

**Onondaga Free Library
Board of Trustees Minutes
December 20, 2023**

Board Attendees: Chris McCarthy, Liz LaRochelle, Rob Price, Margaret Farrell

Absent: Tom Bradley, Beth Crump, Laurie Smith

Staff: Susan Morgan, Scott Lipkowitz

Other: Charlotte Garofalo

I. Meeting was called to order at 6:02 p.m.

II. Approval of minutes from the November 29, 2023, meeting.

Liz made a motion to accept the minutes; Rob seconded. All in favor. Motion carried.

III. Treasurer's Report

Review of the Profit and Loss Statements for November 2023. The Profit & Loss report is reconciled and with minor updates, in order. Expenditures are on track with the budget. Questions were asked regarding the checks paid to staff: Susan Morgan for NYLA conference travel expenses; Scott Lipkowitz and Chantal Rothermel for PLA conference travel expenses. Margaret made a motion to accept the check register for November 2023; Liz seconded. All in favor. Motion carried.

IV. Director's Report

Susan reported that statistics continue to look good. Susan noted that staff has been busy onboarding new hires.

V. Friends Update

Susan gave an update on the activities of the Friends. The Festival of Trees was a record breaker this year, raising over \$1,700 in net proceeds. Friends approved 2024 legacy gifts: Lucky Day books, eBooks, the summer reading program, and Empire State Park passes, adding 2 additional Empire State Park passes. As always, a huge thank you to the Friends for all they do for OFL.

VI. Committee Reports

Building

Exterior lighting at road sign and flagpole circle-quote for repair/replacement is in progress. Town codes office will be on site this month for a re-inspection of the minor violations that have since been corrected.

Personnel

The new staff is still in the process of being onboarded. Staff were appreciative of the holiday brunch gathering from the Friends and the Board.

VII. Old Business

2024 Budget final review and approval

The board reviewed the 2024 budget draft as presented with discussion about overall revenue: fund balance of approximately \$37,000 and \$50,000 in reserves will be used to balance the 2024 budget. The reserves will be taken from a main savings account. Rob made a motion, seconded by Margaret, to approve the 2024 budget. All in favor. Motion carried.

Long-Range Planning Committee

The staff work group is still analyzing data and working on a drafted plan.

Update on Vulnerable Adults Policy

Legal counsel for the library does not recommend adding an additional policy, but to follow the library patron code of conduct in regards to vulnerable patrons and their caregivers. The library attorney also supported bringing ARISE in to give professional development to staff.

VIII. New Business

2024 Tax Levy Revenue Options

The board discussed some options for the school district propositions and will make a decision at the January board meeting.

Board Trustee Needs March 2024

OFL will need at least two new trustees in March due to vacancies. Susan asked board members to reach out to colleagues they feel might be interested.

IX. Adjournment

With no further business, Liz made a motion to adjourn, seconded by Rob.

Meeting adjourned at 6:52 p.m.

Next Meeting: January 24, 2024, at 6:00 p.m.