

**Friends of Onondaga Free Library**  
**Minutes of the Meeting of the Board of Directors**  
**July 8, 2020**

Due to COVID-19 the meeting was conducted via ZOOM beginning at 7:00PM.

**PRESENT:**

Directors: Mary Buckout, Barbara Leigh, Pamela McLaughlin, Susan Parry, Mary Beth Roach, CJ Sturtevant, John Thornton and Donna Zeolla Absent: George Bain

Library Staff: Scott Lipkowitz and Alyssa Newton

Members: Anne Andrianos and Kathy DeSanctis

**ANNOUNCEMENTS:**

- Jeanette Nels was the winner of our Paula McLain books and ticket to the Rosamond Gifford Lecture Series. She was very excited.
- Thanks to Anne A. we were able to invite Friends database to a virtual travelogue presented by Lisa Wemett and Terry Mulee, board members of the Friends Section of NYLA. Perhaps this is a new perk we can offer our members.
- The July-September newsletter went out via e-mail.
- The minutes from June were read on-line. Mary B. made a motion to accept them, seconded by Donna Z. and approved.

**TREASURER'S REPORT:** Mary Beth R.

- George B. sent out the financial statements via e-mail. Our current balance is \$4028.70. This includes the gift to the Library for the summer reading programs and the reimbursement for the bus trip to Seneca Falls. John T. made a motion to accept the Treasurer's Report, seconded by Pam M. and approved.
- CJ S. reported that she had to reaffirm that she wanted Friends of OFL as her charity for smile.Amazon.com. Kathy D. said it asked her the same. No one else has had issues at that site.

**DIRECTOR'S REPORT:** Alyssa N.

- Alyssa N. introduced our new Technology Services librarian, Scott L. Scott L. recently graduated from CUNY. He has worked at Hunter College and is excited to be at OFL. The staff is very happy to have him on board.
- We are hoping to open the library on Monday, July 13 by appointment only. We will be one of the first libraries to open. Appointments will be for a half hour or an hour each and can be scheduled starting Saturday, July 11. We will allow 10 staff members, 10 computer slots and 15 browsers each half hour. Masks must be worn, patron must answer health questions and sign in. Curbside pick up will also be available.
- Our virtual programs and curbside pick up have been going well.
- Summer reading programs are going well. 40 craft kits have been distributed. We are encouraging them to share their creations via social media but the point of the kits was to give kids a break from the computer. Anne A. asked that we share photos with Friends.
- Two new trustees, Beth Crump and Laurie Smith, have been accepted to the Board of Trustees.

**OLD BUSINESS:**

- Membership Committee: Kathy D.
  - There were no new memberships in June. Kathy D. says we have enough brochures and supplies for our membership drive for this year. She would like to have the letters out in September so that the drive can wind down by November. Deb Carey, Mary Taylor, CJ S. and John T. are working with Kathy D. on a letter for the membership mailing.
  - Kathy D. thinks we should continue with the Honor Roll. She asked if we should also put a list of donors in our newsletter. We would need to let donors know that their name would be published unless they tell that they do not wish it to be listed.

