

Onondaga Free Library
Board of Trustees Minutes
September 29, 2016
[Amended October 26, 2016](#)

Attendees: Dan Pautz, Briana Wright, Jen Frasier, Casey Barduhn, Amy Kremenek (6:30 p.m.)
Absent: Anthony Finocchio, Gary Lucas
Staff: Susan Morgan, Alyssa Newton
Guests: Sue Parry, Anne Andrianos, George Bain (from Friends of OFL)

- I. Meeting was called to order at 6:04 p.m.
- II. Approval of minutes from August meeting. Motion made by Casey, seconded by Dan. All in favor.
- III. Treasurer's Report and check approval
On behalf of Anthony who was absent due to an event at his firm, Susan provided the report. P&L: no major abnormalities. Check register also ok. Discussion re: Jackie Antonacci, intern, who will be staying on as a volunteer. ~~Friends contributed funds to hire interns this summer (\$500 over 8 weeks)~~ [The Friends contributed funds to hire \(2\) interns this summer at a cost of \\$500 each for 8 weeks; total is \\$1,000.](#) Motion to approve was made by Dan, seconded by Jen. All in favor.
- IV. Director's Report and Friends update
Statistics: Susan reported that statistics are down a bit (but not as downward as July). Excellent end to the summer; will revisit certain programs. Artist for August said great things about her experience and art reception at OFL. Skaneateles Area Arts Grant gave \$700. Alyssa presenting at BOCES/county wide librarian event.

Reviewed OFL Library Patron conduct policy. Added language to policy due to incident re: vulnerable individual who was confused and caregiver had left the premises. Wanted to add language re: vulnerable persons. Discussion re: 8-year old verbiage contained in policy. Alyssa and Susan will ask the staff. The age restriction portion of the policy will be tabled until October. Motion made to approve the policy containing new language on vulnerable persons by Casey; seconded by Dan. All in favor.

Discussion re: automatic renewal taking away some of the late fees for patrons; reduction in time and late fees, which is patron friendly. Board agreed that we should implement automatic renewal. County is letting each library choose.

Friends Update: Anne Andrianos has been awarded the Casey Award from the NY Library Association. The Trustees applauded Anne for her award. The National Friends of the Library Week is coming. Tickets to the Gifford Lecture Series will be raffled off on

October 18th at 5 p.m. to honor the occasion. Anne reported that the Friends resumed meeting on Sept. 12. They currently have 4 directors and are recruiting more; they can have up to 9 directors. The Wishing Tree is on display in the lobby to receive requests from patrons.

V. Committee Reports

Building: Reviewed grounds contract covering 24 months. OFL has a long relationship with the vendor, who knows the property well. The cost was raised slightly (\$1,000), same payment every month. Discussion re: same contractor. Noted that he maintains entire property and knows all “nooks and crannies.” Motion was made by Dan to approve; seconded by Casey. All in favor. Received a reprint of the Town of Onondaga. Not in great shape, but value is \$25. The new window has been installed new the front entrance, with painting and drywall scheduled. Susan will check into bumpers or pylons to install at the front of the parking spaces right in front of the window. The insurance carrier for the patron who hit the window with their car is assuming full responsibility for the accident. The library will not be paying a deductible or incurring costs. Security cameras have been installed thanks to NYS Construction Grant. Very pleased with the contractor, Ber-National. Minor improvements have been completed, including automatic flushers on building toilets.

Personnel: Susan reported that the library will say farewell to Holly Hart later this week. Holly is taking a new job at the Montessori School. The search closes on Saturday, with interviews in mid-October and a December start date. The position has been moved to full-time. Applicant pool is strong.

VI. Old Business

Library referendum: Mailing planned to occur for the end of October. The Friends are in discussion to potentially support for the library referendum, specifically supporting the cost of the mailer which will cost approximately \$1,500. Board and Friends members who were present reviewed the draft mailer presented by Susan and made suggestions. Susan to incorporate suggestions and re-circulate another draft. Friends to decide this week about supporting the cost of the mailer. George asked the members of the Board of Trustees to also support the Friends by becoming members if they are not already. The annual Election Day Bake Sale is also coming.

Publicity for referendum: Susan presented costs for the exterior banner for the building and a 2-sided banner for the entrance. Dan requested a large banner for the building. In addition, Susan reported that there will be online publicity conducted in-house. She has also made several informational presentations, but has been denied from the Town of Onondaga Senior Center. Dan and Susan are meeting with the Town to discuss any concerns they have about the referendum.

VII. New Business

Preliminary budget discussion: Susan will circulate budget – 2 versions, one if the referendum passes and one if it does not. This will be discussed at the next board meeting.

Lawn and snow contract renewal: discussed during Director's Report

Computer Network issues: Susan reported continued issues with the computer network. OFL is the only library with the issue the County owns and maintains the equipment and so far, the only "solution" that has been offered is for OFL to increase their bandwidth. Discussion re: OFL is a paying member of the County Library System and the member services' contract should cover this. Susan to try to resolve one more time and if this is not effective, the Board will step in.

VIII. Executive Session

With no further business, the Board adjourned its Board Meeting and entered into Executive Session at 7:40 p.m.