

Onondaga Free Library  
Board of Trustees Minutes  
May 24, 2017

Board Attendees: Dan Pautz; Casey Barduhn; Amy Kremenek, Gary Lucas, Colleen Mahoney; Jen Frasier  
Absent: Briana Wright; Anne Andrianos (Friends of OFL)  
Staff: Susan Morgan, Alyssa Newton, Al Oliveras, Lauren Cox

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the April meeting. Casey motion; Gary second. All in favor.
- III. Treasurer's Report

Gary reviewed the P&L and the Balance Sheet; noted that all was in good shape. Dan motion to accept the check register, seconded by Gary. All in favor. Further question on P&L re: Medicare-Employer payroll tax at 62% of budget (should be approximately 33% at this point). Susan and Gary to review this issue. Gary led the discussion on the draft Audit Report. The Bonadio Group will be coming to the June 28 board meeting to present and respond to questions. Gary noted that Bonadio was very impressed, especially for a first-time audit. He noted several recommendations, including fixed assets schedules not being maintained, though this is typically handled by an external accounting firm. OFL did not previously have an external firm – was not required due to size of organization. Going forward, Bonadio will be asked to perform this function. Second person for credit card statement review will be Gary.

- IV. Director's Report and Friends Update

Susan introduced Al Oliveras, the new Digital Services and Technology Librarian. Al shared additional information about himself with the Board, who welcomed Al to his new position. Susan noted that circulation was up 1,987 items, which is excellent. The patron visits line was estimated due to an issue with the battery on the system that tracks patron visits. She noted that the new weekend hours, made possible due to the additional funding through the recent referendum, have been very well-received. Senior patrons are particularly appreciative of the earlier hours during the week and the OFL is looking to add programming to reach this audience during these hours. Susan also highlighted a recent program featuring local CNY author Sean Kirst, which had a great turnout with 35 people in attendance. The monthly Outreach and Marketing Report was also presented and a hard copy distributed to the Board.

Susan presented the Friends of the OFL report on Anne's behalf, distributing a hard copy summary to board members. Highlights include an \$800 gift to the junior biography collection and a \$200 gift for the adult summer reading program prizes; a successful geranium sale; and the opening reception for the Senior Artists exhibit on June 1<sup>st</sup>. Susan mentioned a reminder that the annual Friends of OFL Book Sale has been moved to the last weekend of September. The Friends will be taking a summer break and will reconvene in September.

Alyssa updated the board that the OFL Book Club is being relaunched with staff taking more ownership. The summer programming kickoff begins on June 26 with Gravitational Bull, a father-son juggling duo. The summer program will be 6 weeks this year, from July 10<sup>th</sup> to August 18<sup>th</sup>. June is dedicated to school visits. Penny Feeney, the librarian at Onondaga Hill Middle School, and former intern Rachel Mandel will pick up increased hours over the summer to help with the transition to a new full-time youth services librarian. Summer programming guides are now available in the library and on the OFL website. Lauren reported that the STEAM (Science, Technology, Engineering, Arts and Math) station in the Children's section is doing very well, and that young patrons are enjoying the board games. A "maker" outreach event is scheduled for next week at OFL.

#### V. Committee Reports

**Building:** Susan reported that the new Access Card Reader has been installed and is working very well. One issue that Ber-National Controls is working on is a new keypad as the current one hibernates and takes a great deal of time to "warm up." Susan thanked the Board on behalf of the OFL staff for this upgrade. Susan also noted that over Memorial Day weekend when the OFL is closed, the windows, carpet and all fabric surfaces will be cleaned by OFL cleaning company Total Property Care Plus. The library will be closed Saturday to Monday for the holiday. Susan also reported that the elevator continues to be a problem with the first ride of the day not stopping even with the floor. The service technician and a second concurred that the issue was likely with cold temperatures over the winter/spring months. With summer and warmer temperatures on the way, Susan will monitor over the next few weeks and the Board will decide at the June board meeting regarding next steps.

**Personnel:** Susan noted that Lauren Cox's last day before she leaves for a new position will be May 27<sup>th</sup>. Susan noted that the Youth Services Librarian position being vacated by Lauren has been posted at SU, CLRC, and NYLA. The posting will close on June 5<sup>th</sup>. The Board wished Lauren well in her new role and thanked her for her service to OFL.

Discussion ensued about ongoing inquiries about OFL staff providing outreach programming to off-site groups, including private daycare programs located in homes. Concerns were expressed about staffing levels as well as potential liability of going to private homes. Staff have also reported that caregivers for visiting groups at the library are sometimes occupied with their personal cell phones, leaving supervision of the children to library staff. Discussion about appropriate purpose for library personnel. The Board asked Susan to outreach to other libraries for policies to assist the Board in developing an OFL policy on off-site requests.

VI. Old Business

Computer network: Board approved using Lighttower vendor to add fiber network to the library as follows: The 100 MB Eline circuit that ties back into the OCPL network and the 50/50 MB DIA for the OFL network.

Phone network: Contingent upon the fiber installation and testing the sample phones on the new network, phone quote is pending final board approval.

Whistleblower/Conflict of Interest Policies: Tabled until next meeting. Bri to update.

Employee handbook review: Tabled until next meeting. Dan to update.

VII. New Business

2016 audit reports and TIAA CREF Plan document updates: Gary and Dan to sign.

Key Bank: Anthony has been removed as a signer and Gary will be added as a signer.

Youth Services Librarian position: discussed in Personnel Committee update.

Interior Digital Signage proposal: Susan presented 2 options for digital signage within the library.

Summer board meetings: June 28<sup>th</sup> will focus on the Bonadio Group presentation of the Audit. The July meeting is on July 26<sup>th</sup>. No August meeting.

VII. Adjournment

With no further business, the Board adjourned at 7:13 p.m.