

Onondaga Free Library
Board of Trustees Minutes
November 30, 2016

Attendees: Dan Pautz, Briana Wright, Jen Frasier, Casey Barduhn, Amy Kremenek, Gary Lucas
Absent: Anthony Finochio
Staff: Susan Morgan, Alyssa Newton (6:20 p.m.)
Guests: Anne Andrianos (from Friends of OFL)

- I. Meeting was called to order at 6:04 p.m.
- II. Approval of minutes from October meeting. Motion made by Casey, seconded by Jen. All in favor.
- III. Treasurer's Report and check approval
On behalf of Anthony, Susan provided the report. She noted that all of the funding from the school districts for the 2016-17 school year has been received. Funds from the successful OFL referendum will be sent to the library from M&T Bank and should arrive by late January. M&T serves as fiscal agent and sends the remaining fund balance after taking out the debt service for the building bond. Dan clarified the line item relative to charges and fines and the connection to the recent decision for automatic renewals on items about to expire. Susan clarified that for charges of \$10 or less, patrons do not have to pay right away. In addition, there is a veterans' amnesty of fines up to \$10. There was an additional question regarding the new copier and whether usage was increasing. Susan noted that the bulk of the usage is scanning, which is free. Check register was also reviewed; no concerns noted. Motion to approve was made by Dan, seconded by Casey. All in favor.
- IV. Director's Report and Friends update
Friends Update: Dan began with recognition of Anne Andrianos for her recent honor, the Casey Award. Several trustees were in attendance for the presentation by Senator DeFrancisco. The Trustees applauded Anne for her award. Anne presented a written report to the Trustees. She extended congratulations for the successful referendum and also noted that the Friends letter to the editor that was sent to the Post-Standard was not published. Amy also noted that the Board of Trustees' letter was also not published. This is disappointing, but a successful outcome nonetheless. Anne also noted that there are 2 new Friends Directors, Jeanette Nels and Donna Zeolla. The Friends bake sale raised \$1,166; very successful. Anne also noted the Festival of Trees fundraiser will soon begin and the drawing will be on December 17th. In addition, a new updated brochure has been created for the Friends annual membership drive, which begins on December 1. She noted that there are more than 275 members currently and she encouraged OFL Trustees to join as well.

Holiday Brunch: Susan began by noting that the annual staff holiday party is a brunch on December 18. She invited the Trustees to attend and asked for Trustee support.

Statistics: Susan reported that the library has been very busy this week. Circulation of physical items is up and the numbers for other items are healthy. Anne asked if the Friends brochures can be distributed to patrons who sign up for new library cards. Anne to provide brochures to Susan for distribution. Alyssa extended her thanks for support of her to attend the NYLA Conference in Saratoga recently. She noted that there was a focus on sustainability, digital content, programming ideas. Furthermore, she learned that the Cazenovia Library is starting a food bank to help meet community needs. In addition, she noted that a "maker's club" is beginning at Onondaga Central School. This is the second maker's club in the area. The first is at Onondaga Hill Middle School.

V. Committee Reports

Building: Susan noted that the OFL building successfully weathered Monday's snowstorm. The OFL was closed on Monday due to weather. She said that the stormwater catch basins and the roof gutter drains worked well. Fortunately, lawn care service had picked up the fall leaves. Hills Plumbing and Heating have been called to handle a fireplace motor issue requiring service and repair. There continue to be issues with the elevator. Schindler Elevator is ordering a part. The problem may be a hydraulic leak as the problem seems to occur only for the first ride of the day after the unit is not used overnight. The plan is to shut down the elevator the week before Thanksgiving for service. Discussion ensued about access for disabled persons and notification questions. The board asked Susan to place a sign on the elevator in advance and also to ask patrons to "watch their step." The board also discussed that if the elevator continues to be a problem (it is the original unit to the building) then we may need to look at replacement.

Personnel: Susan reported that the new Youth Services Librarian, Lauren Cox, begins on December 20th. She will be a full-time MLS degree librarian. Lauren comes to OFL from the Central Library and NOPL. A public announcement will be prepared about Lauren's appointment. Susan also noted that Theresa Castilano has been hired as a new clerk to replace Melissa Morgan.

VI. Old Business

Computer Network issues: Susan also noted that the computer network appears to be better and more stable; however, we are not out of the woods and will need to look at more bandwidth/fiber installation for next year. This would be a capital expense.

National Grid lighting program: Susan presented the materials provided by National Grid to retrofit existing light bulbs with more efficient bulbs. Dan asked if this would be a capital improvement; Susan noted that it would be. Discussion ensued about prioritizing expenses, to include the network issue, lighting, elevator, possible carpet, exterior

improvements such as the book drop circle. Alyssa suggested that the board review the requests against the approved Long-Range Plan. All agreed that this would be pursued. Audit proposals: Susan presented additional audit services proposal from Segar and Prusinowski, which was suggested by OFL tax preparer Joseph Schlegel from Fust Charles Chambers. The proposal is very similar to that previously provided by the Bonadio Group, but is significantly more expensive. Susan noted that Anthony expressed confidence in Bonadio; Trustees agreed. Casey made a motion to accept the proposal and move forward with Bonadio Group; seconded by Dan. All in favor.

VII. New Business

Cintas quote: Susan presented a quote from Cintas for floor mats and runners. Cintas is trying to gain new clients and provided a proposal. The mats and runners are replaced by the current vendor, Unifirst, every 2 weeks. OFL has been with Unifirst since the new building was opened. Currently paying \$66.30 every 2 weeks. Trustees asked that Susan confirm if we are under contract with Unifirst, and if not, proceed with Cintas. Gary also reached out to his contact at Cintas, who confirmed that the quote was an excellent rate.

Referendum funds implementation: Susan requested that a small working group from the board meet more regularly as a sub-committee. The Trustees suggested that the committee include members of the Friends and also the Long-Range Planning Committee as well as representatives of the OFL staff. Susan to provide potential dates for January start for the committee's work.

2017 budget: The draft budget will be presented for approval at the next board meeting on December 28. Dan requested the 2016 approved budget also be available for comparison purposes with category detail. The 2017 budget will include 2 full time librarians – the Youth Services Librarian (hired) and a new Digital Services and Technology Librarian. Also, the current public relations position will become a full time position in 2017. This would be tied into the long-range plan. In addition, the budget will include staffing expenses for expanding hours, particularly on weekends. The budget will be conservative in terms of the level of funding by the school districts. Dan noted that in March at the annual meeting, he will go over the budget and projections, including staffing/personnel chart, utilities, cleaning, etc. for additional operating hours. There will also be additional detail relative to capital improvements, which would be approximately \$20,000.

Performance review: Dan to send Susan a request to complete her annual self-evaluation in preparation for her annual performance review.

VIII. Adjournment

With no further business, the Board adjourned its Board Meeting at 7:21 p.m.