

Onondaga Free Library  
Board of Trustees Minutes  
July 22, 2020

Board Attendees: Gary Lucas, Colleen Mahoney, Casey Barduhn, Jen Frasier, Beth Crump  
absent: Tom Bradley, Amy Kremenek, Dan Pautz, Laurie Smith  
Staff: Susan Morgan, Alyssa Newton, Chantal Rothermel, Scott Lipkowitz  
Guests: Friends of OFL: Mary Beth Roach  
Town of Onondaga: Kathy Fedrizzi, Mary Ryan

- I. Meeting was called to order at 6:03 p.m.
- II. Approval of minutes from the June 24 meeting. Gary made a motion to accept; Colleen seconded. All in favor. Carried.
- III. Treasurer's Report  
Review of the P&L. Everything is within normal ranges. Total expenses are at 43%; 7% under expectation. The credit card report was small due to the closure. The check register includes the final large payment for property damage. Also, there was an accident overpayment to Scholastic, but it is being reimbursed. Colleen made a motion to accept the check register for June; Jen seconded. All in favor. Carried.
- IV. Director's Report and Friends update  
Digital services and technology librarian Scott Lipkowitz was hired. Welcome, Scott! Susan would like to have an August meeting on August 26, and the Board agreed. Virtual programming continues at the library. Craft kits for families have been a great success. Alyssa states that summer reading has 88 kids registered. In the past, 500 kids registered but 200 to 300 actually participating. Now almost everyone who registered is participating. There will be prizes awarded at the end of July and August.  
  
Friends membership committee will start planning in late August/early September. The election day bake sale has been canceled. Crafts and Conversation will likely return in the fall. In regards to the book sale, a decision will be made in early September. The Friends are looking into doing a cookbook. Their next meeting is September 2.
- V. Committee Reports  
Building: Ultraviolet units for the HVAC units were mostly installed yesterday. New filters will be installed next week, so air quality will be improved. Susan will meet with the Board of Elections staff in order to walk through the community room to prepare for the November elections. MA Polce has given us a quote for IT managed services. Susan will send this information in an email.  
Personnel: Adjustments have been made to schedule but it has gone well. Susan is looking to update policies about language to use for medical leave and remote work.

VI. Old Business

Review of officers' positions. Jen will assume the position of president. Casey will be vice president. Colleen will be secretary. Gary will be treasurer. Gary motioned to approve. Jen seconded. All in favor. Carried

VII. New Business

This is week two of opening by appointment only. Compliance is near 100%. Everything is going well overall. The staff has expressed that they feel comfortable. Being fully open is subject to government mandates. Only 11 libraries are open for in person appointments locally. Some of them are only offering computer appointments. Unfortunately, Sarah Harvey will not be able to join the board at this time. Susan proposed accepting June 19 as the Juneteenth holiday for the library. Colleen motioned to approve. Gary seconded. All in favor. Carried.

VIII. Adjournment

With no further business, Gary made a motion to adjourn, seconded by Colleen. Meeting adjourned at 6:47 p.m.