

**Tully Free Library
Board of Trustees Meeting Minutes
Thursday, May 18, 2023**

The meeting was called to order at 5:31 pm by President Peter Cardamone.

Present: Peter Cardamone, Ann Sedore, Annabeth Hayes, Cat Gerson, Laurie McCarthy, via Zoom
Wendy Hutton, Kim Cameron

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

- The board discussed committee revisions and whether to combine or separate marketing, fund raising and outreach committees and include veterans' committee with the outreach committee.
- It was suggested that, since the new electronic sign board will be operational soon, the TFL should advertise our current vacancies for trustee positions on the sign board.
- Pete shared a thank you note from the food pantry for our recent canned food drive.

A discussion was held on the April Meeting Minutes.

- Pete noted a correction to be made in the April minutes: the stated architect fee of 20% of the capital project cost should be relative to construction costs only, not the total project costs.

A motion to accept the April 2023 meeting minutes, as revised, was unanimously approved (Wendy motioned, Cat seconded).

Treasurer's Report

- Amanda Roberts has submitted her first invoice for 9 hours of work at \$45 per hour. We have a process in place to monitor these invoices and review the \$3,000 original contract amount.
- Kim reported she sent an email to trustees today with highlights of the financial reports. All expenses are in line with the budget.

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

- Updated contact information is needed for the Vanguard account to comply with our internal financial controls (add Cathy Hobart and Kim Cameron, with Annette advisor to the treasurer).

A motion (Organizational Resolution) to update the TFL Vanguard Account to comply with our internal financial controls, listing the following with limited authority for the account according to their positions with the TFL: Bookkeeper (Cathy Hobart), Treasurer (Kim Cameron), President (Peter Cardamone), Advisor to the Treasurer (Annette Bizub), with our Director (Annabeth Hayes) receiving informational access, was unanimously approved (Trice motioned, Cat seconded).

The board reviewed the transaction list by Vendor 4.11.23-5.11.23

A motion to accept the Transaction List 4.11.23-5.11.23 was unanimously approved (Ann motioned, Trice seconded).

Director's Report

- The staff development day was successful.
- Lorraine is taking 12 weeks of family time and will return in July.
- During Lorraine's absence Ryan is one of those helping to fill in with her duties.
- Sonja will check with Carol Gleason and plan for the beautification of our outdoor vegetation.
- The display shelf for the community hub will arrive soon; the program will start in June.
- The air pad raffle (donated by Ann) will begin on Memorial Day, continuing through September.
- The budget vote passed with over 65% approval.
- Annabeth will send Hoopla usage data to board members. Trustees expressed appreciation for the popularity of this new service. We will continue monitoring usage to see if changes in limits are warranted, given that some items are available to patrons at reduced cost to us on overdrive.

- A new round of NYS construction grants is open, it was recommended that the TFL file intent to apply for a grant for paving, since our current project does not include outdoor paving work.
- Ann and Pete will forward information regarding the current status of TFL financial policies and future development for a process to update them (we will seek input from financial advisors).
- As a reminder: Two hours per year of training are required of board members. The handbook book club will meet again on June 20 and August 15 and OCPL will have a training on June 15 (unfortunately this conflicts with our volunteer party).
- Program statistics are going very well, showing a good variety with much interest.

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

Old Business

- The steering committee met with Chris Gray from Turner contraction (local LaFayette resident) to discuss the potential of a Construction Manager to safeguard our interests during the renovation. Trustees have questions for the need and potential costs of a construction manager. Follow up is needed since our architect reported that these costs were not included in the original project grant budget.
- As requested by trustees, Pete inquired to find a local professional in the facility planning/ construction field to volunteer to provide a review of our project for trustees. This would increase trustees' background and understanding of our capital project process, plans and cost. Adrienne Drumm, a Tully native resident and licensed architect, is recommended to provide this review. Adrienne has written a letter outlining the review she would prepare for trustees; which Pete will send to board members for any questions.

New Business

- Annabeth will send out invitations for the volunteer picnic. Kim left the meeting before discussing details. Ann will follow up with Kim to advise TFL staff, volunteers and trustees on contributions and directions so we will all know of the detailed plans for June 15th at 6 pm.
- Laurie is assisting Wendy in coordinating the Memorial Day pie sale. Trustees and staff are invited to help at the table. A sign-up sheet for donations of baked goods for the sale is located at the circulation desk. TFL staff are organizing a representative group that will march in the parade.

A motion to adjourn was unanimously approved (Ann motioned, Laurie seconded).

Action Items

The electronic sign will be operational soon and board vacancy information will be posted there. Pete will update TFL information for Vanguard account to comply with internal financial controls. Annabeth will share more detailed Hoopla usage information with board members. Annabeth will file intent to apply for a NYS construction grant for paving. Ann and Pete will forward financial policy information and we will begin work on financial policies. Pete will forward Adrienne Drumm's letter regarding the project review to board members. Ann will follow up with Kim to distribute details for trustee sign up and plans for the June 15 picnic.

Respectfully submitted,

Trice Quinlan, Secretary