

**Onondaga Free Library
Board of Trustees Minutes
November 16, 2022**

Board Attendees: Chris McCarthy, Colleen Mahoney, Stephanie Aldrich, Rob Price, Beth Crump,
Laurie Smith, Tom Bradley (6:35pm)

Absent:

Staff: Susan Morgan, Scott Lipkowitz

Other:

- I. Meeting was called to order at 6:03 p.m.
- II. Approval of minutes from the September 28, 2022, meeting. Stephanie 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 September and October 2022. Although tight, overall, the budget is in line. All school payments have been received. Discussion took place around the need for a spreadsheet of monthly subscription expenses. Susan will work with Stephanie on creating one. Rob made a motion to accept the check registers for September and October; Beth seconded. All in favor. Motion carried.
- IV. **Director's Report:**
Susan reported that programming metrics remain healthy. OFL has held several very successful events this fall, including the Robin Wall Kimmerer author event, Strathmore speaker series, school outreach programs and school visits to the library.
- V. **Friends:**
The Friends had a successful fall book sale making approximately \$2,500. The annual Festival of Trees will be set up this weekend and will run from November 19th - December 10th. There are 20 trees being raffled off. Raffle tickets are \$1 each or 6 for \$5, available at OFL. The drawing will take place on December 12th. Friends continue their membership drive.
- VI. **Committee Reports**
Building:
The electric door strike for the handicap door and the alarm panel have been fixed.

Personnel:
OFL's part time processing clerk, Gail Thomas, has submitted her resignation. We are sad to see her leave and wish her the best. Susan will explore the possibility of offering the position to someone in house.

VII. Old Business

Update on Library Operations

There are no major changes. Susan has secured a two year contract (2023-2025) for cleaning services at a cost savings to OFL. Stephanie made a motion to approve the two year cleaning contract; Rob seconded. All in favor. Motion carried.

Finalize Selection of Consultant for Long Range Plan:

Discussion took place around being able to include this in the 2023 budget. Based on next year's budget, it was decided to put this on hold at this time.

VIII. New Business

Circulation Supervisor:

Based on next year's budget it was decided to put this on hold at this time.

Review and Finalize Bylaws Language for Public Comments at Board Meetings

Discussion took place regarding creating a process for public comment at board meetings.

- Time at end of regular board meeting for public comment
- Speaker must sign in/state name and address and concern
- Limited to 5 minutes per speaker
- Board will confer on public comment and follow up within 7 days as appropriate

Review and Finalize Bylaws Process for Public to Contact Trustees Directly

- Establish a board of trustees email at the library, for example, trustees@oflibrary.org
- This email will be added to the library website with details on how to contact the board
- Set up automatic forward from this email account to all board members email addresses
- Board reviews emails and responds as needed within 7 days of receiving the email
- Board forwards messages that pertain to library staff and/or director as needed

Protocols will be added to the OFL webpage.

Rob made a motion to accept changes to Bylaws; Stephanie seconded. All in favor. Motion carried.

2023 Budget Draft First Review:

Scott presented a plan for a 3 year computer replacement schedule in order to be proactive due to the 2025 Windows hardware update that is coming. He is working with Dell to get estimates to upgrade both staff and patron computers. Due to budget constraints we will include the cost of replacing 3 staff computers in next year's budget and revisit other replacements in subsequent budgets.

Next year's budget is built on a \$149,000 fund balance, along with \$8,000 from Friends. School tax levies will remain the same as last year. Some financial challenges we are facing include expiring grants and increases in utility costs. Susan will continue to monitor expenses and be creative on ways to cut library expenses. Next year's budget will be finalized at the December meeting.

Part Time Employee Eligibility For Health Insurance:

Susan will work on coming up with a policy for part time employees that work 20 or more hours a week moving forward.

Adjournment

With no further business, Stephanie made a motion to adjourn, seconded by Tom. Meeting adjourned at 7:43 p.m.

Next Meeting: December 14, 2022, at 6:00 p.m.