

Onondaga Free Library
Board of Trustees Minutes
May 26, 2021

Board Attendees: Jen Frasier, Colleen Mahoney, Gary Lucas, Beth Crump, Stephanie Aldrich
Chris McCarthy
Absent: Tom Bradley, Laurie Smith, Rob Price
Staff: Susan Morgan, Alyssa Newton, Scott Lipkowitz, Chantal Rothermel
Guests: Mary Beth Roach, Matt Wells, Mary Kay Ryan

- I. Meeting called to order at 6:01 p.m.
- II. Approval of the minutes from the March 24, 2021 meeting. Gary made a motion to accept, Jen seconded. All in favor. Carried.
- III. Treasurer's Report and check registers for March and April:
Gary presented the March & April P & L, stating that all things continue to be on track. The March & April check register was reviewed. Chris made a motion to accept the check registers for March and April, seconded by Stephanie. All in favor. Carried.
- IV. 2020 Audit:
Heather Lessels and Rebecca Calidonna from Bonadio Group presented the 2020 audit report. They thanked Susan and her team for being easy to work with. Overall audit for 2020 reflected a clean opinion with no adjustments. No internal control issues were reported. They found 2020 to be comparable to 2019.
There was a slight decline in revenue but nothing significant. The library is in a positive liquid position.

Tax Returns:
2020 Tax returns were presented. No concerns were discovered. Executive session was offered for anyone who had questions about the returns. No one had any concerns or questions.
- V. Director's Report:
Susan reported that the library has had a productive couple of months and acknowledged the staff for all of their hard work. Circulation reports and in person visits are healthy and OFL will be open regular summer hours beginning next week, which will put them within compliance with the state library requirement of being open a minimum of 55 hrs. per week.

VI. Friends Update:

Friends gave away two tickets to a virtual presentation of Tara Westover's lecture that was part of the Gifford Lecture Series. The Series sponsor, the Friends of Central Library, donated the tickets to them.

Fund Balance is down a little compared to last year, as expected.

Looking at the possibility of hosting a lunch time book discussion program called Books Sandwiched In based on the popularity of a program offered in the Rochester area. Book Sale is slated for June 5, with the rain date of June 12.

Three of our Friends have created some planters for the Garden area at the library. New Little Library has been installed, and Signage Systems, based in Nedrow, has offered to produce and install some signage for it at no cost.

Friends updated their expenditure protocols. Any expenditure over \$100, excluding office supplies, such as envelopes, needs approval from the Friends directors, and any expenditure over \$2,500 requires signatures from two directors.

VII. Committee Reports

Building: Today's storm damaged some of the library's equipment. Phones and the internet are not working. Scott is working on getting things up and running. Parking lot will be sealed and striped this weekend, and the carpets will be cleaned in June.

Personnel: Ella, a library page will be going to college in the fall. The library will be hiring a new page replacement this summer to shadow current pages.

VIII. Old Business

Update on library operations:

All programs will be outdoors this summer: partnering with Town of Onondaga Parks & Rec and small in- person programs will be taking place in the library garden.(American Girl, Book Club)

Pandemic/HERO act plan- tied together, templates & plans will be coming soon. The Hero Plan piggybacks on our Safety Plan.

IX. New Business

Susan thanked new board members Chris & Stephanie for visiting the library to meet staff and see the building.

Bonds refinancing plan and resolution: Matt Wells presented, stating that with interest rates being low it is a good time to refinance our bonds. A motion was made by Gary to approve the bonds refinancing plan, seconded by Jen. All in favor. Carried.

Updated meeting room policy- planning to start in phases for small groups- maximum of 2 people per room, can be reserved a week in advance for up to 2 hours per day. A person can have up to 3 active reservations at a time. Required to follow current mask policy, no food/drink. A motion was made by Stephanie, seconded by Beth. All in favor. Carried.

Updated patron code of conduct policy-changed language to include that masks are required for unvaccinated individuals over age 2. A motion was made by Colleen, seconded by Beth. All in favor. Carried.

Long range plan timeline- since summer is the busiest time, we will get started on it in early fall for adoption later this year. Susan thanked the board members who have volunteered to serve on the committee.

Library incident form- form is not ready yet, Susan is working with our attorney and will get it to the board when it is ready.

Susan gave an update on the countywide library system. The system has hired an outside consultant with the goal of creating a memorandum of understanding between the system and member libraries that encompasses equity and transparency. Once an agreement has been drafted all library boards will need to vote on it.

Susan asked about holding in person meetings in the future. The board gave their feedback on their comfort level with meeting in person. All are comfortable with meeting in person in July.

Susan thanked the board for getting the library propositions on the school budget ballots. All three districts passed the library propositions.

- X. Adjournment:
Jen made a motion to adjourn, seconded by Colleen.
Meeting adjourned at 7:01 pm.