

Onondaga Free Library  
Board of Trustees Minutes  
April 25, 2018

Board Attendees: Dan Pautz; Casey Barduhn; Amy Kremenek; Tom Bradley  
Staff: Susan Morgan

I. Meeting was called to order at 6:00 p.m. by Casey Barduhn.

II. Approval of minutes from the March meeting. Amy made a motion to accept; Dan seconded. All in favor.

III. Treasurer's Report

Susan reported on Gary's behalf that the overall budget is in line for April. The credit card, P&L, and check register were all in good order. There was a question about the vendor Fiber Technologies, which is the vendor for the fiber Internet service. Dan made a motion, seconded by Amy, to approve the April check register. All in favor. Gary will fix some of the P&L formulas prior to the May board meeting. The signers on the Key Bank accounts will be updated by the May meeting to reflect new board officers.

IV. Director's Report and Friends Update

Susan updated the board about how all of the numbers are holding steady. In particular, recent adult programming events had excellent attendance. Susan mentioned the monthly department report highlights for youth services, teen services, marketing and outreach, and digital services.

Updates to and approval of the existing patron code of conduct will now include the following language "Weapons of any kind are prohibited on library property." and "Use of any tobacco products or other drugs, including but not limited to, e-cigarettes in the library is prohibited." The meeting room policy was also amended and approved to include the following language "Meeting rooms may be reserved for up to 3 hours per day. Requests for longer times must be approved by Library Director or designee."

Susan also reported on behalf of the Friends. The Library of Things is underway and Susan distributed the circulation policy for these items to the board for review and comment. Board was in favor of the policy language and had some questions about the liability for lost or damaged items and legal use of the items. The Friends recently funded the purchase of 4 Empire Passes for NYS Park Admission for patrons to check out. Susan thanked the Friends for this excellent gift to the library collection. Susan also mentioned the upcoming Friends Book Sale the first weekend of May.

#### V. Committee Reports

Building: Susan will be getting quotes for concrete and asphalt repairs; parking lot runoff repairs; new handicapped parking space. Casey and Amy suggested contacting Appel Osborne for a quote on the runoff situation.

Personnel: Nothing to report this month.

#### VI. Old Business

The new STEAM furniture has been selected and ordered.

#### VII. New Business

Capital Improvement Plans: The state construction grant funding process will be starting soon and library projects are eligible for the improvements planned for 2018.

Emergency Plan: Amy will send the OCC emergency plan information for help with the new language. Susan was in contact with the NYS police liaison about new emergency plan policy plans.

Prospective Board Trustee: Sara Puff is planning to be voted onto the board at May meeting.

#### VIII. Adjournment

With no further business, the meeting adjourned at 6:40 p.m.