

Onondaga Free Library
Board of Trustees Minutes
March 22, 2017

Board Attendees: Briana Wright, Dan Pautz, Casey Barduhn, Amy Kremenek, Gary Lucas,
Jen Frasier, Colleen Mahoney
Board Absent: Anthony Finochio
Staff: Susan Morgan, Alyssa Newton, Mary Honis
Town Liaison: Mary Ryan

- I. Meeting was called to order at 6:41 p.m.
- II. Approval of minutes from the February meeting. Casey motion; Jen second. All in favor.
- III. Treasurer's Report

Susan presented the February balance sheet, P&L, and the check register. She noted generous contributions in memory of a longtime patron, Thomas Flemming. She also noted that the P&L reflected the replacement of 2 network switches to Cisco. The switches were purchased at the end of 2016 and invoiced in 2017. Dan motion to approve the check register; seconded by Amy. All in favor.

- IV. Director's Report and Friends Update

Susan noted that in the collections, circulation was up over 2,000, in spite of closings due to snow days and holidays. Also patron visits are up; great numbers across the board.

Susan presented a written report from Anne in her absence. Susan thanked the Friends for purchasing a new poster printer that prints the beautiful new window posters. The Shamrock Sale was successful and Geology Day is upcoming, as well as the French Bakeoff sponsored by Sweet Praxis and Geranium Day, which is supported by Delaney Farms. The annual meeting of the Friends is April 3rd at 7 p.m. All are invited to attend.

- V. Committee Reports

Building: Susan noted that the issues with the elevator and leveling continue with the first ride of the day nearly each day. Schindler Elevator reports that this might be solved with adding a hydraulic tank heater and they have provided a quote. The board asked that a second opinion be received and a technical evaluation. Susan presented an estimate for additional gutter from J&B Gutters for additional gutters to address runoff, particularly with the spring rains on the way. The cost was \$1,075. The board approved this expenditure.

Personnel: Susan updated the board that a pending offer was made to a candidate for the Digital Services Librarian position. The response is due by tomorrow 3/23. Also, a new volunteer has been added: Danielle Merritt.

VI. Old Business

Phone network: Susan reported that there are 3 tester phones in place from Cisco Spark. The total cost for the upgrade, which would provide additional features including remote access, would be \$14,307. Questions ensued about any monthly services charges, what the cost would cover, and the specific needs to be addressed. Susan to provide additional information via email.

Whistleblower/conflict of interest/Employee Handbook: This issue was tabled, pending updates and required revisions to the policy to reflect current law for both the Conflict of Interest policy and the review of the Employee Handbook. Both items will be on the agenda for April.

VII. New Business

Referendum fund plan: Priorities discussed have included the suggestion of a second entrance to the library from the back (ultimately decided against due to required passage through one of the few dedicated “quiet spaces” in the library); reconfiguring of the book drop to make it easier for drivers to access (cost would be approximately \$50,000); additional barriers between the parking lot and sidewalk leading to the entrance; coat racks; welcome packet; digital signage; additions to the DVD and music collections; and addressing the issues with configuring seating in the lobby. Discussion ensued about issues with the staff not having access to the back door and either providing keys for staff or adding a code access reader for staff. There is also interest in keeping the door to the garden open from June-August so that patrons can enjoy the garden.

VII. Adjournment

The Board adjourned into Executive Session at 7:21 p.m., with no further business to follow.