

Onondaga Free Library
Board of Trustees Minutes
October 25, 2017

Board Attendees: Dan Pautz; Casey Barduhn; Gary Lucas; Jen Frasier;
Colleen Mahoney (until 7:15 p.m.)
Absent: Briana Wright; Amy Kremenek
Staff: Susan Morgan, Maggie Gall
Friends of OFL: None

- I. Meeting was called to order at 6:07 p.m. by Dan Pautz.
- II. Approval of minutes from the July meeting. Dan motion; Casey second. All in favor.
- III. Treasurer's Report

Gary presented the financial plans going forward as a result of the FDIC insurance issue which limits insurance of funds to accounts under \$250,000. The plan is to set up a 1 year brokerage CD at Key Bank using a third party bank in the amount of \$250,000 plus set up an additional account for a penalty free CD with Ally Bank in the amount of \$250,000. Gary also made the recommendation to have 2 main Key Bank accounts going forward- operating checking account, and capital savings account. Gary made a motion to accept this financial plan, seconded by Dan. All in favor. In addition, the Board reviewed the check registers for July, August, and September 2017. The P&L statement was also reviewed. Dan made a motion to accept the check registers, seconded by Gary. All in favor.

- IV. Director's Report and Friends Update
Susan welcomed Maggie Gall to the board meeting and introduced her to everyone and mentioned how well everything has been going with her new role.
Susan reviewed the statistics report, noting that overall numbers are very high compared to the last two years, in particular circulation. Susan reported on the Friends Book Sale and it was a very successful event this year with the new dates. The Friends will be represented at a NYLA conference presentation that Anne will be speaking at in November. Senator DeFrancisco made an official proclamation to the Friends of OFL in recognition of their great work on October 16 during National Friends of Libraries Week.

V. Committee Reports

Building: Susan updated the Board on getting a replacement door in the book drop room. We currently have one quote from BR Johnson; board recommended obtaining an additional quote for the work. Susan discussed the old computers plan for repurposing and/or recycling. There was discussion and the board made the recommendation of recycling any computers that are not repurposed for library use. The snow plowing contract was discussed in response to a letter from the plow service owner, Andrew Bozo about zero tolerance for plowing this winter season. The board asked for additional information on what this means for the contract in effect. Susan will follow up with more information prior to the next meeting. Susan discussed the community room policy with the board and gave a recent example of an outside group that used the room for 2 full days in October that resulted in parking issues and patrons not being able to attend library sponsored programs.

Personnel: Susan announced that 2 clerks were hired: Ellie Stultz and Sue Thomas. Susan distributed the job description for the youth services specialist, the position to replace Bette Tucker upon her retirement in December; reviewed the time line for the job posting and interviews. There was a staff member request to review the current dress code policy pertaining to facial piercing and whether it would be possible to amend the policy so that a nose ring can be worn during work. There was discussion in favor of allowing facial piercings as long as it is not a safety hazard or distracting. Dan offered to review the policy with a colleague at his firm and make some suggestions on the handbook language, then have board review and consider for approval.

VI. Old Business

Digital signage: Chantal Sparkes presented a quote for digital signage for within the library and distributed copies of the quote for the options including a kiosk and retrofitting the 3 televisions. The board asked Chantal to contact vendor about a possible incentive discount if we did all of the options in the quote at once. Chantal and Maggie also discussed the idea of having an official hashtag for the library.

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.

Mission statement: Board approved the final drafted statement.

Library outreach policy for in house group visits: language was reviewed and discussion of how to enforce the policy when needed.

VII. New Business

The 2018 preliminary budget was discussed and Susan mentioned the reconfiguration of the STEAM station in the juvenile area, a head circulation position, and eventually making the youth services department 2 full time positions.

There was some additional discussion about canvassing for the youth services specialist and the hours and compensation for this part time position.

Next meeting: Due to Thanksgiving, the next meeting is November 29, 2017.

VIII. Adjournment

With no further business, the Board adjourned at 7:39 p.m.