

Onondaga Free Library  
Board of Trustees Minutes  
February 22, 2017

Board Attendees: Dan Pautz, Casey Barduhn, Bri Wright, Gary Lucas, Jen Frasier  
Board Absent: Anthony Finochio, Amy Kremenek  
Staff: Susan Morgan  
Guests: Colleen Mahoney, Kelly Palinski, Nick Polce

- I. Meeting was called to order at 6:00 p.m.
- II. Approval of minutes from December meeting: Motion made by Dan, seconded by Gary. All in favor. Approval of minutes from January meeting: Motion made by Casey, seconded by Bri. All in favor.
- III. Treasurer's Report and check approval  
Susan reported on Anthony's behalf. She presented the January 2017 check register, profit & loss budget report, and current balance sheet. There was board discussion about renaming the bank accounts for better reporting. Dan made a motion to accept the check register, seconded by Casey. All in favor.
- IV. Director's Report and Friends update  
Susan presented the statistics and noted January circulation was up significantly, over 2,000 more than compared to January 2016.  
Friends Update: No Friends report this month.
- V. Committee Reports  
Building: Susan reported that the elevator has leveling issues again after a month of normal operation. The Board has asked for additional solutions under the current service contract with Schindler to address the leveling issue.

Personnel: Susan reported that the Digital Services and Technical Librarian interviews have been scheduled. Susan asked board to review employee family medical leave act to make sure library is in compliance.

VI. Old Business

Computer and Phone Networks: Representatives Kelly Palinski and Nick Polce from MA Polce presented the Cisco phone network quotation and discussed the features. The current price for a new phone network upgrade is \$14,307 with current promotions in effect. The system will include 15 phones. System is cloud based with no additional hardware. Quote includes monthly support and licensing fees for a 3 year term. Phones have a 3 yr. warranty. There was discussion about why a phone network upgrade is needed and additional features included; the vendor indicated the current phone system at 7 years old is nearing the end of its life expectancy. A trial for the new phones is going to be set up at the library for staff and board to test the phone equipment. The new system would include capability for collaboration and improved network security. MA Polce is also working on a quote for computer networks. In the short term, MA Polce will work with Time Warner to increase the library bandwidth to a 60/5 connection. Board unanimously approved this service change.

VII. New Business

Annual meeting to be held on Wednesday, March 22, 2017 at 6 p.m. Dan will present on the referendum fund strategy on behalf of the OFL Board of Trustees.

All current board officers remain the same for 2017 as all are in current 2 year terms that expire in 2018.

Potential new board trustee, Colleen Mahoney was present and introduced. She will be elected and appointed at the annual board meeting in March.

Annual state report was distributed to board members and a motion was made by Dan, seconded by Casey to accept the state report sent to OCPL for submission to the State Education Department. All in favor.

VIII. Adjournment

With no further business, the Board adjourned its Board Meeting at 7:00 p.m.