

Onondaga Free Library
Board of Trustees Minutes
March 24, 2021

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

Absent: Tom Bradley, Laurie Smith

Staff: Susan Morgan, Scott Lipkowitz, Chantal Rothermel, Kori Gerbig, Debbie Zabel, Maggie Gall-Maynard

Guests: Mary Beth Roach, Anne Andrianos, Mary L. Rohner, Friends of OFL; Kathy Fedrizzi, Natalie Dardaris, Town of Onondaga; Cheryl Robinson.

- I. Meeting was called to order at 6:33pm.
- II. Approval of the minutes from the February 24, 2021 meeting. Colleen made a motion to accept, Rob seconded. All in favor. Carried.
- III. Treasurer's Report
Gary presented the February P & L, stating that all things are on track. He pointed out the notes that have been added to clarify expenditures.
The February check register was reviewed. Chris made a motion to accept, seconded by Colleen. All in favor. Carried.
- IV. Director's Report
Overall circulation stats were good. Patron visits held steady. In-person visits are starting to increase. The library will be adding Monday night hours beginning on 4/5. Susan and staff will continue to monitor numbers and expand hours as needed.

Scott has been providing a OFL website refresher/training to staff members.

Audit site work with Bonadio went well. Bonadio will present the audit at the May board meeting.
- V. Friends Update:

Used book sale will be held on June 5, with a rain date of June 12 in the library's back parking lot. Used books can be dropped off to the Library between May 17 and 21 to allow for an adequate time for quarantine.

A new Little Library will be installed outside of the Green Hills Market in late April-early May. Friends have reached out to the Little Library organization's "Read in Color" program in hopes of getting some free books that are culturally diverse.

Friends current balance is a little more than \$4,000, a slight increase from the previous month, thanks in part to membership.

Friends are in the process of gathering information to update our Articles of Association, Bylaws and Expenditure Protocols.

Susan thanked the Friends for the daffodils they donated last year. They are beginning to come up and look beautiful!

VI. Committee Reports:

Building: There was an emergency HVAC repair in February due to a heating issue. Susan is working with Sedgwick Interiors to explore options for a more permanent plexi-glass enclosure for the circulation and reference desks.

Personnel: none

VII. Old Business:

PPP Loan has been approved and should be coming soon. The first installment of the Employee Retention Credit has been received; the second installment is expected soon.

Pandemic Plan Draft was tabled until the May 26, 2021 meeting.

VIII. New Business:

Library Strategic Plan: The current Strategic Plan expired in December 2020. A committee of stakeholders/community members to be established to gather data in order to adjust and update the plan. The goal is to have a new plan in place by Fall 2021.

Library Social Media Policy- OFL has not had an official social media policy and with an increased use in social media it makes sense to adopt one at this time. The policy uses language similar to what other libraries are using. Gary made a motion to accept, seconded by Beth. All in favor. Carried.

IX. Adjournment:

Jen made a motion to adjourn, seconded by Colleen. Meeting adjourned at 6:54pm.