

**Tully Free Library
Board of Trustees Meeting
September 14, 2017**

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

Those attending: Pete Cardamone, Heather Estey, Johanna McKenna, Jack Salisbury, Louise Bennedetto, Patricia Quinlan, Denise VanDyne, and Annabeth Hayes.

Visitors: Beth Relyea and Sarah Cole, both prospective board members

Agenda approved unanimously.

Minutes from the August meeting were reviewed. Patrice 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 Aug17 ytd vs budget;
 2. P&L Aug17 ytd by month;
 3. Bal sheet Aug 17 vs Dec 16
 - Donations are down from what was budgeted and anticipated YTD. Utility bill was mistakenly unpaid for June/July – all three months paid in August, and that oversight corrected. Only line items of note at this point.
- Progress on 5 Year TREP Sources & uses report & Reconciliation and current balance
- Discussion of Annette access to online accounts and payments. Jack will address to maintain appropriate checks and balances (as put in place previously). Jack prefers to maintain payment of accounts receivable using physical checks as much as possible.
- Financial Review of 2016 TFL Accounting – still in progress, Jack routinely checking in with Clark's.
- Status of Fraud notification for credit card – trying to increase the number of people who will receive an alert. Annabeth will finalize tomorrow.
- LED lighting contract approved and put in process.
- Board resolution re: property purchase/capital improvement for CNY Community Fund
 - 1) Requires **amendment to Capital Endowment Fund policy** as policy does not specifically allow for purchase of real estate.
 - 2) Policy currently states: "The aforesaid polices may not be modified or altered except by unanimous vote of the Trustees of the Tully Free Library at a meeting attended by a minimum of two-thirds of the then elected trustees."
 - 3) Current policy reads: The Board of Trustees of the Tully Free Library is desirous of establishing an Endowment Fund for the purpose of receiving contributions that will be used for capital improvements, upkeep, and maintenance of the Library.

- 4) Proposed amendment to Policy: (added text underlined) The Board of Trustees of the Tully Free Library is desirous of establishing an Endowment Fund for the purpose of receiving contributions that will be used for capital improvements, real estate acquisition, upkeep, and maintenance of the Library's real property.
- 5) Revised Policy as Amended included at end of these minutes.

Louise motioned, Patrice Second – **Amendment was approved unanimously**. Louise motioned, Denise second, Treasurer's report was **approved** unanimously.

Director's Report

- Turkey Trot planning committee needs additional members – please see Annabeth with volunteer interest.
- Highlights of August Programs and Future Plans
- Update on TREP program plans (TCS agreement & Hoehl report)
 - Invite for 5 year retrospective or equivalent when Jack completes financial review
 - Consider name change – Annabeth will have Madelyn solicit some suggestions – include STEM/STEAM and rebrand for TFL
 - Still awaiting final figure before submitting budget.
- Building and Grounds: Library Service Contracts
 - Finalizing list of all individuals providing onsite services (lawn, snow, gutters, repair, etc)
- Highlights of Grant Activity (NYS Library Construction Grant)
- Balance reviewed without significant comment

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

Old Business

- Property purchase update – 6 State Street Rear – received note from Beth Greenwood – no rush on timing.
- CPR training: Held Tuesday September 12th at Fire Station. Six from the TFL (5 staff and Pete) received "Friends and Family" level of training, with no individual certificate issued. 2nd training scheduled for October 11th. Acquisition of AED for library in works, and FD will certify whatever paperwork we need. Additional levels of CPR training would be required and available to the TFL staff who desire an individual certificate to operate an AED.
 - Johanna will pursue grant for AED and can maintain CPR certification. Beth would also be interested in recertifying and assisting in process.
- Staff Handbook Update -- (Benefit Hours/Vacation from Incomplete 2013 Handbook)

- Annabeth and Heather have edited text and removed any inconsistencies in preparation for formal revision. Will complete and submit for board review for October meeting with Denise Van Dyne advising on the addition of some new NYS labor laws taking effect in 2018.
- TFL at Community Days on September 9th
 - Patrice attended and teen presence was great
- LTA Membership for all TFL trustees updated
- Board Members comments of note from events attended at the TFL
 - Additional Alzheimer's programming in works – first very well attended

New Business

- Trustee Committees (at least 2 each please)
- Carol Gleason seeking TFL beautification volunteers - Role of Trustees – Pete will address
- Turkey Trot Preparations

Next Board Meeting: Saturday, October 21, 2017 @ 9:00 to 11:00am

Motion to adjourn: Motioned by Jack . Seconded by Louise. Unanimously approved. Ended at 7:18pm.

Respectfully submitted: Heather Estey, Secretary

Tully Free Library Endowment Fund

The Board of Trustees of the Tully Free Library is desirous of establishing an Endowment Fund for the purpose of receiving contributions that will be used for capital improvements, real estate acquisition, upkeep, and maintenance of the Library's real property.

BE IT RESOLVED, that said fund be created as of January 17, 1991 for the following purposes and with the following guidelines and restrictions:

1. The Fund will be known as The Tully Free Library Capital Endowment Fund
2. The Fund shall be maintained in a separate bank account and segregated from other Library funds.
3. The Board shall, from time to time, solicit contributions to the Fund.
4. All funds shall be invested to realize the highest reasonable return.
5. It is the hope that this Fund shall grow to an amount that will one day provide enough income for all capital improvements, maintenance, and upkeep at the Library.
6. All memorials made to the Library, unless otherwise specified, will go into this fund.
7. All fund principal plus a minimum of each years earned interest shall be retained in the fund.

The aforesaid polices may not be modified or altered except by unanimous vote of the Trustees of the Tully Free Library at a meeting attended by a minimum of two-thirds of the then elected trustees.

ORIGINAL POLICY dated January 17, 1991

AMENDMENT TO ORIGINAL POLICY

DATED: September ____, 2017

PETER CARDAMONE
President

HEATHER ESTEY
Secretery/Trustee