

Onondaga Free Library
Board of Trustees Minutes
December 20, 2017

Board Attendees: Dan Pautz; Casey Barduhn; Gary Lucas; Colleen Mahoney
Absent: Briana Wright; Jen Frasier; Amy Kremenek
Staff: Susan Morgan
Friends of OFL: None

- I. Meeting was called to order by Dan Pautz at 6:05 p.m.
- II. Approval of minutes from the November meeting
Dan made a motion to approve November minutes; Casey seconded. All in favor.
- III. Treasurer's Report
Gary reported on the payroll projections from 2018-2020 taking into account the changes to the minimum wage law and overall staff compensation and benefits. The projections showed that no new full time equivalent positions can be supported at the current funding level. There was board discussion about future school district tax levy propositions in regards the overall library budget and staffing levels. The board reviewed the P&L statement and check register for November 2017. 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 discussed the highlights of the marketing materials and events report.

Susan provided an update for the Friends of OFL on their behalf: The Holiday Brunch at "Finally Ours" was a success. Holiday Concert sponsored by the Friends took place on December 16th. "Merry Mischief" performed in a "sing along" fashion which delighted the audience. Festival of Trees was the most successful ever grossing \$1,399. Annual Membership Campaign- to date, the membership donations amount to \$3,005. Thanks to Trustees, administration and staff who continue to support the Friends. To thank the staff for their yearlong support, the Friends provided 2 trays of "Sweet on Chocolate" candies. smile.amazon.com – "You shop, Amazon gives"! Amazon will donate .5% of your purchase to the Friends of OFL when you select it as your designated charity. Friends are encouraging patrons, friends and family, everyone to shop on smile.amazon.com.

V. Committee Reports

Building: Susan updated the board on a temporary repair needed for rear door due to a gap between the door jamb and the concrete. The temporary repair will be done now and a permanent fix to the concrete pad will be done in the spring. Board requested that the snowplowing advertisement sign be taken down from library property.

Personnel: Susan updated the board that we have an intern from Keuka College, Emily Meyers for 7 weeks of field experience. She is interested in educational non-profit organizations. There was further discussion about establishing a bereavement leave policy for the library. Dan will be working on this policy with his firm and have a draft for the January meeting.

VI. Old Business

After some review and discussion of the current quotes for interior digital signage options, Casey made a motion to approve the purchase of a kiosk station for the first floor; seconded by Dan. All in favor.

VII. New Business

2018 budget: Gary will be sending an updated payroll and benefits projection to the board for review prior to approving the 2018 budget at the January board meeting.

HVAC proposals: The board reviewed three proposals for HVAC maintenance agreement for 2018. Dan made a motion to approve Nodine's Heating and Air Conditioning for a one year service agreement; seconded by Gary. All in favor.

VII. Adjournment

With no further discussion items, the Board adjourned at 7:23 p.m.

Respectfully submitted by Susan Morgan, Library Director