

Onondaga Free Library  
Board of Trustees Minutes  
September 22, 2021

Board Attendees: Jen Frasier, Beth Crump, Stephanie Aldrich, Colleen Mahoney, Tom Bradley, Laurie Smith, Chris McCarthy  
Absent: Rob Price, Gary Lucas  
Staff: Susan Morgan, Alyssa Newton, Scott Lipkowitz  
Guests: Kathy Fedrizzi

I. Meeting was called to order at: 6:02pm

II. Approval of the minutes from the July 28, 2021, meeting. Stephanie made a motion to accept, Colleen seconded. All in favor. Carried.

III. **Treasurer's Report and check registers for July and August:**

Susan presented the July & August P & L, reporting that Gary feels everything looks good and that he has no concerns at this time. Susan has added notes where clarification is needed. There was an increase in postage expenses due to additional mailings to recover missing items from 2020.

Stephanie made a motion to accept, seconded by Colleen. All in favor. Carried.

IV. **Director's Report:**

Susan started by thanking the staff for all their hard work through many challenges this summer, adding that it has been a good summer in general. She also thanked the Friends for their support of the summer reading program, guest speakers and incentives. Finally, she thanked the Board for their support.

Participation in the summer reading program is back to pre-pandemic numbers! Thanks to the many sponsors who provided support and resources: Friends of Onondaga Free Library, Gannon's Isle, Fairmount Glen Golf, Onondaga County Sheriffs Dept., Town of Onondaga Parks & Rec., Rohe Farms, & Syracuse University (intern). A huge thank you goes out to the staff & programmers who helped to make the program a success!

Kudos to Onondaga Free Library for winning ***CLRC's 2021 Library of the Year!***

V. **Friends Update:**

Friends continue to work on their many projects. Their annual membership drive is in full swing. They are encouraging trustees to join Friends and will send out membership letters soon. They are working on planning their annual Festival of Trees and projects for next year.

VI. **Committee Reports:**

**Building:** Carpets and upholstery were cleaned over Labor Day. The garden entrance will close on 11/1 in anticipation of winter weather. For safety reasons, permanent Plexiglas barriers will be installed at the remaining service desks. Vanderhoof Roof is working on a quote to fix the roof. Hopefully, the work can be completed before winter.

**Personnel:** Staff Kudos: The library received a letter from a patron praising Scott for his help with a tech issue. Nice job, Scott!

VII. **Old Business:**

**Update on library operations:** The library is going to continue with its schedule of 60 hours/week, which is more than is required. It will stay open until 5:00pm on Saturday and remain closed on Sundays. This will allow for cleaning and not over taxing our staff. Inside programming for young children will continue with a maximum group size of 15. (Distanced and masked). Additional sessions may be added if needed.

**Going Fine Free in 2022:** Susan has proposed eliminating fines for 2022 with exceptions of technology items and park passes. Patrons who have not returned items will not be allowed to borrow new items until the old ones are returned or replaced. Susan

feels this will remove barriers for some folks. Patrons will receive notices after items are 30 days overdue, instead of 60 days overdue. Colleen made a motion to accept, seconded by Stephanie. Opposed by Chris. Carried.

**Community Room Policy:** The Community room policy was amended to reflect pandemic protocols. The length of time the room can be used, maximum number of people and number of days in advance the room can be reserved were modified. Beth made a motion to accept, seconded by Laurie. All in favor. Carried.

#### VIII. **New Business:**

**OCPL Memorandum of Understanding Vote:** The MOU committee worked diligently to come up with this agreement and Susan feels confident in their work. Stephanie made a motion to accept, seconded by Colleen. All in favor. Carried.

**2022 Budget Draft-** The budget presented is a starting point. Further discussion will take place at future meetings with a December vote. There are some changes in personnel due to the creation of the new circulation manager position.

**Cyber Security Insurance Policy Vote:** This policy would provide liability coverage in case of a cyber security breach. It would cover restoration & mitigation of personal information of both staff & patrons. Stephanie made a motion to accept, seconded by Beth. All in favor. Carried.

**NYS Construction Grant Assurances Approval:** This grant would cover LED lights inside the library at a savings of \$2,000-\$4,000/year. This approval assures that proper protocols will be followed. Jen made a motion to accept, seconded by Stephanie. All in favor. Carried.

**Long Range Plan Timeline:** Susan is working on getting a committee together, including staff, board members, community members and Friends of the library. The goal is to get focus groups together to collect and analyze data in order to build a plan. The goal is to have a 5 year plan in place by the end of the year. Susan is asking board members to be a part of the process. Anyone interested should contact her.

#### IX. **Adjournment:**

Jen made a motion to adjourn, seconded by Beth. Meeting adjourned at 7:18pm

**Next Meeting: October 27 at 6:00pm**