

Onondaga Free Library  
Board of Trustees Minutes  
November 18, 2020

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

- I. Meeting called to order at 6:02 p.m.
- II. Approval of minutes from October meeting. Amy made a motion to accept; Casey seconded. All in favor. Carried.
- III. Treasurer's Report  
P&L is in line overall for October and was updated to reflect the fund balance carryover from 2019 and the Town levy was also adjusted to show the full levy amount. The check register included payment to The Library Store for Plexiglas shields and to Liverpool Lumber for the windowpane deposit. Amy made a motion to accept the check register for October; Jen seconded. All in favor. Carried.
- IV. Director's Report and Friends update  
Circulation was steady and October was the highest it's been since pre-pandemic in March. In person visits have increased steadily over the past 3 months of being open. Thank you to the Board for supporting the operations and reopening phase we are currently in for our library community.  
  
Friends Update  
The Festival of Trees and the annual membership campaign are both in effect. Cookbook is in the final stage of production with plans to sell for the holiday season. The Friends have decorated the library in recognition of National Friends Week and to showcase what they funded over the past several years. Mary Beth has asked Susan to plan out the legacy gifts for 2021 and present to the Friends for consideration.
- V. Committee Reports  
Building: Mold mitigation and repair work is complete. New window pane replacement in community room vestibule is scheduled for this week. Sensor faucets and lighting in restrooms have been installed.  
Personnel: Staff meeting and training last week went very well.

VI. Old Business

The reopening committee has been meeting to plan for different operational phases including returning to pick up services only depending on executive orders.

VII. New Business

Weather policy:

After discussion, it was recommended that the language about Westhill school district closing be removed from the library's weather policy. This is due to changes in remote learning and what constitutes a snow day for the school district.

2021 Budget:

The Board reviewed the 2021 budget. The carryover fund balance was discussed in more detail with Gary's input on prior years of using a fund balance.

Susan presented the school district levy illustrations requested for this meeting at 2,3, and 5 % increases. The allowable growth factor for 2021 is 1.0156 which amounts to a maximum levy increase of \$39,959 for all school and town levies. The decision regarding the school district propositions needs to be made by January. There was additional discussion about fund balance, reserves, and how a levy increase would be applied to budget needs. Finally, there was some discussion about the possibility of making budget amendments if the pandemic warrants any changes in 2021.

Casey made a motion to accept the 2021 budget as presented in the amount of \$1,125,000, seconded by Laurie. All in favor. Carried.

VIII. Adjournment

With no further business, Jen made a motion to adjourn, seconded by Amy. Meeting adjourned at 6:41 p.m.