

Onondaga Free Library
Board of Trustees Minutes
October 28, 2020

Board Attendees: Casey Barduhn, Colleen Mahoney, Jen Frasier, Amy Kremenek, Laurie Smith, absent: Tom Bradley, Beth Crump, Gary Lucas, Dan Pautz
Staff: Susan Morgan, Alyssa Newton
Guests: Town of Onondaga: Kathy Fedrizzi, Friends of OFL: Mary Beth Roach

- I. Meeting was called to order at 6:05 p.m.
- II. Approval of minutes from September meeting. Amy made a motion to accept; Casey seconded. All in favor. Carried.
- III. Treasurer's Report
Gary had no notes. P&L is looking good. West Genesee School District money came in October and will be reflected next month. The bottom line is under 75%. The check register includes Innovative Interface, which is for extra Polaris service. Casey made a motion to accept the check register for September; Amy seconded. All in favor. Carried.
- IV. Director's Report and Friends update
Circulation was down for September. In person visits steadily climbing. Twenty people came to the flu clinic through Walgreens. This will likely become an annual event. Alyssa expressed how a lot was learned over the summer. They have collaborated with Solvay for a special kit for students and are planning Westhill class visits. They are trying to be innovative to reach families and to determine the various pressure points that prevent in-person visits: is it computer limitations or scheduling appointments? City library branches are still not open. They are planning to pair up as teams to re-open with shared staff since they have reduced their staff from 180 to 49.
Friends Update:
The Festival of Trees and the annual membership campaign are both in effect. Reminder letters will be mailed out in November. The Friends have decorated the library with balloons for Friends' Week. Mary Beth has asked Susan to plan for legacy gifts for 2021.
- V. Committee Reports
Building: Mold mitigation is going well. The mold has been removed and now they are working on drywall repair. The library will be closed except for voting on Election Day. Three full-time employees will be on site.
Personnel: Maggie is back from maternity leave. An executive session is planned for after tonight's meeting. The staff has completed their sexual-harassment training through an online module provided by Dan's firm.

VI. Old Business

The reopening committee is going to begin meeting again to help plan for the future. Two designated curbside service parking spots will remain permanently.

VII. New Business

Susan proposed closing Saturday, December 26 as an unpaid day. Amy made a motion to accept this change; Colleen seconded. All in favor. Carried. Susan proposed removing restrictions on computer usage because of fines. Casey made a motion to accept; Amy seconded. All in favor. Carried. The Board reviewed the upcoming budget. The carryover fund balance is high at \$95,000. Susan proposed asking for a tax levy increase of 5% for the three school districts that would be approximately \$15,000. The board requested Gary's input at our next meeting before making a decision. Amy wanted to know what the county is doing to support library services especially in regard to interlibrary loan and access to databases. Suzanne will bring tax projections for two, three, and five percent to the next meeting on November 18. Extra money from the drainage construction grant can be applied to the community room audio-visual improvement.

VIII. Adjournment

With no further business, Colleen made a motion to adjourn to executive session, seconded by Amy. Meeting adjourned at 6:43 p.m.