

Onondaga Free Library  
Board of Trustees Minutes  
January 27, 2021

Board Attendees: Jen Frasier, Casey Barduhn, Gary Lucas, Beth Crump, Laurie Smith,  
Colleen Mahoney, Amy Kremenek  
absent: Tom Bradley  
Staff: Susan Morgan, Alyssa Newton, Chantal Rothermel  
Guests: Mary Kay Ryan, Kathy Fedrizzi, Rob Price, Chris McCarthy, Stephanie  
Aldrich

- I. Meeting called to order at 6:03 p.m.
- II. Approval of minutes from December meeting. Gary made a motion to accept; Casey seconded. All in favor. Carried.
- III. Treasurer's Report  
Gary discussed the report and the fund balance carryover is far less than anticipated. Susan mentioned the drainage project revenue received in 2019 and the project was paid for in 2020. The check register was reviewed; Casey made a motion to accept the check register, seconded by Amy. All in favor. Carried.
- IV. Director's Report and Friends update  
Overall stats for 2020 were steady. Circulation has been in line with the previous month. Virtual programming has been successful for all ages and the kits in particular have been well received.  
Friends Update- Friends cook book sales are ongoing. They are doing a beat the winter blues basket that will be raffled off to an existing Friends member during February.
- V. Committee Reports  
Building: Elevator and sprinkler maintenance visits were completed. HVAC ignitors were replaced. Possible new LED lighting upgrades are in the works.  
Personnel: Kudos to Scott for helping with staff training this month.
- VI. Old Business  
In regards to the school budget levy for 2021 budget, Casey and Rob suggested requesting a 3% increase. This will help to compensate for the \$70,000 loss. Gary motioned to approve the 3% increase at a total amount of \$9,360. Amy seconded. Carried.
- VII. New Business  
Based on Governor Cuomo's new announcement about zoning, the staff plans on re-opening on Monday, February 8. The goal is to allow patrons inside for limited visits. Patrons interested in visiting the library would be allotted staggered, one-hour

appointments. Contact tracing protocols would only apply to people using the facilities for up to an hour. Pick-up visits would not require contact tracing information. Building occupancy limits have never been hit. The staff plans to continue hours of 10 to 5 on Monday, Tuesday, Thursday and Friday; 10-8:30 on Wednesday; 10 to 2 on Saturday. The plan is to add hours as needed rather than to take them away. Part-time employees have been losing some hours due to this modified schedule and their availability. Full-time employees have been able to accommodate their hours. Gary made a motion to approve this reopening plan. Colleen seconded. Carried. Susan will send out a letter to patrons about re-opening.

Susan and the rest of the staff are concerned about mask protocols. Susan requested permission to update the Code of Conduct with language including consequences for refusal to correctly wear a mask. The board fully supports this.

The library attorney believes that the library qualifies for a PPP loan. We are asking for 2.5 times payroll, which is about \$80,000. Casey made a motion to move forward with the loan. Gary seconded. Carried.

At our annual meeting, there will be open officer slots for Vice President and Secretary. New terms begin on March 24.

Susan's annual review is coming up in February. Casey has offered to conduct a review again. Colleen will assist him with the review process.

#### VIII. Adjournment

With no further business, Jen made a motion to adjourn, seconded by Colleen. Meeting adjourned at 6:55 p.m.