

Onondaga Free Library
Board of Trustees Minutes
January 25, 2017

Board Attendees: Briana Wright, Dan Pautz, Casey Barduhn, Amy Kremenek
Board Absent: Anthony Finochio, Gary Lucas, Jen Frasier
Staff: Susan Morgan, Lauren Cox, Mary Honis
Town Liaison: Mary Ryan

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from December meeting. Tabled due to Casey and Bri not in attendance at December meeting; therefore no quorum for this item. Will revisit in February.
- III. Treasurer's Report and check approval
Susan reported on Anthony's behalf. Presented check register, profit & loss budget report, and current balance sheet. Susan noted that there is savings in staff wages and salaries (400.12) due to gap between Holly Hart's departure and Lauren Cox's start date. Also noted that bookkeeping costs are low due to Mary Honis' efficiencies. Dan asked a question regarding unemployment tax, why at zero? Susan said that she will review the insurance bill, which is issued in one lump sum (with itemization detail) which may account for the budget discrepancy. Question regarding disability policy, which is Susan Morgan's policy. Confirmed that this is in the budget for 2017. Leasing (copier) is also low due to copier not operating for approximately 6 months. OFL switched back from the third-party vendor to National Grid as the utility supplier, which has generated additional cost savings. Casey made a motion to accept the check register, seconded by Bri. All in favor.
- IV. Director's Report and Friends update
Susan presented a usage chart for 2016 and noted that statistics are doing very well. January 2017 thus far has also been strong, and January is typically a slower month. She noted that the meeting room use has also been high. Also, Alyssa Newton was interviewed recently by the American Library Association Office for Information Technology on a national coding report. Lauren Cox updated the board that a home school group in southern Onondaga County recently contacted her about utilizing the OFL for their activities, including computer basics, STEM, and presentation skills. She noted that the OFL "STEAM Station," funded through a grant secured by Senator DeFrancisco's office, is operating a "STEM Saturday" program that will offer the technology equipment for use by students ages 8-12. Rachel Mandel, the Intern from SU sponsored by the Friends of the OFL, is working 10 hours per week.

Friends Update: Susan presented a written report and also verbally reported on Anne's behalf, noting that the membership campaign is off to a strong start with \$4,600 in new and renewing Friends memberships secured. They have requested a wish list of items OFL would like to submit for consideration. The annual Friends book sale has been moved to the end of September due to competing events such as the Geranium Sale, etc.; the sale will not compete with St. Michael's Church book sales. Also noted that the senior art class will be hosting an opening reception in June sponsored by the Friends.

V. Committee Reports

Building: Susan reported that the elevator is stable and is now level. The contractor has installed the correct part that was an issue in December, which is within the annual maintenance contract. The elevator was installed in 1981. At the request of the board for future planning purposes, she also presented estimates for replacement of the HVAC unit covering several scenarios. In addition, Susan has reached out to the architect for guidelines on maintenance planning including roof, parking lot, AC, etc. She is in contact with Vanderhoof Roofing for an estimate, again for future planning purposes.

Personnel: Susan reported that the Digital Services and Technical Librarian position has been posted; deadline is Feb. 15. She has 10 applicants so far and the pool appears to be good. The successful candidate is planned to start in March.

VI. Old Business

Computer and Phone Networks: Susan noted that the new switches installed in December have had some improvement to the network issues. She is also obtaining quotes on an upgrade to the phone network and also the computer network. Dan requested that the computer network vendor be invited to the February board meeting to discuss the ongoing issues with the networks and to discuss future planning requirements.

New Library Operating Hours: Susan presented the new operating hours that were made possible due to the passage of the referendum. Beginning in March, the OFL will be open an additional 7 hours per week. The OFL will open at 9 a.m. Monday-Thursday; same hours on Friday 10-5; and will be open 10-5 Saturdays and 1-5 Sundays. Summer hours will remain the same – July 1 to Labor Day, the OFL will open 10 a.m. to 2 p.m. on Saturdays and closed on Sundays. Dan made a motion to approve the updated hours and additional expense for staffing; seconded by Amy. All in favor.

VII. New Business

Referendum funding strategy committee: Dan and Casey are serving on the committee, which has had 2 meetings so far. They are reviewing the OFL balance sheet and capital reserves relative a facility the size of OFL. This will help to inform the recommendations relative to the need (or not) to continue to build reserves. They are also reviewing the wish list and timeframes over the next 5 years for maintenance and renewal items,

which will be informed by involvement of experts such as the OFL architect. All of the effort is being guided by the Long-Range Plan approved by the board last year.

Annual meeting: to be held on Wednesday, March 22, 2017 at 6 p.m. Dan will present on behalf of the OFL Board of Trustees.

Whistleblower Policy: Bri is redoing based upon current and updated laws. Conflict of interest and disclosure forms will be re-signed by the OFL board following updates by Bri.

Employee handbook review: Susan to send to Dan, who will have an associate in his firm who is an expert in these matters, review and make necessary updates.

OFL Audit: the audit is underway, with a site visit by the audit firm scheduled for early March. The deadline for completion is May 15th. It will be presented to the OFL Board at the June board meeting

VIII. Adjournment

With no further business, the Board adjourned its Board Meeting at 6:50 p.m.