

Onondaga Free Library  
Board of Trustees Minutes  
January 24, 2018

Board Attendees: Dan Pautz; Casey Barduhn; Amy Kremenek; Gary Lucas; Jen Frasier;  
Colleen Mahoney  
Staff: Susan Morgan; Alyssa Newton; Maggie Gall; Kori Gerbig  
Friends of OFL: Anne Andrianos

I. Meeting was called to order at 6:03 p.m.

II. Approval of minutes from the December meeting  
Amy noted that Colleen Mahoney was listed as both attending and absent (she attended). With this correction, Casey made a motion to accept; Dan second. All in favor.

III. Treasurer's Report  
Gary reported that he has reviewed the accounts and all are in good order. In addition, Susan noted that expenses are slightly lower than anticipated due to the vacancy of the Youth Services Librarian position. Dan made a motion to accept the December check register; Amy seconded. All in favor.

IV. Director's Report and Friends Update  
Susan reviewed 2017 and highlighted the statistics for the year, including record circulation numbers. She also distributed the marketing and outreach report from Chantal and discussed highlights from December.

Anne gave a Friends update on the annual membership campaign, upcoming spring events, and the recent donation of \$6,000 to the library to fund Lucky Day, Fast Flicks, e-books, summer reading, and a tax form station for patrons to print tax forms for free this year. Anne mentioned considerations of universal library signage and more handicapped parking at the library.

V. Committee Reports  
Building  
There was discussion about improvements for 2018 including an additional handicapped space, rear exit concrete repair, and soundproofing the upstairs meeting rooms and staff office areas. Susan also presented on the runoff and grading in the back parking lot that leads to ice buildup in the winter. Until this area can be remedied, parking spots affected by the runoff will be coned off when hazardous conditions exist. Susan gave an

update on the sign replacement that was damaged by the snowplow vendor. There was discussion about the snowplowing and lawn care contract.

#### Personnel

Welcomed new Youth Services Specialist Kori Gerbig to the staff.

### VI. Old Business

#### 2018 Budget

Gary and Susan presented a proposed 2018 budget. Increasing costs include required minimum wage increases for staff, number of hours the library is open, and the cost of phone and Internet services (now using fiber network) is also up. Discussion ensued about full-time professional positions and the possibility of options other than an across-the-board cut to collections. Susan noted that the budget for collections can be interchanged within this line, depending upon needs. Dan requested that an additional column be presented showing 2016 budget lines for comparison purposes. Susan noted that Camillus and Fairmount libraries are both proposing a \$50,000 increase each in the West Genesee School District vote. The OFL Trustees do not want to request additional funds from the school districts at this point due to the success of the 2016 referendum. Dan made a motion to accept the 2018 proposed budget, seconded by Casey. All in favor.

#### Bereavement Leave Policy

Tabled until the February meeting.

### VII. New Business

Bri Wright submitted her resignation to the board. Dan made a motion, seconded by Casey to accept the resignation. All were in favor. Dan noted that he may know of a possible new trustee. Susan also mentioned a potential new trustee that has experience with building and construction.

#### Trustees and Officer Slate for 2018 annual meeting

Susan updated the board that Dan, Casey and Amy are completing their officer terms of 2 years and cannot serve again for their current positions. Gary completed the former Treasurer's term and is eligible to begin his first full term as treasurer in March. The slate will be on the agenda for the February meeting.

### VIII. Adjournment

Motion made by Dan, seconded by Casey to adjourn at 7:10 p.m. All in favor.