

Onondaga Free Library
Board of Trustees Minutes
October 23, 2019

Board Attendees: Casey Barduhn, Gary Lucas, Colleen Mahoney, Amy Kremenek;
absent: Dan Pautz, Jen Frasier, Tom Bradley
Staff: Susan Morgan
Friends of OFL: Mary Beth Roach

- I. Meeting was called to order at 6:05 p.m.
- III. Approval of minutes from September meeting. Gary made a motion to accept; Amy seconded. All in favor. Carried.
- IV. Treasurer's Report and check approval
The treasurer has reviewed the financials. Everything is on track. The P&L are right where they should be. We are a little under expenses, which is good. Also, Susan and Gary much to review the 2020 budget and payroll expenses. Gary has been working on that. A full follow-up for all expenses will be presented next month. Amy made a motion to accept the check register for July and August; Casey seconded. All in favor. Carried.
- V. Director's Report and Friends update
Circulation and programming numbers are good. Check outs are down slightly. Labor Day being early may have affected it. Programs and services are doing well.

It is National Friends' Week. The Friends will have a booth at the YMCA Halloween party. Anne has stepped down as president. She will continue to be an ambassador for the organization. George Bain will be the treasurer. Sue Parry will be secretary. Mary Beth Roach will be interim president. Three new directors have been added: Pam McLaughlin, Barbara Leigh, and Mary Buckhout. The Friends are currently in the midst of their membership drive. Kathy DeSanctis will be decorating outside by the flagpole for Veterans Day. At their next meeting on November 6, the Friends will be planning for next year.
- VI. Committee Reports
Building: The drainage project will begin tomorrow and will last for two to three weeks-weather depending. The new doors will be installed next week. The new hot water heater was installed last week. The previous one was nine and a half years old. Susan has asked Appel Osborne to review the illegal parking issue. The three east side spots with stripes are becoming problematic. Susan will look into potential signage. An assessment of the front door will also be conducted. The fiber service line to the county has been officially turned off, which is actually cost saving and the existing fiber connection speed will be increased to 150 Mbps. For the alarm and elevator phone

lines, we are able to reduce the number of lines to 2 through Verizon. Susan will sign a two-year contract to take the monthly cost from \$31.37 to \$21.31.

Personnel: Staff development for the library staff was held at Liverpool Library, which just reopened after renovations. There was a cyber security presentation which was both timely and informative. Al is presenting at next month's NYLA conference.

VII. Old Business

The presentation given on fines at last month's meeting was discussed. Casey made a motion to approve the removal of youth fines; Amy seconded. Three in favor; one dissent. Carried.

VIII. New Business

There will be a new director of OCPL. There were three candidates. The library is partnering with Hillbrook on a monthly basis and providing services there. OCC Early Childhood Education students recently visited the library for a site visit. The blood drive was very successful. Susan will consider the drive hours next year. Tech backpacks from the county library system, which include chrome books and a hotspot, will be available to check out soon. Susan presented some amended language for the meeting room policy. Gary motion to accept; Colleen seconded. All in favor. Carried. As Dan's term as a trustee nears its end, the Board could use two new members. Susan will be drafting a specific library incident form. There was a budget discussion focused on expected revenue. Gary presented the 2020 projected wages.

IX. Adjournment

With no further business, Casey made a motion to adjourn, seconded by Colleen. Meeting adjourned at 7:25 p.m.