

Onondaga Free Library  
Board of Trustees Minutes  
April 26, 2017

Board Attendees: Casey Barduhn (Presiding); Amy Kremenek, Briana Wright, Gary Lucas, Colleen Mahoney  
Board Absent: Jen Frasier, Dan Pautz, Anthony Finocchio  
Staff: Susan Morgan, Lauren Cox, Mary Honis  
Friends of OFL: Anne Andrianos

- I. Meeting was called to order at 6 p.m.
- II. Approval of minutes from the March meeting. Bri motion; Gary second. All in favor.
- III. Treasurer's Report

Susan reported that Anthony Finocchio has resigned his position due to family commitments. Gary Lucas will step in as interim. Casey made a motion to approve; seconded by Amy. All in favor. Susan, Mary Honis, and Gary to meet to discuss the transition.

Susan presented the balance sheet, P&L and check register. She noted a \$500 stipend to Rachel Mandel, the student intern supported by the Friends. Also Hoopla, a new digital service that provides an online platform for movies, music and ebooks for download. The cost is about \$2 per download. The current budget limits patrons to 5 downloads per month. This is funded through the Special Collections budget. This is different from Overdrive, which is for audio and e-books. Gary made a motion to approve the check register, seconded by Bri. All in favor.

Susan noted that in the P&L that the Board will not see the school funding until September. The Board opted not to seek an increase from school district levies due to the success of the Town-wide referendum in November. The school funding will consistent with last year's amount, which will remain in perpetuity until the Board seeks and the voters approve, any changes.

- IV. Director's Report and Friends Update

Susan reported that circulation was up over 4,000 items in March from last year. This is excellent. Also, this was the first month that the OFL was open an additional 7 hours per week, made possible by additional staffing due to the referendum approval. She also noted that the new "STEAM" (Science, Technology, Engineering, Arts and Math) in the children's area was very popular. This was made by possible by Rachel Mandel's efforts and also by a grant secured by Senator DeFrancisco.

Susan thanked the Friends for their support of Dream Workshop Series by Mary Beth Bronk of Skaneateles; the Astronomy Series presented by OCC Professor Fred Jacquin; and the Women's History Month presentation on Mathilda Joslyn Gage by an author and living historian. Each of these programs have been very well-received by patrons.

Anne updated that the Friends membership campaign was extremely successful, with more than \$6,500 raised. She made special note of programming including the Geology Day on April 18<sup>th</sup> and the French Bake-off in association with the OFL Book Club selection, "All the Light We Cannot See." Current projects include the annual Geranium Sale, with publicity, postcards and flyers. The annual meeting is Monday, May 1<sup>st</sup> and the Board members are invited.

## V. Committee Reports

Building: Susan reported that the gutters have been installed and are working well. A small repair was made to the interior disability assist door button in the lobby. Over Memorial Day weekend when the OFL is closed, the carpets and upholstery will be cleaned and the windows washed. She noted that the Kone Elevator Company contact Amy provided is not returning her calls for a second opinion, which is disappointing. Bri volunteered to provide a contact for Otis Elevator to Susan.

Susan presented the Access Card Reader quote from Ber-National Controls. The Board had questions regarding whether the OFL could continue to use the existing host computer for the system and if more power would need to be run. Susan to clarify and then proceed. Gary made a motion to approve; seconded by Casey. All in favor.

Personnel: Susan updated the Board that the new Digital Services and Technology Librarian Al Oliveras begins on May 1. He may attend the next board meeting. She also requested approval for closing the library for a full day of staff development to allow training for all staff together. Topics to include databases, safety, security, etc. The date was approved for Friday, October 20<sup>th</sup>.

Susan requested Board review of an updated policy on employee dress code for the employee handbook, to cover concerns about strongly scented body products such as lotions and sprays in consideration of patrons/employees' health sensitivities. Following discussion regarding appropriate wording of the updated policy, the Board approved for Susan to move forward and to email the final language for approval via email.

## VI. Old Business

Computer network: Susan reported that there has been completely unacceptable service by Spectrum (formerly Time Warner) during recent outages that are significantly impacting patron service. She presented a quote from an alternative vendor, Lighttower, who services some libraries in the area with good reviews. Susan will check

references and email the Board with additional updates. All agreed that we need to move quickly to address.

Phone network: There was continue discussion about the possibility of upgrading to a new phone network from Cisco Spark. The contract includes 15 phones, for a \$250 a month service charge (operating budget) and a \$14,000 initial investment (capital budget). Susan to confirm whether Cisco would provide evening/weekend support if necessary, and also that it would be compatible with Lighttower, should OFL switch Internet providers.

Whistleblower/Conflict of Interest Policies: Bri explained both policies. She noted that the annual disclosure statement must be reviewed by a committee of the board and that board members must disclose conflicts as they arise. She will put together a final draft to be adopted at the next Board meeting, at which point Board Members will need to disclose any potential conflicts. Anne asked for copies of the disclosure policy to share with the Friends; Bri to provide. Bri also noted that an employee handbook review was pending.

#### VII. New Business

Printing prices: Susan presented a request to decrease printing prices to be more in line with other area libraries. Discussion ensued about the cost of paper and toner, particularly color. Ultimately, the Board decided to reduce the price of black and white copies from 25 cents to 10 cents each, and to leave color copies at 50 cents each.

Board Meeting schedule: Discussion took place regarding the possibility of meeting every other month rather than monthly. Bri to research whether a conference call capability and/or online voting might be possible when Board members cannot attend in person due to other commitments. This item will be discussed at the next Board Meeting.

Mission statement: Susan presented the current mission statement for OFL to the Board and requested input. Email ideas to Susan.

#### VII. Adjournment

The Board adjourned at 7:21 p.m.