

Onondaga Free Library
Board of Trustees Minutes
October 26, 2016

Attendees: Dan Pautz, Briana Wright, Jen Frasier, Casey Barduhn, Amy Kremenek, Anthony Finocchio, Gary Lucas
Staff: Susan Morgan
Guests: Friends of OFL: Anne Andrianos, George Bain – 6:20 p.m.

- I. Meeting was called to order at 6:03 p.m.
- II. Review of minutes from September meeting. Anne requested a correction to the minutes under Treasurer's Report. The Friends contributed funds to hire (2) interns this summer at a cost of \$500 each for 8 weeks; total is \$1,000 (rather than \$500). Motion to accept the amended minutes made by Dan; seconded by Jen. All in favor.
- III. Treasurer's Report and check approval
Anthony provided the report and noted all was in order. One question on the check for Ber-National Controls. Susan noted that this is for the security system which was funded by a NYS construction grant. Anthony made a motion to accept the Treasurer's Report and Check Approval, seconded by Dan. All in favor.
- IV. Director's Report and Friends update
Statistics: Susan presented a Director's Report noting that web hits were not included as they were still being completed due to technical issues. She also noted that circulation is down but programming is going well. There is also a lot of foot traffic in the library. Staff are stepping up very well with Holly Hart's departure. She noted that the new OFL website will be live on November 1st. This was produced by an outside vendor and the OFL staff have the ability to update all content. A new calendar will be in place by December.

Friends Update: Anne Andrianos presented a sample ballot from the Board of Election and noted that there are 2 sides with the OFL question on the back. She also reported that there are concerns about the mailing of the referendum postcard that was sent with the support of the Friends that several communities were left out. She noted that the Friends have \$5,807 in their account and the \$1,434 spent on the mailing was significant. There is also concern about the distribution of the mailing reflecting poorly on the Friends. Discussion ensued about the incorrect information received from the Onondaga Hill post office about the number of households in the town, which was relied upon to place the print order. It was also noted by Dan that while the Trustees regret that not every household was reached as was the intent, that 5,087 postcards were mailed and appreciation was extended to the Friends for their support. George suggested that future information from the post office be received in writing and that

the Board consider appointing a committee to oversee similar efforts in the future. The Friends have also sent an email blast to ask their members to talk with 5 friends/neighbors about the referendum and the OFL. Anne also presented a written report to the Trustees on behalf of the Friends and noted that upcoming fundraisers include the Election Day Bake Sale, including a coffee donation from the Road Church, the annual membership campaign begins on November 15 with new brochures produced, and the annual Festival of Trees will begin on November 21; 5 photos have been created by longtime volunteer Rich Cappelli with a value of \$500.

V. Committee Reports

Building: Susan noted that the work relative to the damage and replacement window that resulted from the patron collision with the building has been completed. The full deductible has been received from the insurance company. Susan is working with the lawn care service on pricing to purchase and install the bumpers to install at the front of the parking spaces in front of the window. Susan further noted that despite all of the rain this past week that there has been no water damage. She is contacting the company regarding winter maintenance for the sump pump to further mitigate water issues. She also noted that the elevator is working somewhat better due to adjustments with the leveling.

Personnel: Susan reported that she is interviewing candidates for the Youth Services Librarian. There was a suggestion that having the candidates lead a story time to young patrons would be a good way to evaluate. Susan also noted that one clerk has given notice and that a replacement will be hired. Susan requested consideration to allow the library to close the day after Thanksgiving, which is typically a very slow day. Motion made by Dan to approve the day as a paid holiday, seconded by Jen. All in favor. Susan also asked that the Board consider closing on January 2nd for the New Year's holiday. The board requested additional information about the national holiday observance in 2017 and postponed the vote.

VI. Old Business

Library referendum: Susan thanked the Trustees for funding the large banner on the front of the OFL building. The banner must be removed by November 7th due to the OFL being a polling place. An email blast will be sent weekly.

Computer network: Susan noted that the county network is still not perfect but it is showing improvement. She said that the board may need to consider moving to a fiber network for the building. The board requested a comparison between the current expense and the potential new costs, as well as review by County Technology Services.

VII. New Business

2017 preliminary budget discussion: Susan will also prepare 2 budget scenarios to consider – one if the referendum passes and one if it does not. The difference in the 2 budgets will be staffing, operating costs, and capital funds. With the referendum, the

OFL could hire the new Youth Services Librarian and a Digital Services and Emerging Technologies Librarian; a paraprofessional Public Relations person and also expand the hours of the clerical staff. Full-time staff are eligible for health insurance and TIAA-CREF retirement plans.

Next meetings: The Trustees agreed to the next Board Meeting to be held on November 30th at 6 p.m. and a December meeting on December 28th at 6 p.m.

VIII. Adjournment

With no further business, the Board adjourned its Board Meeting at 7:25 p.m.