

**Tully Free Library
Board of Trustees Meeting
October 21, 2017**

The meeting was called to order by President Pete Cardamone at 9:00am.

Those attending: Pete Cardamone, Heather Estey, Johanna McKenna, Jack Salisbury, Louise Bennedetto, Patricia Quinlan, Denise VanDyne, Beth Relyea, and Annabeth Hayes. (Jack and Johanna both have other commitments and both left meeting by 10am).

Visitors: Lisa Kunnumpurath (Prospective board member)

Agenda approved unanimously.

Minutes from the September meeting were reviewed. Louise motioned, Denise seconded. Minutes were **approved** unanimously.

Treasurer's Report

- Reports received monthly by the board with a review of notable activity
 - 1) P&L Sep17 ytd vs budget;
 - 2) P&L Sep17 ytd by month;
 - 3) Bal sheet Sep 17 vs Dec 16
 - Expenditures well within projections.
 - Asset figures need to be updated, as market is strong. Jack will remind Annette.
 - No other line items of note at this point.
- The 2016 Financial Review has been completed and provided to us by Clark Accountants. There are no recommendations for material modifications in report.
- Progress on 5 Year TREP Sources & uses report & Reconciliation and current balance – still in draft, but nearing completion. Should have a final report for our November meeting.
- The CNY Community Foundation annual grants formula reviewed – Distributions from this fund to library operations accounts are decreasing as previously discussed.
- Will get Annette online access to credit card account for review and to receive alerts.
- Turkey Trot should factor into our reaching the projected budget donation goals for 2017, as donations are currently running under projections. Beth has already secured some excellent prize donations.

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

Director's Report

- Halloween Costume Contest will run on Halloween night. All are invited to join the fun.
- Will need some assistance in the week leading up to the Turkey Trot to organize registration materials. Louise volunteers to help and other board members are encouraged to join her as well.

- Raised \$435 from book sale – pleased with total. Tully Rotary Club picking up remainders for their program Books For the World.
- Have been notified we will receive 75% of grant requested for LED lighting replacement.
- Full STEAM Ahead program going smoothly and very well. Open house on 12/18.
- Balance of the Director's report reviewed without significant comment

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

Old Business

- Johanna updated regarding AED procurement – requires entry into a Public Access Defibrillator program to have AED in public space. Johanna reviewing program requirements and logistics. Johanna will pursue options to purchase an AED at discount through St Joseph's, but will still pursue other grant options to cover this cost.
- Property purchase update – 6 State Street Rear – requires subdivision that will split parcel into two sections that meet minimum acreage requirements. Greenwoods holding off on sale for remainder of 2017.
- Staff Handbook Update – Awaiting final info for NYS Family leave act to include in this revision. Suggestions for minor revisions/edits received during meeting. Other than that, no outstanding questions from trustees on this revision. Will provide proposed final draft prior to next meeting with plans to approve at November meeting. Annabeth will review the Handbook with all staff and obtain signed acknowledgements as soon as the revision is finalized.
- Community Fund Policy signed and finalized
- CPR Training – Trice and Annabeth attended and reported. Non-certified course helpful, but we should still pursue having AED certified staff within the TFL.
- Thank you to Carol Gleason for renewing the outdoor beds and filling pots with fall flowers.

New Business

- Annual Budget Planning Committee will begin budget review in preparation for 2019 budget.
- Motion to accept Lisa as a Trustee of the TFL. Heather motioned, Louise second, unanimously approved.
- Heather gave notice that she will be resigning as a trustee effective December 31, 2017. Members expressed their regret that she will be leaving the board. Her role as Secretary will need to be filled beginning January 2018. Current trustees urged to recommend candidates for new trustees to Pete as soon as possible.

Next Board Meeting: November 13, 2017 @ 5:30pm.

Motion to adjourn: Motioned by Louise. Seconded by Beth. Unanimously approved. Ended at 10:47am.
Respectfully submitted: Heather Estey, Secretary