

Friends of Onondaga Free Library
Minutes of the Meeting of the Board of Directors

Date: August 7, 2024

Present:

Directors: Lore DePalo, Sheila Gaudons, Barbara Leigh, Pamela McLaughlin, Susan Parry,
Mary Taylor and Donna Zeolla

Staff: Susan Morgan

Members: Kathy DeSanctis and Mary Beth Roach

Absent: George Bain and Cara Kirkby

The meeting opened at 1:00PM. There were no meetings in June (book sale) and July (vacations). The minutes from May were read on-line. A motion to approve the minutes was made by Lore D., seconded by Donna Z. and approved.

DIRECTOR'S REPORT: Susan M.

Summer Reading Programs are going well.

There was a wonderful crowd at Montezuma Wildlife Refuge on August 5. We hope to have a field trip there again in the fall.

Personnel [News](#): Lisa, our circulation supervisor resigned. The posting for her job ends this week. Victoria Deal, our Children's Librarian has also resigned. That job posting will go out soon.

Funding Requests: \$100.00 for a spaced themed sensory toy to be placed near the circulation desk. A motion to spend not more than \$100.00 for a space themed sensory toy was made by Donna Z., seconded by Mary T. and approved.

Two new printers (one color and one black and white) and ink for public use upstairs, not to exceed \$2000.00. This is a one time request. After some discussion a motion was made to spend not more than \$2000.00 for a color printer and a black and white printer and ink for both for public use on the second floor by Pam M., seconded by Lore D. and approved. The fees charged for printing are used for purchasing additional paper and ink.

Upgrade to the self checkout system, not to exceed more than \$300.00. This also is a one time request. A motion to spend not more than \$300.00 to upgrade the self check out system was made by Susan P., seconded by Lore D. and approved.

The Manga and Wonderbooks are flying off the shelves. Thank you for funding for them.

TREASURER'S REPORT: Geroge B. via e-mail and Sheila G.

Our current balance is \$9,694.59. there were no questions about the report. A motion to accept the Treasurer's Report was made by Susan P., seconded by Mary T. and approved

DOCUMENTATION: Lore D.

Our mission is to clean up our documents and store them in one place. Scott Lipkowitz is helping create folders in Google Drive to store our information. We need to identify which documents are read only and which can be edited and by whom. A motion was made to use Google Drive as our Record of Authority Documentation by Barb L., seconded by Pam M. and approved. Lore D. is asking that those who do reports please send them to her via e-mail and she will place it in the proper folder.

By-Laws Revisions: Barb L. had several comments. Do we still need to use Roberts Rules of Order especially when using on-line voting? These requests are usually of timely importance and we cannot always have unanimous votes. These requests usually do not generate a lot of discussion. Perhaps we need a financial limit for on-line requests. We need to add a section for roles and responsibilities of Directors. We also need to define the role of a non-voting Director. Barb L. and Pam M. will get together to flesh out Director's roles. We will put these ideas on the agenda for next month.

It has come to our attention that the person in charge of the membership database needs to be a Director. We have contacted Elizabeth Costello who is willing to be a non-voting Director. A motion was made to have the position of Membership Database Coordinator be a non-voting Director by Mary T., seconded by Donna Z. and approved.

We will move our meetings to the first Wednesday of the month at 1:30.

FESTIVAL OF TREES: Mary T.

The trees have been ordered and should arrive shortly. We still need to order the bags. Deb Carey is working on the letter to our decorators.

MEMBERSHIP DRIVE: Kathy D.

Things are ready to go! Mary T. and Donna Z. will work from home to get labels on the envelopes. We will meet on Thursday, September 13 at 12:30 at the library to stuff the envelopes. There are a number of volunteers to help. We need to find out who can access the bulk mail account at the post office, other than George B.

Susan M. does a Friends' report at each Board of Trustees meeting so there is no need for one of us to attend although we are welcome.

Our tax exempt certificate was issued in 1990. There is no need to update that as the number will always be the Friends' number.

Mary Beth R. came up with a new way of displaying our Honor Board. She is using the sneeze guard that we purchased during COVID protocols. It will be much easier to update and maintain.

The meeting ended at 2:24PM. Our next meeting will be Wednesday, September 11 (a week late due to Labor Day) at 1:30PM.

Respectfully submitted,

Susan Parry, Secretary