

**Onondaga Free Library  
Board of Trustees Minutes  
November 20, 2019**

**Board Attendees:** Casey Barduhn, Amy Kremenek, Jen Frasier, Gary Lucas  
**Board Absent:** Dan Pautz, Colleen Mahoney, Tom Bradley  
**Staff:** Susan Morgan, Alyssa Newton  
**Guests:** Beth Crump; Mary Beth Roach and Barbara Leigh (Friends of OFL)

**I. Call to Order**

Meeting was called to order at 6:04 p.m.

**II. Approval of Minutes**

Approval of minutes from October meeting. Amy made a motion to approve, seconded by Jen. All in favor.

**III. Treasurer's Report and check approval**

Gary reported that all of the income and expenses looked fine and everything (P&L, Balance Sheet, Check Registry, Credit Card usage) is up-to-date. The board reviewed the check register, Susan indicated that we are now paid in full to The Bonadio Group for the annual audit. Casey made a motion to accept the check register, seconded by Amy. All in favor.

**IV. Director's Report and Friends update**

Susan reported the library is down slightly in foot traffic and program attendance was also down. Discussion ensued about the impact of the cyber issues over the summer. Susan indicated that the issues started in July 12, which has impacted circulation significantly. She noted that the POLARIS system is operating this month, though it was down again for about an hour two weeks ago. Susan also reported that an announcement on the new director of the Onondaga County Public Library system is expected shortly from the county.

**Friends Update:** Barbara reported on behalf of the Friends. She noted that the membership drive year-to-date has netted \$9,000, including \$5,200 in the most recent drive. Barbara also noted that the interactive panels by the check-out desk were donated by the Friends, as well as \$300 toward the staff brunch. The annual Festival of Trees fundraiser has begun, and a senior art reception will be held on December 5<sup>th</sup> from 4-6 p.m. All are invited to attend. Barbara also reported that postcards are being sent to all new town residents using the real estate ads. The annual holiday concert will be held on December 14<sup>th</sup> at 2 p.m. with a Friends-sponsored reception. The entertainment will be provided by Merry Mischief. Susan also reminded the board members to RSVP as soon as possible if they are planning to attend the staff brunch on Sunday, December 8<sup>th</sup> at 9 a.m. at Finally Ours.

## V. **Committee Reports**

**Building:** Susan provided an update on the drainage project, which is significantly delayed from the original October date. This is a serious concern due to the winter weather, regular snow plowing, and continued presence of excavation equipment and open trenches in the back parking lot. The vendor is McGinnis Nelson, who was also the only bidder. She has contacted them numerous times due to incomplete work, no timeline for completion, and miscommunication between the owners. She is documenting all conversations and we have not paid them as the work is not complete. Susan also reported that the new front doors were ordered in September following the damage and they are scheduled to be installed the week of December 2<sup>nd</sup>. Susan will follow up with Appel Osborne regarding additional pylons to be installed in front of the library.

**Personnel:** Susan reported that the New York Library Association (NYLA) conference was excellent. Al Oliveras's presentation on Peer Learning was very well-attended and well-received.

## VI. **Old Business**

**Board Trustees:** Susan reported that there are typically 7-9 board trustees; currently have 7 board members. Board members can serve for three consecutive, 2-year terms. Dan is rotating off in March 2020, and he is talking with a colleague for potential board membership. Beth Crump, guest of Jen Frasier, is also interested in joining the board.

**Library incident report:** Susan indicated that she was tabling review of a new Library Incident Form; she will bring updates to the December board meeting.

## VII. **New Business**

**2020 Budget Discussion:** The board reviewed preliminary budget projections for 2020. Gary requested that the staffing projections be updated with the new hours. Susan noted that there is a 25% increase in clerical expenses from \$136,000 to \$170,000 annually. One proposal is to create a full time position to support patron services and circulation staff, which would create a 10% increase in expenses. The board also discussed maintaining the 2019 budget amount for audio and video collections for juveniles and adults by allocating more funds towards electronic formats. Susan also noted that additional funding was budgeted for electronic resources such as software and licenses. Discussion ensued about a potential request for an increase in 2020 to school budgets. This will be further discussed in December.

**Father's Day:** Susan noted that some library branches have Father's Day as a closed day, similar to Mother's Day. There are currently 13 OFL holidays for which the library is closed. Summer hours, which include Sunday closures, currently start on July 1<sup>st</sup>. Gary made a motion to move summer hours to start the 3<sup>rd</sup> Sunday in June through Labor Day, seconded by Casey. All in favor.

**Fine waivers for Veterans:** Susan proposed that the OFL operate similar to other branches and provide late fee waivers for veterans and active military, effective January 1, 2020. Casey made a motion to accept Susan's proposal, seconded by Amy. All in favor.

**Additional items:** Susan updated the board that Laura Hand, who recently retired from Channel 3, will be interviewed for television in front of the Onondaga Free Library fireplace. She also discussed a patron who inquired about holding a card-making class for paying customers in the library community room. This would be outside of OFL programming. The board agreed the purpose of the community room is for library programming and non-profit activities open to the public, rather than for for-profit vendor activities.

**VIII. Adjournment**

With no further business, Casey made a motion to adjourn the meeting at 7:13 p.m., seconded by Jen. All in favor.