

Onondaga Free Library
Board of Trustees Minutes
October 25, 2023

Board Attendees: Chris McCarthy, Beth Crump, Liz LaRochelle, Tom Bradley, Rob Price (6:37pm)

Absent: Laurie Smith, John Arcaro

Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin

Other: Margaret Farrell

I. Meeting was called to order at 6:05 p.m.

II. Approval of minutes from the September 27, 2023, meeting. Liz made a motion to accept the minutes; Chris seconded. Everyone in favor. Motion carried.

III. Financial Report September 2023:

Review of the Profit and Loss Statement for September 2023. Expenditures are on track with budget. All school funds have been received. Revenue has been healthy overall. No questions were asked regarding the September check register. Beth made a motion to accept the check registers for September 2023; Liz seconded. All in favor. Motion carried.

IV. Director's Report:

Susan shared the new program guide for November/December. There are some great programs coming this fall despite being short staffed. Susan thanked the staff for their continued hard work and dedication! She reported that September stats were robust, and circulation was consistent. The October staff day was informative and enjoyable. The visit to the Central Library allowed staff to make connections for future programming.

V. Friends Update:

Susan gave an update on the many activities of Friends. The Fall book sale revenue exceeded \$3,500, an increase of \$1,200 over last fall's sale. In addition, six boxes of books were sent to the Amazon sales rep, which will yield a modest but steady income throughout the year. The membership drive second mailing will go out in November. Response to the first mailing has been steady. The Festival of Trees planning is underway, with all decorator spots filled. Trees will be displayed in the library foyer; the drawing will be held in mid-December.

VI. Committee Reports

Building:

The main electrical service repair was completed without any problems.

Personnel:

The Friends and OFL board members will share the cost of a holiday brunch for staff members. The application deadline has closed for the youth services librarian and library assistant

positions with a strong candidate pool. Susan will be scheduling interviews for the youth services librarian and the library assistant positions in the next few weeks. She is hoping to have the positions filled by mid-November. Due to employee safety concerns the garden door to the library will be closed at 5:00 pm. Patrons can enter through the front door after 5:00 pm. Also, the garden door is a seasonal entrance and will remain locked at all times starting November 1st through April 30th. In addition, OFL will close on Thursdays at 5:00pm beginning 12/1/23. This temporary change in hours will allow staff to shift their schedules so there are always 2 staff members working on each floor.

Beth made a motion to modify OFL's hours starting December 1, 2023; Liz seconded. All in favor. Motion carried.

VII. Old Business

Long-Range Planning

Scott, Chantal, and Susan are compiling data from the community surveys. Results will be shared with the board later this year.

Update on Policy on Vulnerable Adults in the library:

Susan will contact ARISE to provide professional development to library staff. She will continue to work with our attorney and insurance provider on creating a policy. This will be tabled until the November meeting.

VIII. New Business

Nominate and Appoint New Board Treasurer to fill current vacancy:

Beth made a motion to appoint Margaret Farrell as board treasurer, seconded by Liz. Everyone in favor. Motion carried.

2024 Budget and Tax Levy Revenue Options:

Susan will continue to work with Gary Lucas and Margaret Farrell on finalizing the budget and updating budget projections for 2024. Continued discussion is needed on school budget propositions. With budget increases, board members shared ideas for creating additional revenue for the library including community grants and pursuing sponsorships.

Board Trustee Needs in March 2024:

Tom Bradley has been on the Board of Trustees for the maximum six years and will be leaving. He will reach out to friends to see if anyone is interested in joining OFL's board in March.

VIII. Executive Session:

At 7:31 p.m., Rob made a motion, seconded by Tom, to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:40 p.m. Liz made a motion, seconded by Rob to resume the regular session. All in favor.
Motion carried.

Adjournment

With no further business, Liz made a motion to adjourn, seconded by Beth. Meeting adjourned at 7:41p.m.

Next Meeting: November 29, 2023, at 6:00 p.m.