**NEW BUSINESS:**

- Fund Raising Committee: Mary Beth R.
  - Pam M., Barb L., Sue P., and John T. met at Mary Beth R.'s home on June 26 to brainstorm some new fundraising ideas. Mary T. was unable to attend.
- Election Day Bake Sale: Mary Beth R.
  - Mary T. offered to co-chair the event and sent Mary Beth R. a projection of what must be done to run the bake sale. Based on the large number of people using absentee ballots for the primary and the reluctance of some to eat food prepared in someone else's kitchen, we thought we should not hold an Election Day Bake Sale. Alyssa N. said that they had to follow social distancing guidelines and that that small lobby could get very crowded if we had baked goods out there. Donna Z. made a motion that we not hold the Election Day Bake Sale in 2020, seconded by Mary B. and approved. Kathy D. suggested that we get coffee from Dunkin Donuts and sell that. Alyssa N. stated that the kitchen cannot be used. Alyssa N. suggested that we send a letter to our bakers explaining our decision and ask that they donate the amount of money that they would have spent on making their treats. This could be sent in the membership mailing as a separate letter.
- Book Sale: Sue P.
  - It takes about four weeks to pull the sale together so we do not need to worry about this until September for a sale in October. Alyssa N. said she can help with social distancing guidelines, sanitizing procedures and book quarantine.
- Cookbook: Barbara L.
  - The cookbook was brought up as an additional fundraiser. It would be spiral bound, not too elaborate. We can get it published locally and we have people who volunteered to type the recipes. There would not be pictures. We can ask for recipes from Friends, maybe a story in conjunction with the recipe or a reason why a recipe reminds them of a certain book. Our list of bakers would be a good starting place for recipes. We could also ask for recipes in a separate letter the membership campaign mailing. We could name sections of the cookbook with favorite books or authors. We could offer thank you pages for a small fee. We could canvas local businesses for ads and possibly have them donate a coupon for the cookbook. The cookbook could be offered on-line or spiral bound. We would need full access to the library for successful sales. We would like to have it ready by the Festival of Trees. Anne A. strongly suggested putting together a budget before embarking on the project. Pam M. made a motion to create a Friends of Onondaga Free Library Cookbook, seconded by John T. and approved. A committee will meet within the next two weeks.
- Budget Planning: Mary Beth B.
  - In September we need to plan our 2021 budget. With the pandemic members may not be able to support us as they have done in the past. We want the library to be aware that our finances are not where they were last year at this time. We need to get together with the library to determine which programs that we fund are most important to them. Kathy D. thinks that we can probably expect at least a 10% drop in membership money.
  - The webinar presented by NYLA stated that people still want to give but want to give where their money has a great impact. People realize how important libraries are during this pandemic so we need accentuate the positive. This will be paramount on our membership appeal letter. Let them know where the money goes, what programs it supports and how important libraries are to the community. Let them know that we need the money, need it now and ask them to please help us.
- Honor and Memorial Cards: Mary Beth R.
  - The Community Library of Jamesville-Dewitt has a program that invites patrons to mark special occasions or commemorate loved ones with book plates. We could start a similar program with very little start up costs - just labels. The minimum donation would be \$25.00. We will not be buying a book. The donor can choose a genre or a title of a book that the library already has. Mary Beth R. will send out a bookplate design and ask for suggestions.
- Craft and Conversation: Mary Beth B.
  - Jeanette N. has agreed to oversee this outreach program. We will talk more about it in September since meetings cannot be held at this time.
- September bills: Mary Beth R.
  - According to George B.'s records our bulk mail permit and insurance are due in September. It was mentioned that some insurance companies are giving breaks due to the pandemic. This may not pertain

to us but Mary Beth R. will check with our insurer. Our insurance bill was \$316.00 last year. Donna Z made a motion to pay our insurance payment not to exceed \$400.00, seconded by John T. and approved. We will need the bulk mail permit and additional postage for the membership campaign. A motion was made by Pam M. to renew the bulk mail permit and fund the account not to exceed \$600.00, seconded by John T. and approved.

- Ice Cream Gift Cards: Mary Beth R.
  - Last year we gave each staff member a \$5.00 gift card to Abbott's spending \$100.00. Do we want to do this again? Alyssa mentioned that Gannon's supplies the summer reading program with tokens for a free ice cream cone for each child. Donna Z. moved to spend \$5.00 for a gift certificate to Gannon's for each staff member, seconded by John T. and approved.
- Maggie Gall-Maynard's baby is due late in July - she can't wait! Donations for a gift for Maggie and Baby purchased a boppy, a humidifier with the extra money to be used toward a book shelf.

The meeting was adjourned at 8:08PM. Our next meeting will be September 2, at 7:00PM.

Respectfully submitted,

Susan Parry, Secretary