate and it was agreed all funds designated for the capital project should be invested at the highest interest rate. Our bookkeeper, Cathy, should be notified to properly record all capital project funds and maintain the TFL spreadsheet to record and track these donations as they are received and acknowledged to the donor with our tax-exemption information as required by accounting procedures.

A motion to designate the Vanguard account to hold capital project funds in reserve until needed for capital project expenses was unanimously approved (Trice motioned, Ann seconded).

- The Transaction List by Vendor – 2.10.23-3.10.23 was reviewed. Kim pointed out that the Directors & Officers 2/22-2/23 payment appeared on the February Transaction list, it should not be on the March list.

A motion to accept the amended Transaction List as discussed (to remove the duplicate listing of D/O Insurance paid last month) **was unanimously approved** (Wendy motioned, Ann seconded).

Director's Report

- Annabeth reported all programs are running smoothly and special success by our staff members in both the children's and adult craft programs. Bella has been delegated to update public technology.
- Annabeth requested that Staff development day be changed to May 12 so all can attend.
- Annabeth reported that the outreach committee is working on a plan to invite community programs to be showcased at the library and to use some of the space created when the piano was donated for displays. A calendar of organization presentations and process for displays could be created.
- Boralex will donate \$2,000 to the capital project and Annabeth is working on several other grants.

- Trustee training sessions are coming up, and Annabeth shared registration information.
- Annabeth reviewed the 2022 TFL Library Annual Report for OCPL. All trustees were encouraged to review this report and use it as a reference on the operations and activity of the library in 2022.
- Annabeth previewed the 2023 Budget Vote preparations and her work on the Annual TFL Community Budget Report mailer.

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

A motion to approve a revised TFL calendar to change staff development day to May 12 was unanimously approved (Kim motioned, Ann seconded).

A motion to accept the 2022 TFL Library Annual Report for OCPL and NYLA (subject to minor edits as discussed) **was unanimously approved** (Kim motioned, Ann seconded).

A motion to approve approximately \$800.00 for printing and mailing costs for the Annual TFL Community Budget Report mailer was unanimously approved (Kim motioned, Wendy seconded).

Old Business

- There was discussion about how best to move forward on the capital project to organize the aspects of fundraising, outreach, marketing, and guidance of the construction process. It was determined that the existing steering and outreach committees would each meet to develop strategies and processes for activities, benchmarks and record keeping to best address the requirements of the project. Annabeth should not be asked to take minutes at each committee meeting, and committee reports will be included in future trustee's meetings to keep all trustees updated on the processes.
- Annabeth and Pete reported that we have received a contract outline from Amanda Roberts regarding a proposal for capital project marketing work. This will be shared with trustees (attached to these minutes) along with questions posed to Amanda by Annabeth in the request for this proposal (see Action items below). It was suggested that the outreach committee review the proposal and discuss benchmarks and funding guidelines for a contract to produce the TFL response to the proposal for Amanda.
- Annabeth presented the TFL budget proposition to the school board on March 6th.
- It does not appear that any budget road shows, other than the May 8 at 6pm for the TCS public hearing in the High School library, will be scheduled.
- The trustees determined that the school board meet the candidate night would be a hybrid event on Monday, May 1 at 7:00 pm. The library will solicit candidate questions and Annabeth will work with staff and a student moderator to prepare for the event. No candidates yet identified by the school district.

New Business

- An open forum regarding the town comprehensive plan will be held on March 30 at 6:00 pm at the town building. Trustees are encouraged to respond to the plan survey being promoted by the TFL and to provide input for the town planners. In preparation, Annabeth and Cat will create a TFL statement to be proposed for inclusion in the plan. We noted that we should all advocate for the role of the TFL in the community to be represented, since currently no mention of TFL has been made in this plan
- Project lead and Volunteers Planning will be needed for Upcoming Trustee Events:
 - Pie Sale (Memorial Day) – staff & teens to be in the parade!
 - Annual TFL Staff & Volunteer Picnic (June)
- It was suggested that the board schedule a retreat to revisit and further the TFL strategic plan.
- The next board meeting is scheduled for Thursday, April 20, at 5:30 pm.

A motion to adjourn at 7:09 pm was unanimously approved (Trice motioned, Kim seconded).

Respectfully submitted,
Trice Quinlan, Secretary

Action Items – on next page...

Action Items

- Annabeth will send Dave Knapp information on the renovation project and project funding requests.
- Board members should send Pete names of prospective board members.
- Steering and outreach committees need to meet regarding capital project plans.
- Attached please find the proposed contract from Amanda Roberts.

Amanda asked me to list the design and communication assets we are looking to develop so everyone is on the same page. This is what I gave her based on the meeting, steering committee discussions, etc. Please let me know if you have any questions or concerns. Thanks, Annabeth

- Redesign logo for TFL into something less book-centric. Brand colors and fonts.
- Develop talking points for website, written & oral communications about the project, as well as letters to potential donors, and others.
- Different talking points for different audiences, like community members, legislators, businesses
- Brochure about project
- Posters (2 or 3?) about TFL / project that we could take to outreach events or display in the library
- Architects will be creating 2 renderings that we can use in the posters.
- Assistance deciding what views we want to be rendered
- Thank-you items as acknowledgement for donors