

Onondaga Free Library  
Board of Trustees Minutes  
June 26, 2019

Board Attendees: Casey Barduhn, Dan Pautz, Colleen Mahoney, Tom Bradley;  
Absent: Amy Kremenek, Gary Lucas, Jen Frasier  
Staff: Susan Morgan, Alyssa Newton  
Guests: Friends of OFL: Anne Andrianos; Town of Onondaga: Mary Ryan; Bonadio  
Group: Heather Lessels, Rebecca Calidonna; Appel Osborne: Vince  
Pietrzak, Matt Leach

- I. Meeting was called to order at 6:03 p.m.
- II. Independent Auditors Report from Bonadio Group  
Representatives Heather Lessels and Rebecca Calidonna presented their findings after reviewing the library's 2018 financial statements. The auditor's report found that the financial statements are presented as necessary. During the audit, nothing came up as a deficiency in internal control that might be a material weakness. The library is on a modified cash basis so we report revenue when received. The library's total net assets were \$1.2 million. Revenue was very similar to 2017. The expenses were also similar. Salaries were slightly different and telecommunications were also different due to the switch to fiber optics. The net income was \$83,000. \$102,960 was spent on new property. All nonprofits are required to state liquidity, and the library's is \$838,491. There is a change coming in accounting principles in 2019, but it will not greatly impact the OFL. Some of the wording and disclosures are changing for 2018. For 2019 and beyond, leases will go on the balance sheet. Contributions and grants will be recorded as revenue when received.
- III. Approval of minutes from April and May meetings. Dan made a motion to accept; Colleen seconded. All in favor. Carried.
- IV. Treasurer's Report and check approval  
Susan shared her communications with Gary who stated that the financials are still in good shape. The P & L was reviewed. Dan made a motion to accept the check register; Colleen seconded. All in favor. Carried.
- V. Director's Report and Friends' Update  
Susan presented the report noting that numbers are still good but are down slightly from previous years. The children's reading program has been well-received and they are looking forward to summer  
Alyssa shared that she attended an Interfaith Works Conference on World Refugee Day. She was paired with the Center for New Americans. Alyssa found the work to be very beneficial.

### Friends' Update

On June 6, the Friends hosted reception honoring the 15 senior artists from the Town of Onondaga Senior Center. The Friends were asked to do another exhibit in the fall. They gifted over \$200 for toys for children with special sensory needs in the library. For the Bruce Coville event on July 20, they purchased 100 books. Anne thanked Susan and Alyssa for including the Friends in the summer barbecue plans. Summer meetings will be increased to prepare for when Anne steps down.

### VI. Committee Reports

**Building:** Vince Pietrzak and Matt Leach from Appel Osborne offered three solutions for our current drainage problems. One would potentially cause a steep slope for lawn mowing. They are willing to aim for construction at the end of August. They suggested inviting a few contractors to bid by the end of July. Construction should take an estimated two weeks.

There was a ceiling tile leak where the roof was just repaired. Van Derhoof is returning to look at it. It is near the HVAC unit. Susan is getting quotes for improving technology in the community room.

**Personnel:** Penny Feeney will be working at the library for five weeks this summer. The library is scheduling a food truck event on August 10 from 11 to 1.

Plans are being made to begin a sunshine fund to help support the library staff.

### VII. Old Business

Susan proposed an adjustment to community room policy that provides additional language about parking offsite and publicity concerns. Dan made a motion to accept these changes; Colleen seconded. All in favor. Carried.

The bid has come for the proposed 2019 redesign of the teen space. It is estimated to cost \$25,000 (cap). Casey made a motion to move forward with the project; Dan seconded. All in favor. Carried.

### VIII. New Business

Susan proposed beginning a test proctoring policy similar to the East Syracuse Library. More research will be done to see what is currently being offered at other locations. In other news, Susan is the president elect of the Camillus Solvay Geddes Rotary. Congratulations, Susan!

### IX. Adjournment

With no further business, Casey made a motion to adjourn, seconded by Dan. Meeting was adjourned at 7:33 p.m.