

Onondaga Free Library
Board of Trustees Minutes
March 28, 2018

Board Attendees: Dan Pautz; Casey Barduhn; Amy Kremenek; Gary Lucas; Jen Frasier;
Colleen Mahoney; Tom Bradley
Staff: Susan Morgan, Maggie Gall; Alyssa Newton; Chantal Sparkes; Maggie
Gall; Al Oliveras; Kori Gerbig
Attendees: Friends of OFL: Anne Andrianos, John Thornton, Mary Beth Roach, CJ
Sturtevant; Town of Onondaga: Mary Ryan (until 7:15); Community
Member: Sara Puff

- I. Meeting was called to order at 6:58 p.m.
- II. Approval of minutes from the February meeting. Dan made a motion to accept; Gary seconded. All in favor.
- III. Treasurer's Report
Since Anthony left, Gary has been getting things in order and he discussed the bond timeline as it related to overall budget. There were expenses listed for Susan's upcoming travel to the ALA conference. Dan made a motion to accept this month's check register; seconded by Amy. All in favor.
- IV. Director's Report and Friends Update
Susan updated the board about how all of the numbers are holding steady. Patron visits are up and she is pleased. STEAM Discovery Hour will be splitting sessions into age groups starting in April. Maggie informed the board that in February there was Take Your Child to the Library Day and it was very successful. They approximate that 75 people who attend specifically for that event. There was face painting with Maggie and Kori and there was a line the whole time. A caricature artist also entertained. Many patrons also attended a self-portrait class. Junior volunteers assisted with "Fall in love with the book" event. Over 40 books were checked out. Laura Hand, in association with Paws of CNY, has been bringing a Pomeranian named Moose to story time. She teaches children how to safely approach animals. Laura is advertising this on her social media, as well. Additionally, there were many drop-ins on Groundhog's Day and Presidents' Day. Pajama story time has not been successful, so it is being discontinued. But the children's library staff will still be available during that time to play and interact with the children. Family story time and Pokémon has been going great. Mother Goose Story Time has been inconsistent, but that is probably seasonal.
Alyssa shared that the Teen Book Fest at Nazareth College is coming up in May. OCS and West Genesee students might attend. We are asking for a \$25 commitment to cover the bus expenses.

Regarding the Friends, Anne reported that the shamrock sale was wonderful and raised over \$100. The membership drive has already raised over \$7000. At their last meeting, the Friends gifted the library with \$2500 for the Library of Things, a program that allows patrons to try out tech items before they purchase them. Also, there will be no geranium sale this year. Instead, the Friends will be holding the used book sale. Please feel free to donate any used books to their sale. It will be the first weekend in May with the preview night prior to the sale where anyone who attends will receive a free children's book. The Board of Friends will be full at their annual meeting on April 4.

V. Committee Reports

Building: Depending on the availability of construction funds, there is a list of things Susan would like to address this year: creating a new handicap space, concrete work, soundproofing in various areas, correcting run off in the parking lot, and new tables and chairs for STEAM activities. State funds will create a 75%-25% match for many of these construction initiatives. The town codes officer sent a letter to everyone along the Turnpike about clearing the sidewalks in front of the building of snow. The current landscaping/snow removal contract is in effect until November 15.

Personnel: Sara Randolph, a clerk for the last four years, has accepted a full time position at Marcellus Library. Tonette Young will replace her. She has worked at Bird Library and has a lot of customer service experience.

VI. Old Business

Bereavement Leave Policy: Dan will resend the revised version for the board's approval. Vote will be conducted via email.

VII. New Business

Steam Furniture Proposal: Susan is requesting new tables and chairs for the Lego area for STEAM activities. Susan will investigate whether this can be applied to the grant. The board will approve via email.

Great American Read: Susan is finalizing the grant for this program that is in conjunction with PBS and the ALA. It will include a list of 100 books to encourage reading. The event is on May 22 and we can partner with WCNY.

Emergency Plan: Our emergency plan is out of date. Fire drills are held twice a year and the fire inspection was recently approved, but Susan will contact other libraries to inquire about their safety procedures. Amy will speak to OCC's security officer. Casey also suggested the New York State Police's outreach program to assess facility security.

VIII. Adjournment

With no further business, the meeting adjourned into executive session to discuss personnel matters at 7:32 p.m.