

Onondaga Free Library  
Board of Trustees Minutes  
May 22, 2019

Board Attendees: Casey Barduhn, Amy Kremenek, Jen Frasier  
Staff: Susan Morgan, Maggie Gall-Maynard  
Friends of OFL: Sue Parry

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from April meeting. Tabled due to no quorum. Will revisit in June.
- III. Treasurer's Report and check approval  
Susan reported on Gary's behalf. Presented check register, profit & loss report, and current balance sheet. Question on check register re: Van Derhoof Roofing. Susan noted that this expense is from the back roof work that was recently completed. She also reported that OFL recently won a grant from CNY Arts for \$1,800 to use for art classes at the library in the coming year; spearheaded by Kori Gerbig. The annual audit will also be presented at the June meeting. There was no vote on the April check register due to no quorum.
- IV. Director's Report and Friends update  
Susan presented the report, noting that circulation is down slightly. She reported that meeting room use has grown significantly. The April gate traffic was estimated due to a battery issue that has been addressed. Monthly reports were all in good shape.  
  
Sue Parry presented the Friends report, noting that \$7,300 was raised in the membership drive. The response rate was less than 50% so the Friends are trying to find ways to connect better with more prospective members. She noted that the Spring Book Sale was successful with \$3,300 raised. Also, the unsold books were donated to charity so there were no disposal costs. The Friends logo contest was won by library clerk Theresa Castilano, who generously donated the prize money back to the Friends. The Friends are hosting the Senior Art Reception on June 6. Sue also reported that the Memorandum of Understanding (MOU) between the Friends of OFL and the Board of Trustees was approved at their May meeting.
- V. Committee Reports  
Building: Susan reported that the one-year contract with the new elevator company, Elevattitt, will be in place effective July 1, 2019-June 30, 2020. The former company did not exercise the cancellation notice provision in the previous contract. Elevattitt checked the elevator, including the hydraulic oil and indicated that it does not need to be replaced. The landscaping service has completed spring clean-up and has repaired

the asphalt damage from winter snow-plowing. Susan also noted that Appel-Osborne is working on schematics to improve the drainage out back.

Personnel: Susan requested a brief executive session at the conclusion of the meeting to discuss a personnel matter.

VI. Old Business - None.

VII. New Business

Community Room Policy: The board members present reviewed the draft policy, including the checklist outlining responsibilities of the individual/group reserving the room. Susan will send the draft policy to the board via email for review and a vote.

VIII. Adjournment

With no further business, the Board adjourned to Executive Session at 6:26 p.m.