

**Onondaga Free Library
Board of Trustees Meeting
January 27, 2016**

Present at the Meeting

Susan Morgan, Alyssa Newton, Dan Pautz, Casey Barduhn, Amy Kremenek, Briana Fundalinski, Jennifer Frasier.

Meeting called to Order

Meeting was called to order by Dan Pautz at 6:06 p.m.

Approval of minutes of the December meeting

Amy made a motion to approve the December minutes, seconded by Casey. All were in favor and motion was approved.

Treasurer's Report and check approval

There were no abnormalities noted in the check registers. Dan made a motion to approve the check registers, seconded by Amy. All were in favor and the motion carried.

Director's Report

Susan reported that statistics remain healthy, and overall circulation was up 2.5% in 2015. Our program attendance is also up across the board, as well as meeting room usage. To that end, Susan indicated that our current meeting room policy allows patrons to reserve rooms 90 days in advance. Due to the increased demand, in order to ensure fairness in access, the Board agreed with Susan that the policy should be amended to prohibit reservation of meeting rooms more than 60 days in advance.

With respect to programming, Holly and Bette's children's offerings continue to be well attended. Staff continue to focus on growing offerings for mid-grades, including STEAM related classes. Staff also began to offer computer classes at the Town senior center, which have been well attended and received. In a similar vein, in February, staff will make monthly visits to the AHEPA apartments. The purpose of these visits is to distribute books and discuss library events/offerings.

Alyssa reported that we have 18 junior volunteers for the winter, which is a large increase from prior years. The volunteers are doing a terrific job, and many have been helping out with the reading buddies program.

The Board reviewed a request regarding a local home daycare center that has requested staff story time visits. Although the Board agrees that it would be a worthwhile endeavor, there are many concerns related to staffing limitations and liability. Therefore, at this time, Susan will notify the owner that we are unable to provide services at this time.

Susan reminded the Board that Dr. David Lankes is scheduled to present at our annual meeting on March 23rd. The officer slate and new trustees will be appointed at the meeting. Susan reminded the Board the Harper Lee event is scheduled for January 31st at 1:30, and that the annual Trustee Workshop will be hosted by OFL this year. That event is scheduled for April 20th from 6-8 p.m.

Lastly, Susan reported that our theme for February Break Week is "Under the Sea", which will include several exciting programs and offerings.

Friends Update

Anne was unable to attend the meeting, but provided a helpful handout describing the Friends' recent efforts. Initially, it was reported that the 9th annual Festival of Trees was once again successful. Twenty trees were raffled off and it raised more than \$1200. The Friends Membership Campaign continues to go strong, and as of January, more than \$5000 has been raised. The Friends prepared a thank you note to all donors which included a comprehensive list of upcoming library events. It was reported that at the January meeting, the Friends voted to gift OFL \$2,700 to support the Lucky Day Book, as well as for Fast Flicks DVD/Blu Ray collections. A portion of that money will also support the Summer Reading gift baskets. There has also been some discussion about the Friends possibly funding 2 summer internships which were funded last year by grant money.

Finally, the Board was reminded that the Friends will provide refreshments for Dr. David Lankes presentation on March 23rd. The Friends are also working on putting together a host of exciting events in 2016, including an "expert speaker series" and a cooking class by a professional chef.

Buildings and Grounds / Personnel

Susan reported on the ongoing saga involving our new copier. She has been in discussions with Toshiba Business Solutions, and it was agreed amongst the Board that so long as OFL will be refunded for the monthly charges that were paid while the copier was non-operational, we will agree to purchase the Jamex coin box in order to get the machine up and running as soon as possible.

Susan reported that during the winter storm last week, a car was left abandoned in the parking lot overnight. There was some discussion about whether we needed to put a sign in the parking lot warning drivers that we reserve the right to have abandoned vehicles towed. However, in light of how infrequently that happens, it was decided that no action was necessary at this point.

The Board discussed a recent lighting assessment and quote that Susan obtained which provides for the installation of energy efficient lighting throughout the building. The Board discussed the quote and the issue was tabled until the February meeting.

Susan reported that Goran Lucic has been hired as a clerk to replace Kelly Casey.

Budget

Susan reported that the annual money from the Town of Onondaga arrived this week. Also, the Board unanimously approved the school referendums which provide for a 10% requested increase this year. The Board also engaged in a lengthy discussion regarding next year's budget. Particular focus was paid to a proposed timeline of key benchmarks that will need to be met in order to get on next year's ballot for a funding increase from the Town. As those dates get closer, we will begin to discuss more details and begin to assign specific tasks. At this point, the critical mission is to meet the signature requirement.

Adjourn

Casey made a motion to adjourn at 7:42 p.m., seconded by Amy. All were in favor and the motion carried.

Respectfully submitted by Dan Pautz