

**Friends of Onondaga Free Library**  
**Minutes of the Meeting of the Board of Directors**  
**October 5, 2022**

**PRESENT:**

Directors: Sheila Graudons, Barbara Leigh, Pamela McLaughlin, Susan Parry, Mary Beth Roach, Laura Sullivan (via phone) and John Thornton Absent: George Bain, Mary Taylor and Donna Zella  
Staff: Susan Morgan  
Ambassadors: Anne Andrianos and Kathy DeSanctis

The meeting was opened at 7:00PM. The minutes for September were read on-line. A motion was made to accept the minutes by Mary Beth R., seconded by John T. and approved.

**TREASURER'S REPORT:** Pam M. and George B. via e-mail

In response to questions raised in the minutes about last month's treasurer's report, I hope this explanation will help you understand the reports.

*First, I'm working in Quicken and using the programs that software provides. I admit my knowledge is limited enough that I don't know how to create reports that show balances on the columns.*

*Each report I send begins with my stating the current checking account balance, the amount of money we have in our account on the day I write. That amount appears at the end of the balance column on the last page of the checking PDF. For the August report, the balance was \$5,407.93.*

*The checking PDF finishes with the summary of income YTD (total account inflows) and the summary of all expenses YTD (total account outflows). The last line (net account total) is not the current balance in the account, but the difference YTD between income and expenses. A negative account total means we have spent more money than we have taken in, but does not mean we have run out of money.*

*The category summary PDF shows the YTD net of activity in each of the categories that I have assigned to all transactions.*

*The Money In category shows the net of activity in every category in which we have a positive cash flow. But that total is different from the total net inflows shown on the checking PDF. That's because some Money In categories include expenses (for example, see Memberships and Used Book Sale). None of the Money Out categories have any income so far YTD. But that total is different from the total account outflows on the checking PDF. That's because some expenses appear under categories in which there are YTD positive cash flows.*

*The upshot of all this is that you shouldn't pay much attention to those Money In and Money Out totals or the total account inflows or total account outflows. The key figure is the checking account balance.*

*As far as operating expenses, I would say any category that's not a program or presentation of the Friends is an operating expense. Those would be bookkeeping, insurance, postage and memberships. On the August report, those expenses total \$485.92. If the board wants to use a different definition of operating expenses, please let me know. Attached are the September financials through Sept. 27, the last deposit. I've been out of town since.*

*Our current balance is \$8,822.09, the last line of the Balance column on the checking PDF. This compares to \$11,544.41 a year ago. YTD gifts to the library are \$13,402.84, compared to \$7,175 a year ago. Please remember to disregard the total inflows and outflows, as well as the money in and money out totals on the category summary PDF. All those figures simply compare how much money we have received and spent YTD.*

*The post office has sent us the renewal form for the annual bulk mailing permit fee, up \$10 to \$275. I recommend we continue to use this USPS service, as we always have, and await the board's concurrence. (The year-ago balance shown above included payment of the bulk mail permit.)*

*Membership income since the mailing is \$3,551.11. Through Sept. 24 last year, membership income since the mailing was \$4,565.*

*Two months of online sales of used books have generated \$421.70, a new revenue stream.*

*George*

*We discussed the need to develop a better understanding of where our money goes and agreed to prioritize some budget analysis after the end of the year.*

A motion was made to spend not more than \$275.00 for a bulk mail permit by Mary Beth R., seconded by Barb L. and approved.

