

Onondaga Free Library  
Board of Trustees Minutes  
November 28, 2018

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

- I. Meeting was called to order at 6:00 p.m.
- II. Approval of minutes from the October meeting. Dan made a motion to accept; Gary seconded. All in favor. Carried.
- III. Treasurer's Report  
Gary has updated the salary projections. Everything is still on track in regards to income versus expenses. Approval of October check register. Dan motioned to approve the check register. Gary seconded. Carried.
- IV. Director's Report and Friends Update  
October's numbers circulation and program numbers are high. Meeting room use is up.  
Friends Update  
The Friends gifted \$3846 to the library. Adding a liquor policy for Friends' events was discussed. Dan offered to investigate into local laws, but he suspects that being under a caterer's umbrella policy should cover OFL.
- V. Committee Reports  
Building: The current cleaning company wants to revise the contract for a 50% increase in weekly rates during the winter months (December to May). There is a clause in the contract that allows for contract revision based on a "change in circumstances." On the library's end, there has been no change in circumstances.  
Additionally, the new snow removal company is very professional and working well.  
Personnel: A substitute reference librarian, Katie St. Laurent, the Solvay School Media Specialist, has been hired to cover for Susan, Alyssa, and Al in case of illness or vacation.
- VI. Old Business  
Susan is waiting on a quote from Emerald Electric to replace the lights to LED.  
Susan is also still looking for board members to join the Memorandum of Understanding subcommittee with the Friends. Amy has offered to help with the library safety plan.  
The sexual harassment policy needs to be revised and instructed upon. Dan and his firm have offered to help with the training. We have until October 2019 to be compliant with the state's new regulations. We selected TSYS as the credit card vendor for the kiosk.

VII. New Business

The projected 2019 budget expenses were reviewed. The board should plan on budget approval by December. Three painting estimates were received and ranged drastically. A painting provider was approved pending some further questions.

VIII. Adjournment

With no further business, Dan made a motion to adjourn; seconded by Colleen. The meeting adjourned at 6:55 p.m.

The next meeting is December 19, 2018.