

Onondaga Free Library
Board of Trustees Minutes
December 19, 2018

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

- I. Meeting was called to order at 6:03 p.m.
- II. Approval of minutes from the November meeting. Dan made a motion to accept; Colleen seconded. All in favor. Carried.
- III. Treasurer's Report
Final update projection with FICA included. We reviewed P&L. The standard is that everything should be at 92% for expenses but we are at 80%. For revenue, we are 100%. Approval of November check register. Dan motioned to approve the check register. Gary seconded. Carried.
- IV. Director's Report and Friends Update
Susan did her quarterly update with the town. She reviewed January 1 to December 1. They were 99,474 in-person visits to the library as well as many other impressive numbers. Amy noticed that the circulation numbers have been down recently. We don't know why, but it could perhaps be due to inclement weather. The holiday concert was attended by over 60 people. John McBride, the County Legislator, attended. The Festival of Trees was also successful. Over twenty trees were auctioned off. The children's programs (STEAM, art classes, story time, etc.) have all been really successful and often have wait lists.
The card swipe reader for printing is coming soon. Thank you to the Friends for their continued donations for 2019.
Alyssa reported that the teen volunteers are up this year. They are taking over the teen space. We are the first library in the county to offer the Girls Who Code program and it has been very successful. There are 11 girls ages 10 to 15 who participate.
Maggie reported that the initial purchase of the launch pads was at a 41% discount: ten for \$1000 funded by the Friends. We will purchase five more quarterly in 2019. Kori has been doing the art program and is awaiting a grant from CNY Arts.
Susan has requested a meeting with incoming Senator Bob Antonacci to hopefully discuss what former Senator DeFrancisco had done for us in the past. It may be beneficial to meet with Assemblywoman Pam Hunter, as well.
We want to issue a special Thank You to Senator DeFrancisco. He has been a library champion. He helped fund the Family Coding Night along with many other programs.

Friends Update

The latest donation for 2019 to the library was \$6365 to fund the lucky day books, fast flicks, e-books, adult summer reading prize packs, and the first quarter of the launch pads. They are in the midst of a funding campaign to help increase their funds. They are continuing to develop their MOU. Casey has been at the board representative at the development meetings.

Mary Beth Roche contacted Dan about the legal rules for alcohol at library events. Mary Beth will find some caterers to have on record. The board is hesitant to have a formal policy in order to maintain discretion and allow for individual circumstances to have board approval for specific Friends' events.

The Friends would like to add a trustee report on their Friends' agenda. Susan will now provide a brief trustee report.

V. Committee Reports

Building: Building heat exchange unit on the west side of the building was replaced last week. It was a \$3000 repair to replace the heat exchange and control board.

The new plow company is very responsive. We are going to keep track of salt costs for future budgeting purposes.

Personnel: There was an excellent staff training on safety and workplace violence with NYS Trooper.

VI. Old Business

Susan has gotten lighting quotes from SmartWatt and Emerald Electric. Susan will get more information and check with the town to see who they are using. The MOU with updates was reviewed based on the template from the American Library Association. There is still some conversation about specific wording.

VII. New Business

Alyssa proposed researching a teen space renovation for our next budget cycle.

Programs and collections are outgrowing the designated teen space. The Town of Onondaga lacks a center, but the teen space at the library often gets overrun by adults. Alyssa would like to look into some long-term renovation options.

We reviewed the budget edits that had been made since November. The revenue projections have not changed. In regards to projected expenses, FICA and capital improvements went up and adjustments were made to lawn and snow to allow for room with itemized salt. Periodicals, adult physical CDs, and performance fees were reduced. The Library of Things is a new item for 2019. Tech-support was lowered because of AI's expertise. Dan made a motion to accept the 2019 budget; Gary seconded. All in favor. Carried.

VIII. Adjournment

With no further business, Casey made a motion to adjourn; seconded by Colleen. Meeting adjourned at 7:36 p.m.