**DIRECTOR'S REPORT:** Susan M.

- Last week we hired three new people: Jill Hand - Youth Services Librarian, Michelle Crews - Assistant Marketing Director and David Kleburg - Page. Unfortunately Brandon Carroll, Circulation Director, gave notice that his last day will be October 14.
- Stats for September continue to be strong.
- The Board of Trustees agreed to the holiday brunch at Finally Ours on Sunday, December 4 at 9:00AM. Trustees and Friends will split the cost. A motion to spend not more than \$175.00 for the brunch was made by John T., seconded by Sheila G. and approved. Several directors said they would pay for their own meal as this is a staff appreciation event.
- Susan M. thanked us for the collection refresh of new juvenile non-fiction and YA Manga books and graphic novels.
- Susan M. has contacted Merry Mischief for the holiday concert. The concert would be on Saturday December 10 at 3:00PM, lasting an hour. Included in the concert is a sing along and a reading of the Night Before Christmas. The cost is \$300.00. A motion was made to spend not more than \$350.00 for the concert and refreshments by Barb L., seconded by Sue P. and approved.
- Memory Care Kits would be housed in the adult non-fiction section of the library. Mary Beth R. will reach out to some of the elder care facilities in the area to get ideas for the contents of the kits. Kathy D. sent around several ideas for contents. She also suggested that we use the \$500.00 refund from the photo booth as start up funds for the kits. A motion to allocate \$500.00 from the refund from the photo booth to be used for memory care kits was made by Barb L., seconded by John T. and approved.
- Pam L. went to a Board of Trustees meeting. They were very impressed with what we provide to the library. They were pleased that we are generating awareness of the library through our little libraries, summer reading programs and activities such as the soapstone carving event. We will check to see if the board members are Friends and add the names of the board members to our membership drive.
- We have distributed out about 100 books in our summer reading program give away. We will reach out of Onondaga Central Schools to see if they have any programs where we can give away books. Kindergarten orientation would be a great place to give them away.
- We will be getting a refund from the photo booth company. The dates we wanted were not available. They will refund the money to the library and the library will reimburse Friends.

**MEMBERSHIP COMMITTEE:** Kathy D.

55 membership renewals

\$3620.00 total donations

\$65.82 average donation

Several of the known high donors responded early, so I expect that average donation to go down somewhat over time.

Preview party for book sale is Oct.19. I need 2 people to host that night from 5-8. I'm still concerned that publicity continues to say people can join the Friends for \$10. I feel it should be open ended.

Committee is meeting again Nov.1 to do second reminder mailing.

Perhaps Chantal Rothermel and Michelle can help us reach out to those who are not members. We could set tables up at local events to explain what we do.

**FALL BOOK SALE:** Susan P.

- Kathy D. and Pam M. will host the Members Only event on Wednesday. Kathy D. would like the promotional material to read Become a Friend at the Door eliminating the words “for \$10.00”.
- Pam M. passed out a survey to be used at the book sale to find ways that we can grow Friends.

**BY-LAWS REVIEW:** Pam M., Barb L., and Donna Z.

- It is felt that we need a liaison from the Board of Trustees to sit in on our meetings. After discussion it was felt that there may not be a Trustee willing to come to another meeting. We will take out that clause but Pam M. will discuss it with Susan M.
- We need to nail down terms for directors and officers. It is very important to have a vice-president to learn the role of president and to assist in any way possible. Being president without back up is very hard.
- We need to define the role of ambassadors.
- We need to define standing committees and what they do. Several suggestions are membership, communication, volunteer (get volunteer opportunities out to the public) and hospitality.
- Any and all suggestions are welcome. We would like to have this in place by the end of the year.

**HALLOWEEN AT OCC:** Mary Beth R.

- October 30 from 12:30 - 4PM.

**NYLA Membership:** This is essential to keep us informed about what is happening in libraries around the state and to keep us up to date on laws affecting libraries in New York State. A motion to join for \$50.00 and to have this be an annual contribution was made by Sheila G, seconded by Mary Beth R. and approved.

**FESTIVAL OF TREES:** Mary T. via e-mail

- We need to recruit about 5 more decorators. A motion to spend not more than \$50.00 for supplies for the Festival was made by John T., seconded by Mary Beth B. and approved.

**TABLE COVERINGS:** Laura S.

- It would cost about \$275.00 for a 4-sided table cloth with our logo on the front. We had a few questions: how big a table will it fit and how much would a 3-sided one cost (this may be more practical since it would fit different table sizes). Laura S. will research and get back to us. Every one thought this was a great idea.

The meeting was adjourned at 8:16PM. Our next meeting will be November 2 at 7PM.

Respectfully submitted, Susan Parry, Secretary