

Onondaga Free Library
Board of Trustees Minutes
October 24, 2018

Board Attendees: Casey Barduhn; Amy Kremenek; Gary Lucas; Jen Frasier; Tom Bradley
Board Absent: Colleen Mahoney, Dan Pautz
Staff: Susan Morgan
Other: Anne Andrianos, Friends of OFL

- I. Meeting was called to order at 6:06 p.m.
- II. Approval of minutes from the September meeting. Amy made a motion to accept; Jen seconded. All in favor.
- III. Treasurer's Report
Gary noted that all of the financial reports looked great; all of the income is in. The budget is at 75% of the year (September) and we are a little under in terms of expenses. Regarding the check register, Gary noted that he had a question about the Creative Library Concepts expense, this was from the STEAM furniture updates. He also noted that as a result, the building construction fund had been completely spent down and the account is now closed. There was a question about an expense with the elevator. Susan replied that the elevator wasn't responding to the call. All was fine when the technician came and it's working fine now. Jen made a motion to accept the report, seconded by Casey. All in favor.
- IV. Director's Report and Friends Update
Susan circulated the annual conflicts of interest statements that must be signed by each Trustee. She noted that the item circulation is good, though there is a slight dip in the numbers this month, but it is not significant and not much of a concern at this point. She noted that the OFL is busy nearly all of the time with patron activity.

Anne reported that the Friends of OFL raised \$3,242 with the fall book sale. In total, more than \$6,000 has been raised this year by the Friends, including \$350 for the fall football raffle. Red balloons have been placed around the library during Friends Week on items that were purchased by the Friends to increase awareness of their activities and important role in the OFL. Anne will be attending the annual NY Library Association conference 11/7-11/10 and will look into training for Trustees, MOU's with the libraries, and the results of the NYLA survey that was sent to the Trustees. Anne noted that upcoming events include: 100th Anniversary of Armistice Day (11/10 flag service and other events); Festival of Trees; Election Day bake sale; and the annual membership drive. Anne encouraged all Trustees to participate by joining the Friends. She noted that the Friends now have a PayPal account and that Amazon Smile would be contributing a

larger percentage to non-profits for the holiday shopping season. The Friends have many new ideas, including developing their own website (they have secured their own web domain) and a potential spring event with wine (pending approval by the Board of Trustees). Regarding the website, Anne said that the Friends are their own 501©3 and they work in concert with the Board and the OFL and want to stay closely connected. She asked for input from the Board on the website idea. Discussion ensued about ways to communicate with young families about the Friends and that with about 300 Friends and over 28,000 residents of the Town of Onondaga there is room to grow. Susan asked about the content/maintenance of the website and who would manage; also discussion about connection to the OFL from a graphics and link perspective. Regarding a potential policy on alcohol being served at selected events, Susan requested the board members send any similar policies they're aware of to her and she will also look at any policies in place at other libraries. Any policy would need to be reviewed by counsel. Anne noted that the Friends would like to hold an evening jazz event in the spring.

V. Committee Reports

Building: Susan updated the Board that she has 2 quotes for interior painting. The board requested a third estimate, which Susan will obtain. Susan also noted that the OFL cleaning company provided a quote to handle the OFL trash and recycling, which is currently with Waste Management. Discussion ensued, and the Board ultimately decided to keep the contract with Waste Management. Anne said she noticed recently that there was moss growing on the bricks near the book drop-off. Susan said that the current landscaping vendor said that there were no issues with this, but that she will check with the new vendor as well. Anne also asked if there was any progress made on the foyer bench quotes. Susan noted that she has reached out to R.B. Woodcraft; focus is on improving the front foyer seating in the lobby. The Friends are interested in funding these improvements.

Personnel: No updates.

VI. Old Business

- **Prospective board trustee:** Sarah Puff was unable to attend.
- **Lawn and snow contract updates:** The board reviewed estimates for lawn care and snow removal for next year. Condon Landscaping was favored by the Board based on the cost estimate, professional reference, and that the owner is a Town of Onondaga resident. Gary made a motion to accept the bid from Condon Landscaping, seconded by Jen. All in favor.
- **National Grid LED rebate program:** Susan provided a quote for LED lighting upgrades. The \$8,400 cost is for the whole building and would pay for itself within two years. This would be covered under the capital budget and would cover both fixtures and bulbs. The board requested a second quote to compare to the one provided by National Grid. Susan to send.

- MOU between OFL and Friends: Susan requested assistance from a few Trustees to develop a draft MOU. Trustees should reach out to Susan to volunteer to assist.
- Emergency/Safety Plan: Casey requested that the plan be drafted and approved during the first quarter 2019. Susan requested assistance from a few Trustees to assist with developing the plan. She is also working with the NYS Troopers.

VII. New Business

- 2019 budget/personnel costs: reviewed during Executive Session
- 2019 capital improvement/print release kiosk: Susan noted that the current printing station accepts only coins and bills, but not credit cards. Many patrons no longer carry cash, so this is an impediment for patrons. The up-front cost is \$3,995 and \$339/year to maintain the equipment. Discussion ensued about what the maintenance would include and the security of the credit card numbers using the device. Susan to follow up. Casey made a motion to accept the proposal, pending satisfactory responses from the vendor to the questions posed; seconded by Amy. All in favor.
- Sexual harassment policy and required training: Susan noted changes to NYS law requires interactive, yearly training for all staff. She said that the current policy was reviewed during Staff Development Day. She will be working with board and insurance carrier to make sure OFL is fully compliant with the new law stipulations.
- December board meeting: The Board approved moving its December board meeting to December 19, 2018, to accommodate the Christmas holiday week.

VII. Adjournment

With no further business, the meeting adjourned into executive session to discuss personnel matters at 7 p.m.