

**Onondaga Free Library  
Board of Trustees Meeting Minutes  
Wednesday, July 27, 2016**

**Present:**

Board members: Dan Pautz, Gary Lucas, Amy Kremenek, Jen Frasier, Bri Fundalinski

OFL staff: Susan Morgan, Alyssa Newton

**Absent:**

Anne Andrianos (Friends of OFL), Mary Ryan (Town of Onondaga Liaison), Anthony Finochio

**I. Call to Order**

- Meeting was called to order by Dan at 6:03 p.m.

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

- Motion to approve by Dan; seconded by Jen. Bri abstained (due to not being present for May meeting). Motion passed.

**III. Treasurer's Report**

- Susan reported in Anthony's absence.
- Reviewed check register. Questions regarding Key Bank credit card payment. Susan responded that these transactions are for software and licenses. Also question regarding ALA. Susan noted that these are American Library Association dues and membership.
- Motion to approve the check register and P&L by Dan; seconded by Bri. Motion passed.

**IV. Director's Report and Friends Update**

- Susan reported summer reading program is going very well. To date, 510 children have read a combined 1,999 books and 112 teens have ready 255 books.
- Susan followed up on the incident that occurred in July where an elderly patron accidentally drove her vehicle into the side of the OFL building. The building has been found to remain sound; however there is structural damage including the window which is gone. One quote has been received at \$8,000. Discussion ensued regarding installation of a barrier between the parking spaces and the building. Susan to investigate options.
- Susan noted the Friends are getting ready for fall activities. The Friends have also lost 1 officer and need more volunteers.
- Dan will reach out to Anne for assistance with gathering signatures for the November ballot petition.

**V. Committee Reports**

- **Building & Grounds:**
  - Automatic toilet flushers: Susan provided quote of \$2,210 to retrofit all toilets in the building to automatic flushers. This has been recommended by our contractor, Total Property Care Plus, due to

the use of the building and wear and tear on the fixtures. The cost will be funded through the restricted fund for repairs, which currently has a \$77,000 balance. The board authorized approval to proceed with this work.

- **Tree:** Susan has requested a quote from a contractor to remove a tree that is dying. Tree located next to the driveway.
- **LED Lights:** Susan provided a summary from National Grid showing the savings from a potential retrofit of existing lightbulbs to LED lights. Susan will resend to the Board the proposal for the retrofit that she initially provided in December so that both documents can be considered together.
- **Garden repair:** J&A Excavation has completed the work to repair the garden wall that was authorized by the Board at the May meeting. There is additional work to be completed. Board asked Susan to obtain a second quote from the original contractor, C.W. Rich, to compare to the quote obtained by J&A.
- **Personnel:** Susan reported a new page, Carol-Ann Cooper, has been hired to replace Wynton Hughes.

#### VI. Old Business

- **Referendum petition timeline:** Susan updated that 600 verified signatures have been received; need to complete ~400 remaining signatures (all must be verified as registered voters who reside within the Town of Onondaga) within next 5 weeks. Final petitions are due to Town of Onondaga on Sept. 1. Board has changed its meeting for August to August 31 so that final documents can be approved for delivery to the Town the next day. Susan will post notice on the website of the updated date/time for the board meeting.
- **Construction grant security cameras quote and timeline:** OFL has received notice from NYS that a construction grant has been awarded to OFL in the amount of \$7,245. This will be used to help fund 13 new security cameras – 4 outside and 9 inside – to cover areas that are not currently within view of a security camera. The total cost of the cameras and installation is \$9,955, with the balance of the cost - \$2,710 – being paid from the restricted fund balance that is in place from the construction contingency fund of the new OFL building. Board approved that Susan proceed with this work.

#### VII. New Business

- **Publicity and marketing for referendum:** Friends will pay for a mailing to all registered voters in the Town of Onondaga in advance of Election Day.
- **TIAA CREF Plan update:** Changes are upcoming to the structure of the TIAA CREF plan that is available to OFL employees. Gary will be offering his professional expertise gratis to employees to help them evaluate the changes and the impact on their individual retirement plans.

#### VIII. Adjournment

- Trustees adjourned at 7:25 p.m.