

Onondaga Free Library  
Board of Trustees Minutes  
February 28, 2018

Board Attendees: Dan Pautz; Casey Barduhn; Amy Kremenek; Gary Lucas; Jen Frasier;  
Colleen Mahoney  
Staff: Susan Morgan, Maggie Gall  
Guest: Tom Bradley

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the January meeting. Dan made a motion to accept; Jen seconded. All in favor.
- III. Treasurer's Report  
Gary noted that the budget report was revised this month based on some inconsistencies in the way FICA and Retirement taxes were reported each month. He noted that both the checking and the P&L were adjusted to reflect these clarifications. In addition, Gary provided an update that he called the M&T Bank representative to clarify the payment of the bonds. The town collects the tax levy and sends to M&T as the fiscal agent that pays the bonds and sends remainder of funds to library. He also noted that the annual audit will be performed by the Bonadio Group in March, with the presentation on May 23, 2018. Dan questioned the check register regarding the check to Triple R Concrete. Susan responded that this was to address a concrete issue by the back door. Dan made a motion to approve the check register; seconded by Casey. All in favor.
- IV. Director's Report and Friends Update  
Susan updated the board that the library credit card was recently compromised, with \$800 charged and questioned by the card issuer Key Bank, who alerted OFL. Susan confirmed that the charges were not legitimate. The charges were removed, and the old account was closed. She then provided an update on the library statistics for the month, which remain above 2017 even though the library was closed 5 days this month due to holidays and weather. Jen asked about the library closure policy. Susan confirmed that OFL follows Westhill School District for closings, and if Westhill closes, OFL tries to open at noon. If the weather and roads are particularly bad, the decision is made to close. Susan presented the Marketing and Outreach Report, noting that the library Facebook page is also now accessed by Maggie and Al to provide updates. Susan will be meeting with the Directors of the Fairmount and Camillus libraries to discuss ways to streamline summer reading services for West Genesee School District students, who are served by all 3 libraries.

Regarding the Friends, Susan reported for Anne Andrianos, who was unable to attend. She noted that the annual membership campaign is going well, and that the annual Shamrock Sale fundraiser was this coming weekend. The Friends will also be bringing back the Spring Book Sale the first weekend in May. There will be 2 sales this year – one in Spring and one in Fall.

V. Committee Reports

Building: Susan updated the Board that the recent sign damage was paid by the snowplow vendor's insurance. The fire inspection went well, with a few minor issues that were addressed. The elevator also passed inspection. The leveling issue on the elevator is not happening nearly as frequently and only on very cold days, the first ride of the day. This is consistent with the recent evaluation of the elevator by the vendor.

Personnel: Bereavement policy discussion under old business below.

VI. Old Business

Bereavement Leave Policy: Dan provided a sample policy for the board's consideration. Dan to send an initial draft specific to the OFL needs via email for board review.

Amended 2018 budget: Gary presented the amended 2018 budget, including an updated projection of personnel costs to track year-to-year costs. He noted an error in the original projection presented in November because FICA and other costs such as Medicare and Retirement contributions were not included in the estimated costs. He noted that personnel costs are increasing with 5 FT staff members. A review of hours, patron traffic, and staffing patterns will soon be conducted by Susan and reported to the board. The collections lines have been fully restored from the original draft, as well as the additional costs for Internet fiber and upgraded phone system. Dan made a motion to accept the budget, seconded by Casey. All in favor.

VII. New Business

Potential new Trustees and Officer Slate for annual meeting: Tom Bradley introduced himself to the board. Tom will be joining the Board at the annual meeting on March 28, 2018. Officer candidates to be voted upon in March are: Casey Barduhn, President; Jen Frasier, Vice President; Colleen Mahoney, Secretary; and Gary Lucas, Treasurer. Amy and Dan will remain as Trustees for their final 2-year terms.

2018 Board Meeting Schedule: The Board will continue to meet the 4<sup>th</sup> Wednesday of the month at 6 p.m. The June 2018 meeting will be cancelled due to Susan at a conference and Alyssa will be on maternity leave. The regular July meeting will be held as scheduled; no August meeting.

Microsoft Giving Program: Susan updated the Board that the OFL was awarded the "Make a Tech Wish" of 10 new laptops. There is also an optional corporate giving program called Benevity where non-profits can be giving options through Microsoft and

other companies, but this was not required to receive the gifted laptops. The Board opted out of this option at this time.

VII. Adjournment

With no further business, the meeting adjourned into executive session to discuss personnel matters at 6:58 p.m.