

**Onondaga Free Library  
Board of Trustees Meeting Minutes  
Wednesday, May 25, 2016**

**Present:**

Board members: Dan Pautz, Casey Barduhn, Anthony Finochio, Amy Kremenek, Jen Frasier

OFL staff: Susan Morgan, Alyssa Newton

Guests: Gail Kinsella, Bonadio Group; Gary Lucas; Joanne Basta

**Absent:**

Bri Fundalinski, Anne Andrianos (Friends of OFL), Mary Ryan (Town of Onondaga Liaison)

**I. Call to Order**

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

**II. Approval of Minutes of the April meeting**

- Motion to approve by Casey; seconded by Dan. Motion passed.

**III. Treasurer's Report**

- Anthony reported that he met with Susan to review general policies and procedures. Noted that everything was in good order, suggested a few improvements.
- Asked for input from the Trustees on the expected reports from the Treasurer. Feedback included adding a budget comparative to the prior year. Brief detail on the existing report with additional explanation for appropriate items is also helpful.
- Reviewed the April check register and the April 2016 Profit & Loss report.
- Motion to approve the check register and P&L by Dan; seconded by Anthony. Motion passed.

**IV. Director's Report**

- Susan invited Gary Lucas to introduce himself as a potential new board member. Gary verbally discussed his personal and professional background and interest in joining the OFL Board.
- Motion to approve Gary joining as a Trustee by Dan; seconded by Amy. Motion passed.
- Susan invited guest Gail Kinsella, guest of Anthony, to speak.
  - CPA with 30+ years of experience; previously worked with Anthony.
  - Has served as library trustee and auditor; significant non-profit experience.
  - Described 3 types of reporting by her firm that is often completed for non-profits/libraries – 1) audited financial statements; 2) review, which includes observations/inquiries/correlations/analytical procedures; 3) compilation, which is organization of financial statements.
  - Grant applications typically require audited financial statements. Alyssa reported that OFL has applied for grants, but has provided unaudited financial statements.

- In response to a question from Dan, Gail responded that \$750,000 in public funding/revenue is the threshold for the NYS requirement of audited financial statements. With the recent passage of the school budgets, OFL will be over this threshold as of 12/31/16.
- Anthony will discuss next steps with Gail and will provide an update to the Trustees at the June board meeting.
- Gail responded to additional questions, including:
  - Availability of information: financial documents such as form 990, audited statements, minutes, need to be available upon request.
  - Should have a conflict of interest policy that is updated annually.
  - Whistleblower policy – depends on number of employees, type of organization, financials, and number of directors.
  - Friends groups must disclose as a separate organization from the libraries. Will follow up with Bri for further discussion on this point.
  - Trustees extended appreciation to Gail, who will follow up with Anthony as noted.
- Susan reviewed the April statistics report and extended appreciation to the OFL staff for their efforts during Spring Break (very busy). Circulation is down a bit for April but is back heading in the right direction.
- Summer programming is out and program/event sign-ups are occurring a month early. Summer reading program sign-ups start June 1<sup>st</sup>; logging of books begins June 20<sup>th</sup>. Theme this year is “Get in the Game.”
- Jen asked about summer programming flyers distributed at schools. Susan replied that elementary schools (Westhill, West Genesee, Onondaga) send flyers home with students. Middle and high schools have flyers on-hand in the school libraries. OFL staff also visit the school libraries to promote the programs.
- Other upcoming events: Lock 52 Jazz Band (6/8) and CNY Harps (6/5). Distributed flyers for the Maker Fair coming up on June 6<sup>th</sup>. Geek Squad will be coming back this summer; attracts 150 students.
- Susan to follow-up on Jen’s suggestion to create an OFL display that can be taken around to community programs and petition signing drives.
- Susan noted that we are up to 386 unverified signatures on the November ballot petition. We need 850 verified signatures; goal is 1,000 to allow for duplicates, errors, etc. Dan asked each Trustee to review the master voter list that was sent out recently and identify their connections so that we can narrow down the list. Susan will discuss Friends’ ability to canvas for signatures and do publicity materials with Bri.
- **Friends Update:**
  - Condolences were expressed for the passing of Anne’s mother. The library trustees will send a memorial donation to the David Howe Public Library.
  - Susan noted that \$2,600 was raised from the Friends Book Sale. Also, sold 200+ geraniums for the Flower Sale (total revenue still being calculated).

- The OFL received a \$5,000 donation from the Friends to be used for e-books, stipend for the teen summer intern program, stipend for the college intern, professional speakers, garden programming, and a professional photographer for the art display. Trustees extended appreciation to the Friends for their support.
- **Personnel:** Susan noted that Ken Wood has been hired as a substitute clerk following Kelly Casey's resignation. Also requested executive session at the conclusion of the board meeting to discuss a separate personnel matter.
- **Building & Grounds:**
  - Susan reported that Town of Onondaga Codes Officer Ron Ryan visited recently to assess the west side of the property and building that have twice experienced extensive water damage during torrential rains. Ron's assessment was that the original plans for the building (Hayner Hoyt) included no site work to address this issue; Dan has called Hayner Hoyt to discuss but has not received a response.
  - Susan provided an estimate from J&A Excavation to address the water issues, which will include reseeding of grass and maintains the majority of the garden. Anthony asked about a second opinion. Trustees expressed concern about waiting to address particularly with rainy season coming; also Ron Ryan, who has extensive experience, agrees with the J&A proposal. Funding would come from the OFL contingency construction account, which currently has balance of approximately \$75,000.
  - Dan made a motion to approve proceeding with J&A Excavation to address the issue, seconded by Amy. Motion passed.
  - Susan noted that sealing and striping of the parking lot will occur over the 4<sup>th</sup> of July weekend; work to be done by EWS at same price as 2014. Also carpets to be cleaned over Memorial Day; windows to be cleaned on June 5<sup>th</sup>. Community room will also be painted.
  - Susan asked for future budget consideration for next year to replace the carpet in the Community Room, which is getting quite worn due to extensive use.

#### V. **Adjournment**

- Trustees adjourned at 7:30 p.m. to Executive Session to discuss personnel matters.
- Executive Session concluded at 7:40 p.m. With no further business, Trustees' meeting adjourned.