

Onondaga Free Library  
Board of Trustees Minutes  
May 27, 2020

Board Attendees: Casey Barduhn, Gary Lucas, Amy Kremenek, Jen Frasier  
absent: Tom Bradley, Colleen Mahoney, Dan Pautz  
Staff: Susan Morgan, Alyssa Newton, Chantal Rothermel, Gail Thomas  
Guests: Friends of OFL: Mary Beth Roach; Town of Onondaga: Mary Ryan;  
Heather Lessels from Bonadio; Mary Lou Rohner.

- I. Meeting was called to order at 6:02 p.m.
- III. Approval of minutes from April 22, 2020 meeting. Amy made a motion to accept; Gary seconded. All in favor. Carried.
- IV. Treasurer's Report  
P & L is on track. There is obviously less activity since the closure. Amy asked about any reduced expenses since the building closure. Susan mentioned no expenses for weekly cleaning currently, ink and paper, utility bills are lower. Gary stated that the library board has withdrawn its PPP loan application. He also noted that the retirement fund showed a positive increase for 2019.  
Jen made a motion to accept the check register for April; Amy seconded. All in favor. Carried.

Audit Presentation with Heather Lessels from the Bonadio Group:  
Overall audit for 2019 reflected a clean opinion with no adjustments. The library operates on a modified cash basis. There was \$72,000 increase in revenue due to a NYS construction grant for the parking lot drainage project and insurance claim funds. Expenses increased for salaries and benefits plus one additional payroll period in 2019. New for 2019 was the photocopier lease, which is a right of use asset in the audit documents. The library is in a positive liquid position and at year end 2019 showed equity of \$1.3 million.

- V. Director's Report and Friends update  
The April statistics were in line with all things considered during the pandemic closure. Digital collection usage continues to increase each month with 3,266 circulations in April. Adult fiction has been strong in digital circulation. Program attendance for kids and adults has been favorable for the virtual offerings. The number of unique borrowers using library collections has also increase dramatically this month. 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: Mary Beth reported their vote for officers with Pam McLaughlin as the new VP. They are planning the membership drive to start in September. They have cancelled the bus trip to Seneca Falls and the block party at Santaro Park. They are looking for ways to increase their membership of younger members and also for new fundraising ideas during a pandemic.

VI. Committee Reports

Building: The parking lot construction project is near completion and sod is installed. Parking lot paving and striping was also completed this week. Window cleaning will be scheduled weather permitting. Sneeze guards at the circulation and information desks to be installed this week. Mary Ryan asked about public computer cleaning and Susan mentioned that computer stations will be cleaned in between patron uses.

Personnel: Susan asked on behalf of the staff what the plan was for payroll when the part time schedules resume on a modified work schedule due to executive orders. Gary and Casey answered that staff to be paid at no less than their normal average work hours that has been in effect since the shutdown. The board asked Susan to bring the new work schedule to the June meeting. There was also some discussion about FMLA and how it applies to child care issues for staff, especially for the fall school schedule. Mary Ryan referred Susan to discuss this more with Tom Andino for further guidance on resources to refer to for the FMLA.

VII. Old Business

Update on reallocating budget line for collections: Susan proposed a temporary budget reallocation for increasing the digital collections through July as follows for monthly budgets-

Adult Fiction: \$500 in print, \$500 in digital

Adult Non-Fiction: \$333 in print, \$750 in digital

Juvenile: \$700 in print, \$300 in digital

Young Adult: \$166 in print, \$250 in digital

Gary made a motion, seconded by Amy to approve the temporary reallocation. Carried.

Updates on library reopening plans: Planning continues with the June 8 timeline to start library curbside takeout services, pending the state guidance for free association libraries to be included in this phase of operations.

VIII. New Business

Susan reported the new Digital Services and Technology Librarian is Scott Lipkowitz and his first day of employment will be June 29, 2020.

IX. Adjournment

With no further business, Amy made a motion to adjourn, seconded by Jen. Motion carried; meeting adjourned at 6:57 p.m.