

Friends of Onondaga Free Library
Minutes of the Meeting of the Board of Directors
September 5, 2018

PRESENT: Anne Andrianos, Mary Minafri-Girolamo, CJ Sturdervant, John Thornton and Donna Zeolla; Staff: Maggie Gall-Maynard and Susan Morgan; Members: Ann Barlow, Kathy DeSanctis Alyce Lee, Barbara Leigh and Linda Lippert

Anne A. opened the meeting at 6:30PM. Our guests, Barbara L and Ann B. introduced themselves. The minutes from June, 2018 were presented and approved.

FINANCIAL REPORT: George Bain

Reports have been submitted electronically. We earned \$23.92 from AmazonSmile. We need to reach more people to sign up. CJ Sturtevant made a motion to accept the report, seconded by Donna Zeolla and approved.

DIRECTORS REPORT: Susan Morgan

- **SUMMER SNAPSHOT:**
 - 77,974 items circulated, 32,031 patron visits (the largest ever), 199 programs attended by 4290 people, 358 new library cards issued, 3500 people utilized our computers and 479 patrons used our meeting rooms.
 - The Empire passes have been used 103 time since June. All eight will be renewed in January 2019.
 - The adult summer reading program drew 769 tickets submitted by 183 unique individuals (the most ever) and the submitted book reviews are being used. The technology items will be in circulation in the fall.
- **BENCH** - Three quotes have been received with the latest coming today for \$1881.00 and did not include fabric. It was suggested that the company resubmit the bid with the fabric included. The preference is to have it installed this year. We plan to vote on funding at the October meeting.
- **MEMORANDUM OF UNDERSTANDING:** Many libraries have them to delineate the responsibilities of the Library and the Friends group. Susan M. has a draft using the Library Association's wording. We hope to finalize this by January 1, 2019. We will review it at the October meeting. Anne Andrianos suggested that we see what other libraries have done. Susan M. will reach out to the other libraries. Mary Taylor and Alyce Lee will head the committee to work on this. They will discuss this at the Rochester conference luncheon and bring the talking points back to us.

CHILDREN'S PROGRAMMING: Maggie Gall-Maynard

553 young adults participated in the Teens Love Books program with 7441 books circulated compared to 3040 last year. Last year Onondaga Central showed 34 student visits with 177 this year. The children love all the toys available.

NEW BUSINESS:

PROTOCOL: Anne A. described the need to have a protocol in place for the development of fundraisers and events sponsored by the Friends. She would like a budget developed for the event. Kathy D. states that we need to evaluate a suggested event or promotion to see if it is worth our time, expense and effort.. CJ S. states that we need a procedure to follow if we plan to grow and change or membership. New guidelines are needed.

OLD BUSINESS:

- **SENIOR ART SHOW:** Donna Z. ran a very successful event. It was well planned and well attended. The artists and their guests lingered, enjoyed the art and the refreshments. It was nice to see the teacher attended also. The left over food went to the Samaritan Center.
- **LILAC PAINTING RAFFLE:** \$111.00 was raised and the woman who won it absolutely LOVES it.
- **ROC DOC:** He is very busy and we could not get a date. We hope he will be back in the spring.
- **DEADLINE FOR LIBRARY CALENDAR:** All winter events must be scheduled by October 15 and spring events by January 15.
- **FESTIVAL OF TREES:** Set up will be November 23 with the drawing on December 15, after the concert. We are hoping Merry Mischief will be the show.

- PAYPAL: Only two items remain until we get it set up. PayPal staff is assisting us.
- NYLA CONFERENCE: We have joined the state level Friends group. Our officers can attend the conference in Rochester for \$25.00. By joining we can share ideas with Friends from other libraries throughout the state. Thanks to Alyce L. for making this possible. Anne A. will be attending. The conference will coincide with the Armistice Day event.
- BASEBALL NIGHT: Alyce L. reported that the July 14 game was almost cancelled due to rain which fortunately stopped right at game time. The Syracuse Flames went 11 and 6 and earned a playoff spot. the team would like the Friends to return as a sponsor next year as we are a good luck charm. Thanks to Anne A. for all her promotional work, Mary Beth Roach for getting signage at the Meachem Field electronic board and John Thornton for getting it in the bulletin at St. Michael's. Twelve tickets were pre-sold, 53 attended and the money from the 50/50 raffle was donated back to Friends by Jeanette Nel's friend giving us a profit of \$371.00.
- MEMBERSHIP BROCHURE: Kathy DeSanctis reports that the committee (herself, Jeanette N. and Mary Beth R.) would like to remove the specific dues level from the Articles of Association. A motion was made to remove the specific dues level in the Articles of Association. This will make it easier to change the brochure in the future. Dues can be renewed annually. They suggested a "sub author" club to be associated with each level of giving. The budget for printing will be around \$450.00 which will include envelopes. They asked Chantal for advise and a mock up has been completed. The brochures are needed for this year's mailing. As a group the donation levels were supported. A motion was made to accept the committee's brochure and to finance it by Mary Minafri-Girolamo, seconded by John T. and approved.
- SU FOOTBALL RAFFLE: Alyce L. has generously donated two tickets on the 40 yard line with a premium parking pass to the SU-NCState game on October 27 with a value of \$200.00. Raffle tickets can be purchased for \$5.00 or 5 for \$20.00. the drawing will be in October. Tickets will be advertised at the book sale, Facebook and neighborhood websites. The circulation desk will handle the ticket sales.

Respectfully submitted,

Susan Parry, Secretary