

Onondaga Free Library
Board of Trustees Minutes
September 23, 2020

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

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the August 26, 2020 meeting. Casey made a motion to accept; Jen seconded. All in favor. Carried.
- III. Treasurer's Report
Review of the P&L. Overall, budget is in line and there was a question about the checks issued to Appel Osborne, which was for the final drainage project payment to the landscape architect, and Onondaga Flooring for the deposit for the processing room carpet replacement. Gary made a motion to accept the check register for August; Amy seconded. All in favor. Carried.
- IV. Director's Report and Friends update
Circulation is up by over 2,500 compared to August. In-person visits have increased over the past 2 months. Virtual programming has been steady but flat. Alyssa discussed the summer reading report. Updates to the current service model include adding morning hours for all types of visits, which has reduced the demand for curbside services. Curbside services will become on the spot visits for patrons that cannot come inside for pickup.

Friends membership drive is in progress. Book sale postponed until next spring. Festival of Trees will take place this year and wreaths are another option for decorators. The Friends are doing a cookbook fundraiser and still need recipes to complete the project. Their next meeting is October 7 at 7 p.m.
- V. Committee Reports
Building: Broken window in community room vestibule is in progress for repair. Sump pump failed outside in late July, and we are getting carpet taken out of Gail's office and replaced with laminate. West side ceiling leak continues to be a problem and Tom Bradley will be over to look above the ceiling tile. Elevator yearly load test was completed.
Personnel: Part time staff are mostly back to their pre pandemic weekly hours.

VI. Old Business

Update on library services and proposed changes to current models:

Still in our current phase of reopening but will add the option for patrons to make appointments online beginning next week.

VII. New Business

2021 budget:

Overall review of the revenue and expense lines. October will have continued focus on the payroll projections. There was discussion about a new line item for legal services since the board will not have a trustee that is an attorney starting in 2021. There was also discussion about the possibility of going fine free for all patrons. School referendums were addressed with concerns about what an increase to the levy and taxpayer questions about the overall budget expenses with a reduced operational capacity.

Vendor request to refinance library bonds: Susan will send this information to Dan and his firm for review.

VIII. Adjournment

With no further business, Jen made a motion to adjourn, seconded by Gary. Meeting adjourned at 7:02 p.m.