

Onondaga Free Library
Board of Trustees Minutes
July 28, 2021

Board Attendees: Jen Frasier, Beth Crump, Stephanie Aldrich, Rob Price, Colleen Mahoney, Gary Lucas, Laurie Smith

Absent: Tom Bradley, Chris McCarthy

Staff: Susan Morgan

Guests: None

I. Meeting was called to order at: 6:08pm

II. Approval of the minutes from the May 26, 2021, meeting. Rob made a motion to accept, Stephanie seconded. All in favor. Carried.

III. Treasurer's Report and check registers for May and June:

Gary presented the May & June P & L, stating that at the midpoint of the year OFL continues to stay on budget Everything continues to look good.

Stephanie made a motion to accept, seconded by Rob. All in favor. Carried.

IV. Director's Report:

Circulation continues to be good and in person traffic continues to increase. Response to programming has been great this summer. Looking ahead Susan is hoping to be able to offer indoor programing later in the year.

Money from school funding will arrived in the fall. Susan, again, thanked districts for putting a referendum on their ballots last spring. The PPE loan has come through and will allow us additional money for unanticipated expenses.

V. Friends Update:

The book sale netted over \$3,000, and Friends are planning another one for mid-September, hopefully indoors.

The Friends are taking part in two of the Parks Programs with the library this summer: having an info table and a book giveaway at Santaro and Kelley Bros. Parks. So far, the response has been good, especially for the book giveaway.

Upcoming Events:

Friends membership drive: kick off in August/September, and the first round of letters will go out at about that time.

Commemoration of the 20th anniversary of 9/11:

- Friends will invite the community to send in their remembrances from that day and will place those on the windows throughout the library for patrons to read throughout the month of September.
- On the morning of 9/11, Friends will hold a memorial program, including moments of silence between 8:46 and 9:03 am, the times the planes hit the World Trade Center.

Veterans Info Fair (November): Friends will be inviting representatives from the VA, Clear Path for Veterans, the Onondaga County Veterans Affairs Office, and others to set up a table with information on benefits provided to our veterans.

Veterans Holiday Card Project: Starting on Veterans Day, Friends are inviting the public to send Christmas cards to the military. They will have a specially decorated box at the Friends Corner where people can drop their cards. Cards will be shipped after Thanksgiving to one of the organizations that distributes holiday cards to the troops.

VI. Committee Reports:

Building: The parking lot has been sealed and striped. The windows will be cleaned in the next few weeks. Susan is seeking proposals for security cameras and programming laptops. In addition, a printer replacement is needed for administration. A motion was made by Chris to approve laptop purchase proposal, seconded by Rob. All in favor. Carried.

Personnel:

OFL has hired two new pages; one is an OCS student and the other is a Westhill student.

VII. Old Business:

Update on library operations:

Considering the direction, we are moving, Saturday hours will be extended from 10:00-5:00. The library is now open 60 hours/week. At this time Sunday hours will not be offered; Susan will continue to review and monitor. She will give an update in September.

Bonds Refinancing Plan Update: Progress is being made on the refinancing of our bonds. Gary is happy with the way things are going.

VIII. New Business:

Going Fine Free in 2022: Susan has proposed eliminating fines for 2022 with exceptions of technology items, and park passes. Patrons who have not returned items will not be allowed to borrow new items until the old ones are returned or replaced. Gary asked about keeping fines on high demand book titles. Susan will review the policy in October.

Staffing- New Circulation Manager Position: Susan would like to explore the possibility of adding a new circulation manager position next year and provided a job description. Since OFL doesn't have a head clerk, the circulation manager would lead the circulation department and help to address issues quickly. The cost of this position could be covered through our savings due to bond refinancing.

Timeline for 2022 Budget Review and approval: Historically, preliminary budget planning starts in September. Revisions and more details are added to budget lines in October. The budget will be finalized and ready for vote in December.

Long Range Plan Timeline: Susan will begin the process of updating our long-range plan. A community survey will be sent to focus groups in Sept./Oct. Based on feedback received revisions will be made to our current plan. Adoption of the plan will take place in November/December.

Community Room Policy Update: OFL is hoping to update their community room policy. Susan shared the current community room policy, along with examples from other public libraries. Discussion took place regarding when to open the room back up for community groups (based on COVID numbers), adding language for cleaning fees, no alcohol and clarification on hours room would be available. Susan will make revisions and send out for review.

IX. Executive Session: personnel discussion:

Motion was made by Stephanie to enter executive session at 7:10pm for the purpose of personnel discussion, seconded by Beth. All in favor. Carried.

X. Resume Public Session:

Motion was made by Beth at 7:13pm to resume public session, seconded by Stephanie. All in favor. Carried.

XI. Personnel: A motion was made by Stephanie to approve proposed raise, seconded by Beth. All in favor. Carried.

XII. Adjournment: Jen made a motion to adjourn, seconded by Rob. Meeting adjourned at 7:14pm