

Onondaga Free Library
Board of Trustees Minutes
December 28, 2016

Attendees: Anthony Finocchio, Dan Pautz, Jen Frasier, Amy Kremenek, Gary Lucas
Absent: Briana Wright, Casey Barduhn
Staff: Susan Morgan, Alyssa Newton, Lauren Cox, Chantal Sparkes, Mary Honis
Guests: Anne Andrianos (from Friends of OFL)

- I. Meeting was called to order at 6:01 p.m.
- II. Approval of minutes from November meeting. Motion made by Dan, seconded by Jen. All in favor.
- III. Treasurer's Report and check approval
Anthony noted that he has reviewed with Susan the complete check register and other financial documents that were presented. He also noted that he has been discussing with Susan the budget to be presented. He requested the current balance sheet, which Susan provided, to also be presented at all subsequent board meetings. Questions regarding the check register were the Syracuse Design Group (website development); Ven Mill Industry (DVD resurfacing supplies); Utica National (quarterly insurance payment including building, workers' comp, and umbrella policies); JAMKO (storm/catch basin clean-outs once per year). Also question by Gary regarding review of Key Bank Mastercard billing. Billing is reviewed each month by director Susan Morgan and bookkeeper Mary Honis, who also prepares the check for payment. This month's bill was for new computers. Further question from Jen on the P&L regarding grant expenditures at 712% of budget. Susan responded that this expenditure is funded by a \$7,220 grant secured by a NYS Construction Grant which was used to purchase additional security cameras. The funds received have been deposited in the grants account. Motion to approve was made by Dan, seconded by Anthony. All in favor.

Anthony also reported that he has notified Gail Kinsella from Bonadio Group that their proposal for audit services has been accepted by the board. The audit is now required on an annual basis due to the level of public funding and also good practice for public accountability. The audit must be completed by May 15.

- IV. Director's Report and Friends update
Statistics: Susan reported that the library has had a very healthy November, with checkouts higher than the past 2 years in November, even though the library was closed 3 days due to the Thanksgiving Day holiday and a snow closure. Meeting room use also continues to be high. She also thanked the Friends of the OFL and the Board for a successful referendum. She noted that the web hits statistics remains blank due to the new website transition, but this is expected to be fixed and updated by January.

Friends Update: Anne presented a written report to the Trustees, noting that 375 letters have been sent out to encourage support of the Friends through membership. A business mailing will go out at the end of January. She noted that the 10th annual Festival of Trees was very successful, raising \$911 for Friends activities. The wish list items that were supported this year included the holiday brunch and additions to the DVD collection and to adult fiction. They are reviewing requests for a bike rack and a poster printer. She noted new opportunities are Amazon Smile, where a percentage of purchases can be designated to support non-profits, including the Friends, and they are also exploring Pay Pal for membership fees. She also presented the 2017 calendar of planned activities.

V. Committee Reports

Building: Susan presented hard copies of the quote to address the significant computer issues that occurred the prior week with the public side of the library's Internet services completely unavailable due to the breakdown of 2 network switches. The board approved the vendor services quote via email on December 23 as this was an emergency situation. Internet access for four computers in the upstairs computer lab and all meeting rooms is completely down. She updated the board that the library has been using "NetGear" equipment, which is designed for home use, and that this is the original equipment prior to when the library was renovated in 2010. The warranty on that equipment was for 3 years. Two new Cisco network switches have been ordered and are on the way, providing commercial use equipment, which will alleviate some of the problems. The library and IT consultant Judi Muniak are working with M.A. Polce Consulting, who also works with the Onondaga County Library and NOPL. Gary noted that the switches were retailing for approximately \$2,200 each and the library is being charged \$4,200. Susan responded that the vendor quote includes installation and support. Anthony requested that a schedule be built to review equipment needs every few years and that a backup system be considered for the future.

Susan updated the board that the elevator issues have not yet been addressed as Schindler Elevator came to the service appointment with the wrong part. The vendor will be returning the week of January 3rd with the correct part.

Personnel: Susan welcomed new Youth Services Librarian, Lauren Cox. A public announcement is being prepared about Lauren's appointment.

VI. Old Business

Computer Network update: Susan requested that in 2017, the network should be at the top of the list. There is no change in the network since last board meeting.

2017 budget: Susan presented an estimate from National Grid showing the impact to the utilities budget with an additional 7 hours per week of operating hours. The total impact is approximately \$600 per year. She also asked that the Trustees continue to add

to the capital improvement fund. Discussion ensued about the appropriate amount to have in a capital improvement fund. Anthony to research. Anthony also asked that quotes be prepared for proposed/potential capital expenses such as a roof, computer network, elevator, so that they are on-hand and can assist with planning. Anne asked if the upcoming posting for a Digital Librarian could assist with network/technical issues. Susan responded that candidates may have some background in this area, but it is necessary that an IT consultant will still be required for this specialized expertise.

Motion made to approve 2017 budget by Dan; seconded by Jen. All in favor.

VII. New Business

Referendum funding strategy committee: Susan requested volunteers from the Trustees to serve on the committee to develop proposals to utilize the funds from the successful referendum. The committee will meet twice a month for 3 months from January to March. Dan volunteered to serve. He also noted that he will provide an extensive update on this topic at the annual meeting on March 22.

VIII. Adjournment

The Board adjourned its Board Meeting at 7:10 p.m., and entered into Executive Session to discuss personnel matters. There was no further business following Executive Session.