

Onondaga Free Library
Board of Trustees Minutes
November 29, 2017

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

- I. Meeting was called to order at 6:04 p.m.
- II. Approval of minutes from the October meeting. Casey motion; Dan second. All in favor.
- III. Treasurer's Report

Gary reported that the account with Ally Bank is in process. OFL has \$250,000 at 1-1/2% and we can cancel anytime. It is FDIC insured. He also noted that OFL now has a brokerage CD at Key Bank. It is valued on a daily basis with interest – one-year term with all interest. This will satisfy the recommendation of the auditor that we diversify the accounts. Board reviewed the P&L statement. Question on the check register regarding a \$413 software expense. Susan noted that this is due to Adobe Suite; OFL has been using the free version, but it isn't sufficient for the need. Susan also noted expense for the door key pad which needed to be serviced. Dan made a motion to approve the check register; seconded by Casey. All in favor.

IV. Director's Report and Friends Update

Susan reviewed the statistics report, reporting that it has been another record-breaking month. She noted that the use of Hoopla is up and complimented the marketing materials and events report. She noted that there is also additional traffic from patrons for the Betts Branch (undergoing renovation) and also Camillus/Fairmount branches, which are undergoing leadership transitions.

Anne provided an update for the Friends of OFL. She noted that the book sale raised \$3,500 and both staff and volunteers were excellent. The new timeframe for the sale worked well. She also noted that a new program "crafts, conversation and coffee" is underway on Thursday morning with 8 consistent attendees. The Friends also recently celebrated National Friends Week. It is the 30th year of the Friends of OFL. Senator DeFrancisco made a proclamation in honor of the Friends, which is on display in the lobby. Anne attended the NYLA conference/Friends section in November and provided a presentation on "Bringing Back the Friends," which attracted a packed house. She made a point in her presentation of the importance of Friends' connection to their Boards of

Trustees. The Friends' PayPal account is on hold due to some technical difficulties, but the Amazon Smile feature is fully operational, with ½% of all purchases sent to the Friends of OFL. She further noted that 21 trees are on display for the Festival of Trees and tickets are selling well. Anne encouraged all Trustees to join the Friends of OFL and the membership drive is underway. She noted that Friends will help with the holiday concert on 12/16 and they voted 11/6 to provide \$1,000 to support the staff holiday brunch, holiday concert, and items for the children's area. The Trustees thanked Anne for her report and the Friends' generous support.

V. Committee Reports

Building: Susan provided an update on the digital signage and 3 components: 1) interactive kiosk by the front door; 2) screen in the community room; and 3) retrofit of the current TV's with new scrolling and interactive elements. The quote is for \$20,000, which would utilize the remaining funds in the construction fund that have been in place for 9 years. The fees include a 2nd year renewal of \$600 and an additional cost for the TV's of \$385, with a total of approximately \$1,400. Susan to confirm if the fee includes a maintenance package. It was requested that Susan determine the specifics of what is included in maintenance. Anne asked a question regarding the placement of a TV monitor in the community room and if this would be distracting during programming. Susan noted that the TV monitor could be turned off during programming.

Susan also updated the Board that the snow plow company recently hit the sign in the parking lot. It is being replaced with the plow company paying for it out-of-pocket. She also noted that the owner of OFL's heating and cooling vendor, All Climate, is retiring. Susan is getting quotes to replace All Climate and Gary volunteered to provide a recommendation. OFL will be searching for a one-year maintenance contract for heating and cooling. Susan also noted that a new exterior door to the work room has been ordered and will be installed in mid-December. BR Johnson is the vendor.

Personnel: Susan updated the Trustees that Bette Tucker will be leaving December 31. She has been with the OFL for 17 years. A public send-off/farewell is being scheduled. Staff will fill in as needed. Susan also noted that the OFL doesn't currently have a bereavement policy. A draft is being prepared for the employee handbook. Susan requested the Board's consideration of a Staff Development Day for 2018 for October 12. Dan made a motion to approve, seconded by Amy. All in favor. She also requested one additional holiday for Veterans' Day. Discussion ensued about library traffic, particularly on school holidays. Given the timing of Veterans' Day this year, the Board agreed to a one-year trial for Veterans' Day closure. Dan made a motion to approve; seconded by Casey. All in favor.

VI. Old Business

Employee handbook: Dan provided an update regarding the Employee Handbook, which his associate is working on. There is one remaining question regarding IRS status which is being finalized. The handbook draft should be done by December.

VII. New Business

2018 budget: Susan and Gary will meet before year-end regarding the draft budget. Additional personnel discussion regarding Youth Services Specialist scheduled for Executive Session.

Internet use policy/review: Susan noted that OFL is currently filtering content in the children's area. Discussion ensued about blocking content on the second floor adult/teen area, such as pornography and adult content. Casey made a motion to approve; seconded by Amy. All in favor.

Gary updated the Board that Bonadio Group has been selected for the annual audit. Bonadio will work with Susan from January to March.

Susan also reminded the Board of the upcoming Legislative Breakfast on December 1. Good opportunity to meet with elected officials and staff.

Susan also updated the Board that starting in January, the OFL meetings will be paperless with all materials in Dropbox.

VII. Adjournment

The Board adjourned to Executive Session at 6:49 p.m., with no further business.