

**Tully Free Library
Board of Trustees Meeting
November 13, 2017**

The meeting was called to order by President Pete Cardamone at 5:39pm

Those attending: Pete Cardamone, Heather Estey, Johanna McKenna, Jack Salisbury, Louise Benedetto, Patricia Quinlan, Beth Relyea, Lisa Kunnumpurath, and Annabeth Hayes.

Absent: Denise VanDyne

Agenda approved unanimously.

Minutes from the October meeting were reviewed. Louise motioned, Beth seconded. Minutes were **approved** unanimously.

Treasurer's Report

- Reports received monthly by the board with a review of notable activity
 - 1) P&L Oct17 ytd vs budget;
 - 2) P&L Oct17 ytd by month;
 - 3) Bal sheet Oct 17 vs Dec 16
 - Expenditures well within projections.
 - Balance sheet shows offsetting entry of deferred revenue to reclassify TREP funding, now that we are solely responsible for spending. TREP line classification also added to P&L.
 - Tax levy funding just received – will be reflected on November reports.
 - No other line items of note at this point.
- Fundraising shortfall – Importance of success of Turkey Trot
- Review of 5 Year TREP Sources & Uses Report – will distribute at next meeting. All STEAM related TFL TREP materials have been moved from TCS to TFL. Left some materials that can be utilized in school at TCS with instructions to put to good use as they wish, not to store for TFL's later use.
- Long term budget projections for TFL-STEAM Program; Progress report to Hoehl Foundation
 - Still in progress
- 2018 New Budget year – Do we have any unspent public funds from 2017? Seems spending is following budget closely to this point.
- 2019 Annual Budget planning progress: What are priorities for TFL in 2019?
 - Rough projection of \$205k in revenue – have not decided what percentage increase to request. Will discuss proposition as major aspect of January meeting.
 - Consideration of making TFL a “Fine-Free” library (waiver of fines for late materials) as a TFL policy change (Heather's request)
 - Consideration of additional 10-15 hours of Para-librarian time per week – new hire, not additional hours for current staff (Pete's request)

Heather motioned, Patrice second, Treasurer's report was **approved** unanimously.

Director's Report

- Highlights of October Programs and Future Plans
- Business donations up for Turkey Trot – all plans going well. Volunteers still needed for day before and day of. Will confirm final details via email.
- Building & Grounds update on basement moisture – completing evaluations now. Padget room water heater – replacement pump required – on order.
- Dave Knapp technology grant can be used to pay hotspot fees as the initial year long grant expires in December. This year's grant will cover 2 years additional fees, or Annabeth can seek alternate grant funding.
- Balance reviewed without significant comment

Johanna motioned, Louise second. **Director's** report was reviewed and **approved** unanimously.

Old Business

- Patrice Quinlan has agreed to assume the Secretary position that will open in January 2018.
- Johanna gave report on progress and timeline for AED acquisition & staff certification plan. More complex than originally anticipated. Regulations dated with conflicting info. Johanna intends to have a more formal plan for next meeting.
- Updated Staff Handbook – no questions or concerns with final proposed copy.
 - **Motion to adopt updated version of Staff Handbook.** Johanna motioned, Louise second. Unanimously **approved.** Annabeth will review with staff & get acknowledgement signatures
- Property progress on 6 State Street Rear – none expected until after the new year.

New Business

- Annual conflict of interest statements completed and returned to Annabeth
- Upcoming Legislative Breakfasts & Annual trustee meeting with Our County Legislator
 - CLRC hosting breakfast December 1st. Annabeth will attend – all trustees invited.
 - Will host Dave Knapp at some point in February or March. Pete will contact Dave.
- Trustee preferences for day & time of regular meetings, adjusted monthly as needed
The Tully Free Library Board of Trustees meets ten times a year at the library, with no meetings in June and December. Meeting dates & times are posted in advance.
Regular board meetings for 2018 are scheduled for the third Week of each month – Options are: Weekdays at 5:30 PM (Tuesdays/Thursdays) – seemed most likely consensus among trustees. Pete finalized dates.

<i>Thursday, January 18, 2018</i>	<i>Thursday, February 15, 2018</i>
<i>Tuesday, March 13, 2018</i>	<i>Thursday, April 19, 2018</i>
<i>Tuesday, May 22, 2018</i>	<i>Thursday, July 19, 2018</i>
<i>Tuesday, August 28, 2018</i>	<i>Thursday, September 20, 2018</i>
<i>Tuesday, October 23, 2018</i>	<i>Thursday, November 15, 2018</i>

In the event that regular meetings need to be changed or special meetings scheduled, the Board President will post these changes.

Also added, below are the 2018 TFL holidays Annabeth proposes, based on what we had this year.

<i>Monday</i>	<i>January 1 – New Year’s Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>January 15 – Martin Luther King Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>February 19 – President’s Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>May 28 – Memorial Day</i>	<i>CLOSED</i>
<i>Wednesday</i>	<i>July 4 – Independence Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>September 3 – Labor Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>October 8 – Columbus Day</i>	<i>CLOSED</i>
<i>Monday</i>	<i>November 12 – Veteran’s Day observed</i>	<i>CLOSED</i>
<i>Wednesday</i>	<i>November 21 – Thanksgiving Eve</i>	<i>CLOSE AT 3 PM</i>
<i>Thursday</i>	<i>November 22 – Thanksgiving</i>	<i>CLOSED</i>
<i>Friday</i>	<i>November 23 – Day after Thanksgiving</i>	<i>CLOSE AT 5 PM</i>
<i>Tuesday</i>	<i>December 25 – Christmas Day</i>	<i>CLOSED</i>

Executive session: Heather motioned to enter into executive session to discuss a particular Human Resource matter. Johanna second, unanimously approved. The executive session began at 7:15pm and ended at 8:20pm.

Next Board Meeting: Thursday, January 18, 2018 @ 5:30 PM

Motion to adjourn: Motioned by Louise. Seconded by Patrice. Unanimously approved. Ended at 8:22pm.

Respectfully submitted: Heather Estey, Secretary