

**Friends of Onondaga Free Library**  
**Minutes of the Meeting of the Board of Directors**  
**February 3, 2021**

Due to Covid-19 the meeting was conducted via ZOOM.

**PRESENT:**

Directors: Mary Buckout, Barbara Leigh, Pamela McLaughlin, Susan Parry, Mary Beth Roach, John Thornton and Donna Zeolla  
Absent: George Bain  
Library Staff: Susan Morgan  
Members: Anne Andrianos, Kathy DeSanctis and Mary Taylor

The meeting was opened at 7:05. The minutes from January were read on-line. Donna Z. made a motion to accept them, seconded by Mary B. and approved.

**ANNOUNCEMENTS:** Mary Beth R.

- The Dr. Seuss bookmarks cost a few extra dollars due to shipping. The Friends' stickers have been attached to the back and dropped off at the library for quarantine for distribution in March.
- The January-March newsletter has gone out to members.
- The link for the Black History Month programming, The 15th Ward:A Hidden History, has gone out to our members. We have not been able to get it up on Facebook but we are working on that.

**TREASURER'S REPORT:** E-mail from George B.

- Attached are the January financials as two PDFS. Current balance is \$3,960.04. Note that the cookbook project ended last year with a deficit of \$7. The \$50 of sales in January brings the project to a surplus of \$43. I remind everyone making a purchase on behalf of Friends to use our tax-exempt number. A copy of the form is attached. Our NYS tax-exempt number is 191981.  
I recently received an invoice for reimbursement from Mary Beth for \$27.04 (printing and shipping Dr. Seuss bookmarks). She said the Friends had authorized \$24 so she would eat the difference. I said it seemed a reasonable expense and reimbursed her the full amount.  
I understand the board wants to control expenses and am unaware of any time we have spent foolishly, extravagantly or outrageously. Setting a limit on an expense carries with it the expectation the purchaser will put the item out for bid, receive bids and choose the best one that doesn't exceed the established limit. But I don't think the board should expect the Friends, all volunteers, to take that time, to shop around, either online or at one or more stores, to find the price that doesn't exceed the board's limit. I've rejected requests for reimbursements, and I've asked that we be rebilled on large expenditures (printing the membership forms) when the first invoice didn't show that we are tax-exempt. But I'm not convinced the board knows enough to set a limit on every expense.  
You might ask if the board should set limits on any purchase, or at what level? I don't have an answer to that. The board should approve expenditures for projects and expect volunteers to exercise good judgment and prudence in making those purchases.
- This does include gift to the Library for the Legacy Gifts. Susan P. made a motion to accept the Treasurer's Report, seconded by Mary B. and approved.

**DIRECTORS REPORT:** Susan M.

- Susan M. thanked us for the Legacy Gift donations.
- The Library will be opening for one-hour appointment for browsing and computers beginning on February 8. We had to discontinue distance learning. We are hoping that COVID does not spike again with Super Bowl and school breaks.

- The Annual Meeting of the Board of trustees will be on March 24, 2021, at 6:00PM. This will most likely be a ZOOM meeting. We have three potential new Trustees.
- The yearly statistics will be shared at the Annual Meeting. Our numbers are pretty good considering all we've been through in 2020.

**MEMBERSHIP COMMITTEE:** Kathy D.

- I'm pleased to report that we have received 11 additional donations since Jan. 1. We have 142 membership donors who have contributed a total of \$8,170.72 to date. That's an average donation of \$57.54 per member. (Last year's membership drive totaled \$7,443.08 from 151 members.)
- Kathy sent a huge shout out for her team for their great job pulling this together for 2020.

**COOKBOOK:** Barbara L.

Everything we sell is now profit. It is out there on Facebook. We have about 40 books left which is not too bad since they have been out less than two months.

**FEBRUARY WINTER BASKET:** Mary Beth R.

Thanks to Donna Z. and Sue P. for shopping and John T. for donating the basket. Kathy D. will choose a winner on February 14 and notify the recipient.

**ARTICLES OF ASSOCIATION:** Pamela M. and Barbara L.

After looking at the document, we need to incorporate more recent changes with the 1989 Articles. There are no by-laws, officer structure or duties, standing committees or definition of membership. We need to sit down face to face to hash out the details. We have a copy of Maxwell Library's Articles so that will help us. Barbara L. did check with New York State to be sure we are listed as a 401(3C). We will table this until we can be together.

**BOOK SALE:** Susan P.

Susan M. is ready to help us with an outdoor sale in the spring. She will check the calendar and choose a weekend with a rain date as backup. Collected books will have to be quarantined. We will have to be stricter on dates we can accept donations. Books will be in boxes with not as much fine sorting as we usually do. We will need a lot of volunteers to get the books outside and back in at the end of the day.

**FUNDRAISING COMMITTEE:** Mary Beth R.

We need to resurrect the group to come up with some new ideas for fund raising in this COVID climate. Barbara L., Pam M., Sue P., John T. and Mary T. volunteered. We will have a Zoom meeting through the library before our next meeting.

**EXPENDITURES:** Mary Beth R.

As George B. pointed out, we have not always voted on every expenditure. We do not need to micro manage but we do need to be transparent with our spending. Anne A. said that there is a document in google docs for a procedure for funding activities. We need to have the idea presented to us with a ballpark figure and then the Board will vote to decide if it is something we can do. Donna Z. said that we can always ask the Board for more funds if we have overspent on a project which is a common practice in organizations.

We discussed moving the meeting time to 6:00PM but that will not work with Donna Z.'s schedule. Since she is the meeting host we will leave it at 7:00PM. At 7:42 Susan P. made a motion to adjourn the meeting, seconded by Mary B. and approved. Our next meeting will be on Wednesday, March 3 at 7:00PM.

Respectfully submitted,

Susan Parry, Secretary