

Onondaga Free Library
Board of Trustees Minutes
February 24, 2021

Board Attendees: Jen Frasier, Casey Barduhn, Gary Lucas, Beth Crump, Laurie Smith, Amy Kremenek
absent: Tom Bradley, Colleen Mahoney
Staff: Susan Morgan, Kori Gerbig
Guests: Kathy Fedrizzi, Rob Price, Chris McCarthy, Stephanie Aldrich, Jill Enright

- I. Meeting called to order at 6:02 p.m. The board and guests made introductions to the incoming new trustees.
- II. Approval of minutes from the January meeting. Casey made a motion to accept; Amy seconded. All in favor. Carried.
- III. Treasurer's Report
Gary discussed the P&L and the first month of the year is in line. There was discussion about the PPP loan and the employee retention credits that we will be receiving this year. Susan to confirm the status of the retention credits. The January check register was reviewed. Amy made a motion to accept the check register, seconded by Laurie. All in favor. Carried.
- IV. Director's Report and Friends update
Overall stats were in line with services limited to lobby pickups in January. Virtual programming has been successful for all ages and the kits in particular have been well received. March and April events are currently being promoted and sign ups start soon. Susan thanked the board and staff for their support of reopening for in person services.
Friends Update- Friends recently donated \$7,000 for Lucky Day books, e-books, and funding the summer reading programs. Thank you to the Friends for their continued support of the library. They are also working on some additional fundraising ideas and are planning to have a smaller book sale this spring outside. Amy offered OCC space if we need to consider having it off site.
- V. Committee Reports
Building: The HVAC unit on the first floor had its heat exchanger replaced this month. Possible new LED lighting upgrades are in the works. Carpets cleaned over President's Day weekend.
Personnel: Monthly staff training focused on the library website. Casey complimented the staff reports as part of the monthly board meeting documents.

VI. Old Business

Update on library operations and pandemic plan:

Susan reported that overall the reopening has gone well this month. Feedback in general has been positive and patrons are pleased to have in person access again. The staff will be meeting to discuss any adjustments to current operations and services. Jen asked about mask compliance. Susan reported that masks are generally worn properly and there have been only a few minor instances with reminding patrons and vendors about the mask requirement.

VII. New Business

The annual report draft was sent to the board for review. Pending some minor edits and notations, Casey made a motion, seconded by Amy to approve the annual state report. All in favor. Carried.

At the annual meeting, there will be open officer slots for Vice President and Secretary. New terms begin on March 24. Amy and Casey will be ending their 6 years each of serving on the board of trustees. Gary made

At 6:27 p.m., Jen made a motion, seconded by Beth to enter into executive session to discuss personnel compensation. The Trustees came out of the executive session at 6:37.

On a motion by Casey and seconded by Gary, the trustees approved a 3% salary increase for employees Chantal Rothermel and Susan Morgan. All voted in favor.

VIII. Adjournment

With no further business, Gary made a motion to adjourn, seconded by Amy. Meeting adjourned at 6:39 p.m.