

Onondaga Free Library  
Board of Trustees Minutes  
July 26, 2017

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

- I. Meeting was called to order at 6:03 p.m.
- II. Approval of minutes from the June meeting. Dan motion; Casey second. All in favor.
- III. Treasurer's Report

Gary distributed copies of the OFL Audit prepared by Bonadio & Co., LLP. He noted that a response to the audit was prepared and sent to the auditors on June 27, 2017, which addressed the recommendations (not required but they make good sense), significant deficiencies, all of which have been addressed, and other matters, which are detailed on the response report. Changes include adding additional, regular review by the Treasurer for bank statements, who will also approve, in addition to Board review at each Board Meeting. He noted that the FDIC insurance issue which limits insurance of funds to accounts under \$250,000 will be discussed by Susan and Gary the week of August 1. A second authorized signatory will be added for all checks over \$10,000, which are rarely issued, to include Susan and Alyssa, and Dan and Gary will also serve as authorized signatories if needed. Dan made a motion to accept this new signing protocol, seconded by Casey. All in favor. In addition, the Board reviewed the check register. The cost of the audit has been fully paid at approximately \$9,500. The P&L statement was also reviewed. Dan made a motion to accept the check register, seconded by Amy. All in favor.

- IV. Director's Report and Friends Update

Susan reviewed the statistics report, noting that check-outs, etc., are all very high. She noted that there has been excellent foot traffic and programming attendance. Summer reading programs have 577 sign-ups with 3 more weeks to go, 3,546 books have been read. The state has provided an online system for logging books. The Friends provided books for the Adult Reading Program and 85% of all prizes have been donated. She noted that staffing at the front desk and parking has been challenging at peak times due to the popularity of the OFL this summer. They are also looking at capacity within the building for programming. Susan extended a big "thank you" to the staff for their extra help and effort this summer. Susan has become a member of the Camillus Solvay

Geddes Rotary. Colleen shared very good compliments from the community that have been brought to her attention.

Anne presented the Friends of the OFL report, noting that the Friends are on vacation this month. She noted that upcoming focus areas include improved coordination of calendar and publicity between the OFL and Friends for events and attracting more people to events, such as the upcoming Paint and Sip at Kelley's Restaurant. Other areas include offering Pay Pal for the membership campaign, book sale and geranium sale, though the Friends need some support in navigating Pay Pal to set up an account. Susan offered the assistance of Al Oliveras from the OFL staff to assist with this effort. The Friends membership campaign will be in November. Anne also requested that the Friends minutes be placed on the OFL website. Susan asked Anne to provide to Chantal Sparkes once approved and Chantal will post.

#### V. Committee Reports

Building: Susan updated the Board that weather permitting, striping of the parking lot was to occur this weekend. She said that the book drop will remain open during the painting. Concrete repair will occur in August for minor repairs and adding bollards in front of the window by the door. She said that a quote is being obtained from the concrete vendor for a permanent bike rack. The Friends of the OFL will fund. Susan is awaiting a response from the vendor for the heat pump needed to service the elevator. Phone repair is also an ongoing issue with Verizon that impacted the hard-wired lines for the fire alarm. Notifier, the alarm company, has provided outstanding service.

Personnel: Susan noted that the new Youth Services Librarian, Maggie Gall, will be starting on August 21. Colleen observed Maggie at a children's story time as part of the interview process. Maggie is relocating to CNY from Ohio. Susan also updated that 2 clerk resignations have occurred in recent weeks. Both will remain on as substitutes when needed.

#### VI. Old Business

Phone system: Susan provided an updated phone quote and noted that the demos have gone very well. Dan made a motion to accept the quote, seconded by Casey. All in favor.

Whistleblower/Conflict of Interest Policies: The Whistleblower policy is still in progress. The updated Conflict of Interest form was provided to all present Board Members along with the vendor list. All board members must review and sign the Conflict of Interest form by the July/August meeting every year. Dan made a motion to approve the Conflict of Interest form and policy, seconded by Amy. All in favor.

Employee handbook review: Dan updated the Board that the Employee Handbook is pending clarification on the paid family leave act. This must be confirmed before finalizing, which Dan is facilitating with his law firm. Susan noted that the handbook will include a notice of 2 weeks prior to leaving a position and that substitute employees are not eligible for vacation time, etc.

Mission statement: The Board provided input to the draft mission statement update. Once input has been incorporated, it will be emailed to the Board for a vote.

#### VII. New Business

Library Outreach Policy: A draft policy was presented by Susan, largely drawn from existing policies and input from other libraries in the area and best practice. The Board provided input. The framework for the policy will be finalized before the end of the summer.

Fitch Rating Review: Susan noted that the OFL has been removed from “Ratings Watch” by Fitch and now has an “A” rating, largely because we have a stable funding stream and now have an annual financial audit on file. She thanked Dan and former Board Member John Elleman for their assistance in working with Fitch.

Piece of History: Casey shared an OFL “contract” from the early 1970’s between OFL and Westhill School District that he found in his office recently. Ironically it was signed by his mother, a former OFL Board member who served years ago.

Next meeting: There will be no August meeting. The next meeting is September 27, 2017.

#### VII. Adjournment

With no further business, the Board adjourned at 7:16 p.m.