

Friends of Onondaga Free Library
Minutes of the Meeting of the Board of Directors
November 4, 2020

Due to COVID-19 the meeting was conducted via ZOOM.

PRESENT:

Directors: Mary Buckout, Barbara Leigh, Pamela McLaughlin, Susan Parry, Mary Beth Roach,
John Thornton and Donna Zeolla Absent: George Bain
Library Staff: Susan Morgan
Members: Anne Andrianos, Kathy DeSanctis and Mary Taylor

ANNOUNCEMENTS: Mary Beth R.

- The new Friends brochures are in and will be used for the follow up letters for the membership drive.
- The sneeze guard is in.
- The increase in our insurance premium was just a standard increase from our carrier.

The minutes were read on-line. Mary B. made a motion to accept the minutes, seconded by Barbara L. and approved.

TREASURER'S REPORT: Mary Beth R.

George B. posted the monthly reports on-line. We have \$8,041.72 in our checking account. This is about half of what we had last year at this time. John T. made a motion to accept the Treasurer's Report, seconded by Donna Z. and approved.

MEMBERSHIP COMMITTEE: Kathy D.

The membership committee has completed preparation for the second reminder mailing to be mailed later this week after the election. Thanks to John Thornton, Mary Taylor, CJ Sturtevant and Deb Carey for their work prepping the envelopes and stuffing the envelopes. Thanks to Chantal for printing the letters and to Mary Beth Roach for updating our brochure.

Donations to date: \$5,365.14 from 98 donors and with average of \$54.75 per donor.

Only a few new people have become members.

COOKBOOK: Barbara L.

This has been an adventure in learning. The whole book needed to be reformatted. We have 184 recipes. Barb L. reviewed the different size options. We will use a 6X9 book with spiral binding with 108 pages. This will cost \$587.00 We will sell them for \$10.00 each for a profit of slightly over \$4.00 per book. Pam M. and Barb L. will take the copy to the printer and review and approve the copy. We need to pay half to have the books printed and the balance when they are picked up.

We will be able to sell the cookbook in the lobby on Wednesday and Saturdays with only one person per time slot. The staff will help us sell them when we aren't there.

FESTIVAL OF TREES: Mary T.

First of all - Many thanks to Susan, Chantel, Gail and the rest of the library staff. We recognize the extra effort that goes into this project.

We are off to a great start. All 20 trees and 3 wreaths have been reserved by decorators and will be returned between Nov. 5 and 14.

The next step is to process the trees for display and we'll need some help. We'll need to move some furniture into the fireplace area on the second floor. Then we need to take pictures of each tree and put them into bags. Then the bagged trees and wreath will be displayed. This sounds like a simple

procedure, but it is time consuming. Deb and I think this should be a two day process with 2 additional helpers on each day. Our tentative dates are Wed. & Thurs. Nov. 18 and 19. The drawing will be held at 10am on Friday, Dec. 11. Winners (25) will be called that morning and the display taken down. We'll need 3-4 helpers for this.

Publicity - Chanel will use the pictures to create a webpage that will be shared on social media and on the OFL webpage. There will also be signs in the library.

The tickets will be sold at both desks for \$1 each for 6 for \$5. We are exploring a way to sell tickets via the website.

Chantal will post a photo of each tree and create on several websites and John T. will post photos on Facebook. We are working on a way to sell tickets on-line that can be mailed or brought into the library along with payment.

Donna Z. will put something in the Friends Corner directing patrons upstairs to see the trees. Susan M. will have a sign on the sign in table, too.

We will also sell cookbooks and book bags. The bags will be \$8.00 each or \$15.00 for a bag and a cookbook. Moneys will have to be kept separate for raffle tickets, cookbooks and bags.

HOLIDAY EVENTS:

- Susan M. spoke with staff members and it was decided that we not hold the annual Holiday Brunch this year. Finally Ours will not host large parties and it is just not practical in this COVID climate.
- We spent \$116.00 last year on chocolates for the staff. This year we would need to provide napkins with tongs or small gift boxes. Speech Candy will provide "socially distanced" trays. We have always used Sweet on Chocolate so we will check with them first. Barb L. made a motion that we spend not more than \$130.00 for candy for the staff for the holidays, seconded by Mary B. and approved. There are 20 staff members. Kathy D. will purchase the candy.

LEGACY GIFTS: Susan M.

- We would like to purchase ten (10) Empire Passes this year. There will be a discount if we do it by the end of the year.
- January 2021:
 - Lucky Day Books - \$2000.00 - we can't keep them on the shelves!
 - E Books - \$2000.00
 - Summer Reading Program - \$3000.00 - includes prizes, books and presenters
- New Ideas - moving from tangible to community experiences
 - Partner with a local school district to have an author visit us virtually. This would be for middle or high school students. The cost would be between \$500.00 and \$1000.00.
 - Scholarship - Present a scholarship to a graduating senior for \$1000.00. Friends would have control to make and review the criteria and award the scholarship. There was discussion as to whom could apply for the scholarship. Did we want to open it to the public or give back to the teens that have helped at the library? Anne A. mentioned that our mission is to support the library. How would a scholarship fit in with our mission? How would donors feel about us giving a scholarship when our mission is to support the library. We will discuss this at a later date.
- Donna Z. made a motion to spend no more than \$800.00 for ten Empire Passes, seconded by Pam M. and approved.
- Susan M. thanked us for working through these changes. This is Month 5 of being open to the public. We have the third highest circulation for physical items in the County Library System. People are asking for longer hours on Saturday so that is probably the next move. The increased hours would help us pick back up with our teens and study sessions. Susan thanked us for putting up the flags (thanks Kathy and Mark D.). They look beautiful. Some one mentioned how much they like seeing the savings for using the library, as opposed to buying books, on the receipts. Donna Z. thanked Susan M. and the staff for making the library one normal thing in this COVID world. The staff is always incredibly cheerful and helpful.

The meeting was adjourned at 7:49. Our next meeting will be December 2, 2020, at 7:00PM.

Respectfully submitted,

Susan Parry, Secretary