

Onondaga Free Library
Board of Trustees Minutes
June 24, 2020

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

- I. Meeting was called to order at 6:02 p.m.
- III. Approval of minutes from the May 27, 2020 meeting. Amy made a motion to accept; Gary seconded. All in favor. Carried.
- IV. Treasurer's Report
 - P & L is on track. There was mention of expense line for capital improvements, which included the parking lot project that was grant funded.
 - Amy made a motion to accept the check register for May; Dan seconded. All in favor. Carried.
- V. Director's Report and Friends update
 - The May statistics were in line with all things considered during the pandemic closure. Digital collection usage continues to increase each month. Program attendance for kids and adults has been holding steady for the virtual offerings. The number of unique borrowers using library collections has also increased. Susan thanked the Friends for their generous support of the summer reading programming this year. The focus will be on take home kits for families, prizes for kids, teens, and adults, and a book to every child that completes the summer reading program.
 - Friends: Susan reported they are looking for ways to increase their membership of younger members and also for new fundraising ideas during a pandemic. They are also pulling together a subcommittee that will meet the week of June 22 to brainstorm some new ideas for fundraising initiatives.
- VI. Committee Reports
 - Building: The parking lot construction project is complete. Susan brought 2 quotes for UV equipment to install in the HVAC units to help with air quality and elimination of germs. After some discussion, a motion was made by Tom, seconded by Dan to approve purchase of the Remi Halo unit from Nodine's, the library's HVAC vendor.

Personnel: Susan asked about staff schedules and payroll with more work being done on site. There was discussion about keeping things as equitable as possible among the part time staff and that beginning on June 27th, time sheets will reflect the number of hours worked on site with the modified schedule. In regards to the new operational schedule, Dan made a motion, seconded by Amy to have library director make necessary adjustments to the operational schedule. All in favor. Carried.

Susan asked about what to include in staff health screenings each day to keep in compliance with the safety plan. Discussion followed with what procedures to follow that are part of the safety plan.

Susan proposed the addition of Juneteenth as a new holiday beginning in 2021. Board tabled the vote until the July meeting.

VII. Old Business

Fine waivers for 2020: After some brief discussion about when items go to lost status, a motion was made by Dan, seconded by Gary, to waive fines for the remainder of 2020. All in favor. Carried.

New board trustees: A motion was made by Dan, seconded by Casey, to appoint Beth Crump and Laurie Smith to the board for their first terms, both to expire March 2022. All in favor. Carried.

VIII. New Business

Update on reopening plan for public in the building: there was discussion about screening at the door prior to entry with a sign in log that also serves as attestation to the health screening questions. The patron code of conduct policy was also updated with language to include face coverings required to enter the building and maintaining social distancing while in the building.

IX. Adjournment

With no further business, Amy made a motion to adjourn, seconded by Dan. Motion carried; meeting adjourned at 7:02 p.m.