

Onondaga Free Library
Board of Trustees Minutes
February 26, 2020

Board Attendees: Casey Barduhn, Gary Lucas, Colleen Mahoney, Amy Kremenek, Dan Pautz, Jen Frasier, Tom Bradley
Staff: Susan Morgan
Guests: Friends of OFL: Mary Beth Roach, Sue Parry;
Town of Onondaga: Mary Ryan, Kathy Fedrizzi;
Potential new trustee: Laurie Smith

- I. Meeting was called to order at 6:05 p.m.
- III. Approval of minutes from January meeting. Gary made a motion to accept; Jen seconded. All in favor. Carried.
- IV. Treasurer's Report
In preparation for the upcoming audit, the auditors asked if there was anything specific we would like them to look at. No specific concerns were expressed. The site visit is scheduled for next week. Official presentation will be in May or June. Amy made a motion to accept the check register for January; Dan seconded. All in favor. Carried.
- V. Director's Report and Friends update
There was a good start to the new year. There was a new door counter installed. As a result of the counter being down, the number of patron visits was an estimate. Checkouts were down and may have been weather related. The library is getting prepared to help the public with the census. Susan met with the new OCPL director Christian Zabriskie today and expressed our concerns with Polaris and delay in getting the self-checkout up and running.

The Friends' Shamrock sale is scheduled for March 6 and 7. They have chartered a bus in August for travel to the Women's Rights Park in Seneca Falls. Mary Beth is making a newsletter to share Friends' events. They are holding a raffle for tickets to the Rosamond Gifford Lecture Series. Unfortunately, they canceled the culinary cook off on March 1. The Friends submitted a nomination for Alyssa Newton for the Sullivan Award of the American Library Association.
- VI. Committee Reports
Building: The teen space is open and looking great. There is a concern about potential noise. We will revisit that once the teen space is fully up and running. The brick by the new door has been repaired. The new front door is scheduled to be installed possibly by next week. The new door counter was installed. The copier was recently repaired. Additionally, the carpets were cleaned over the long weekend. Sprinkler and HVAC

quarterly maintenance checks were completed recently. Replacement flush sensors for toilets were ordered.

Personnel: Census representative will be at the March staff meeting.

VII. Old Business

We are preparing for the March annual meeting and report. The plan is for Jen to be president. The board reviewed the gaming station policy. The age range for use was changed from 10 to 17 to 12 to 17. Jen made a motion to approve the gaming station policy. Gary seconded. All in favor. Carried.

VIII. New Business

Susan received a quote from Envisionware for a new self-checkout station. It is \$2,695 to run our own checkout. She believes this is the best solution to get the station back up and running. In regards to the new staff position, Susan is reevaluating it and is open to the possibility of making it part-time. In regards to the incident form, we discussed the specific language used. The form will document incidents towards both employees and patrons. In the future, we may revisit the meeting room policy due to high demand for usage.

IX. Adjournment

With no further business, Casey made a motion to adjourn, seconded by Colleen. Meeting adjourned to executive session at 7:10 p.m.