

ONONDAGA FREE LIBRARY  
WEDNESDAY, AUGUST 31, 2016 BOARD MEETING

1. Board Members Present:

- Briana Fundalinski
- Jen Frasier
- Dan Pautz
- Gary Lucas
- Casey Barduhn

Staff Members Present:

- Susan Morgan
- Alyssa Newton

Board Members Absent:

- Amy Kremenek
- Anthony Finochio

Present:

- Mary Ryan

2. Call to Order:

Dan Pautz @ 6:08 p.m.

3. Approval of minutes (July 27, 2016)

|                    |       |
|--------------------|-------|
| Motion to approve: | Casey |
| Seconded:          | Dan   |
| Discussion:        | None  |
| In favor:          | All   |

4. Treasurer's Report

- Susan reported in Anthony's absence.
- New law (FLSA) effective in 2017, which will affect certain aspects of payroll. Therefore, Susan is working with Anthony to ensure compliance
  - Budget will look different based on this
- Anthony did not see issues with P/L and with July checks
- Board reviewed P/L and check register – discussion regarding Gannon's Pest Control and elevator expenses
- Approval
  - Motion to Approve the July P/L and check register: Dan
  - Seconded: Casey
  - Discussion: None
  - In favor: All

5. Director's Report

- Statistics (Susan)
  - July numbers were down (down by 2100 in circulations)
  - Not just OFL, Susan explained that other libraries are experiencing this too
  - Susan asked the Board what other data would be helpful to see how OFL is doing? Would the Board like to see anything different? Metrics that should be included?
    - Dan stated possibly social media data? Other Board members stated a suggestion box/patron wishes.
  
- Summer Reading (Alyssa)
  - Teen reading program
    - 121 registered teens (grades 6 and up)
    - Alyssa is spending time in WH School District; not so much from Onondaga Central
    - 91/121 registered book; exceeds last year
    - Microsoft Coding Camp (28 volunteers)
    - Friends sponsored 2 interns
  
- Summer Reading (Susan)
  - Children's reading program
    - Fairmount miniature golf/Gannon's Ice Cream – both have been very helpful towards the reading program
    - See report submitted by Holly
      - Overall, numbers were down (in attendance)
      - Strathmore July concerts (Tuesdays) could be contributing to this and other community events
      - American Girl – Debbie will spend time reenergizing this
      - Reading buddies – opportunity to be mentor/role model
  
- Overall a great summer
  - More people came in to play and hang out
  - Place for families to play and hang out for free
  
- Friends Report
  - They want an official ask from Trustees for referendum mailing piece by the friends. Anne's report stated it would be helpful for the Board members to come to their meeting on September 12, 2016 @ 7:00 p.m.
  
- Mailings for Referendum
  - Mailing is approximately: \$675. Every door direct mail (3,744 Town of Onondaga households).
  - Prints are approximately: \$775
  - Total mailing and prints: \$1,500
  - Anything beyond mailing? Banner? The Board discussed a banner; Susan will obtain quote for cost of banner.

## 6. Committee's Report

- Building
  - Window is on order and will be installed mid-September; insurance is covering this fully.
  - Repairs for elevator
    - Elevator was out of service for an entire week (it was not leveling properly).
    - Susan needed to call:
      - Schindler (elevator company)
      - Notifier of NY (smoke alarms)
      - Elevator Inspector
        - The Elevator Inspector stated that OFL was in violation of the Codes but this was incorrect because elevator was built in 1981 and should have codes from that time applied to it.
  - New security cameras are being installed soon
  - Dying tree was removed for \$300 – looks better
  - Flushers on toilets were completed
  - Drinking fountain upstairs was repaired
- Personnel
  - Holly Hart has submitted resignation, and her last day is October 4, 2016
  - Susan needs Board to approve a replacement with new title as a full time employee
  - New replacement will take on additional responsibilities and will have an MLS degree (library background and youth services)
  - The Board noted that Susan and Alyssa will need to know job responsibilities, etc. before hiring or evaluating candidates
    - Front end: figure out new structure before interviews (Bette is part time and is support to new person)
  - The Board stated that OFL will honor Holly for her 17 years of service.

## 7. Old Business

- Petition
  - Susan is taking signatures to Town Clerk Lisa Goodwin tomorrow
  - 904 signatures (valid); total signature collection 1,129
  - Susan will attend Town Board meeting on September 19 (will be on agenda) – not required by law but it's a good idea
- PR is next step
  - End of October/early November the mailing will go out (after the school tax bill goes out)
  - School publication
  - Social media

## 8. New Business

- Resolution:

SHALL THE ANNUAL CONTRIBUTION OF THE TOWN OF ONONDAGA FOR THE OPERATING BUDGET OF THE ONONDAGA FREE LIBRARY BE INCREASED BY TWO HUNDRED TWENTY-FIVE THOUSAND (\$225,000) DOLLARS TO THE SUM OF SEVEN HUNDRED THOUSAND (\$700,000) DOLLARS ANNUALLY.

- Roll Call:
  - Casey
  - Jen
  - Dan
  - Gary
  - Briana
- Quorum present
- Motion
  - Motion to Approve: Dan
  - Seconded: Briana
  - Vote: All in favor
  - Opposed: None

- Budget discussion – Susan is working with Anthony and will have something in September; Anthony wanted the money from the referendum to be put on reserve. Does OFL want to ask for money from the schools in 2017? Board needs to decide how it's going to look after the referendum in November.

9. Executive Session

- Personnel

10. Adjourned: 7:40 p.m.

Motion: Dan  
 Seconded: Briana  
 All in Favor: All  
 Opposed: None