

Onondaga Free Library
Board of Trustees Minutes
August 26, 2020

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

- I. Meeting was called to order at 6:03 p.m.
- II. Approval of minutes from the July 22 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. There was a question about the NYS funds and payment is expected this fall. Another question about school budget votes and funding is received in the fall from the districts. Gary asked for board to review current health insurance policy in regards to family coverage for the 2021 budget.

Jen made a motion to accept the check register for July; Amy seconded. All in favor. Carried.

- IV. Director's Report and Friends update
Circulation is up by over 3,000 compared to June and the most web hits this year were in July. Craft kits for families have been a great success. Alyssa discussed a program offered this summer as part of a Girl Scout Gold project as a movement program for children and their caregivers. It has been well received. Susan mentioned that she and Scott will be meeting with Town Board members to begin exploring additional WiFi access within the Town. In the meantime, the library was successful in securing a grant from CNY Library Resources Council to purchase additional hot spots for lending to patrons.

Friends membership drive is in progress. In regards to the book sale, a decision will be made in early September. The Friends are looking into doing a cookbook as a fundraiser. Their next meeting is September 2.

- V. Committee Reports
Building: Fire extinguisher annual testing done. New elevator sump pump alarm installed. Asphalt areas were resealed in the back corner. Broken window in community room vestibule is in progress for repair- seems to be a stress crack. Sump pump failed outside in late July, and we are getting carpet taken out of Gail's office. Carpets scheduled for cleaning over Labor Day weekend. Windows were cleaned.

Gary asked about when meetings would resume in the library and it is unknown how long it will be plus we will continue virtual board meetings as permitted.

Personnel: Executive session to discuss personnel compensation.

VI. Old Business

MA Polce quote for managed IT services. After a brief discussion about the updated proposal for services, Casey made a motion, seconded by Amy to approve the proposal. All in favor. Carried.

VII. New Business

Update on library services and proposed changes to current models:
Still in our current phase of reopening through September. Curbside service is moving towards becoming an on the spot service for patrons that cannot come inside. Beginning September 8, morning hours for in person visits will be added Mon-Fri from 10-12. We are working on adding additional computer time for patrons with an emphasis on distance learning support for high school students. All other visits will remain at 30 minutes. Board is in favor of these proposed changes to library services.

Paychex online time keeper service proposal:

Susan discussed a proposal for adding online timekeeping to our existing payroll service. Amy made a motion, seconded by Casey to approve the proposal. All in favor. Carried.

2021 budget timeline:

Susan reviewed the 2021 budget preparation as: September to review all revenue and expense lines, October to continue further discussion, and plan to approve budget in November.

Executive Session

Jen made a motion to enter into executive session at 6:42 p.m. to discuss personnel compensation. Gary seconded, all in favor. Carried.

VIII. Adjournment

With no further business, Gary made a motion to adjourn, seconded by Jen. Meeting adjourned at 6:49 p.m.