

Onondaga Free Library  
Board of Trustees Minutes  
July 27, 2022

Board Attendees: Chris McCarthy, Colleen Mahoney, Stephanie Aldrich, Rob Price, Beth Crump  
Absent: Laurie Smith, Tom Bradley  
Staff: Susan Morgan, Alyssa Newton, Suzanne Allen  
Other: Pamela McLaughlin (Friends)

- I. Meeting was called to order at 6:01 p.m.
- II. Approval of minutes from the May 25, 2022, meeting. Rob made a motion to accept the minutes; Stephanie seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**

Review of the Profit and Loss Statements for May and June 2022. Overall, the budget is in line. Payroll expenses are in good shape and revenue is on track. Final payment has been made for lighting upgrades, excluding the upstairs fixture. Susan noted that some line items are a little more than expected due to increased fuel prices but there is enough in the budget to absorb the additional costs. Beth made a motion to accept the check registers for May and June; Chris seconded. All in favor. Motion carried.
- IV. **Director's Report:**

Susan reported that circulation, program participation and in-person traffic has been good. The Summer Reading Program is going well with over 400 kids, 67 teens and 100+ adults registered. Special mention went out to Alyssa Newton (Assistant Library Director & Young Adult Services Librarian) for all of her work on the Maker Faire at OCC. OFL was named as an affiliate sponsor. It was a huge success. Next year it will be moving to LeMoyne College. Susan and the OFL board would like to give a huge thank you to Alyssa!
- V. **Friends:**

Pamela McLaughlin gave an update on the many activities of Friends.

The June Book Sale saw a record profit of \$3,548.24 and added seventeen new members! Friends implemented the Zettle e-payment system, with assistance from librarian Scott Lipkowitz and they can now process credit card transactions. In addition, they entered into a partnership with bookseller Nate DeVita to sell higher value books through his service. They will host a Fall Book sale in October during Library Week. The Senior Art Reception in June was well attended and much appreciated by participants and their friends. During the Summer Reading Program the Friends sponsored book giveaways to increase outreach to families with young children. Soapstone Carving with Dave Millis at Santaro Park had over 60 registrants and enjoyed by young and old alike. The Friends sponsors Little Free Libraries adjacent to the bus

stop at Green Hills and inside the Colonial Laundromat in Nedrow. Members monitor the collections, replacing books as needed and weeding out inappropriate materials.

## **VI. Committee Reports**

### **Building:**

Carpet transitions were replaced with metal ones so they are no longer trip hazards. The parking lot has been repaired, striped and the apron has been filled. Interior signage has started to be updated throughout the library: floor decals and the mystery wall banner have been added so far. Wi-Fi password signs will be added soon.

### **Personnel:**

Emily Jones, a CBA student will be starting as a page. The Youth Services Librarian position has been posted and applications are coming in. Susan is hoping to have someone hired by September.

## **VII. Old Business**

Update on Library Operations- none

### **Request for Proposal for Consultant for Long Range Planning:**

Chris worked with Susan on writing an RFP to hire a consultant to work on long range planning. It will be posted using CLRC and Center State CEO with hopes of having someone in place by September. Chris thanked Susan for all her work on this proposal. Beth made a motion to accept; Stephanie seconded. All in favor. Motion carried.

## **VIII. New Business**

### **Holiday Pay Policy:**

Current practice is that employees rotate coming in to empty the book drop box on paid holidays (when the library is closed) with no additional compensation other than holiday pay. A proposal was made to compensate employees for 2 hours at their hourly rate, in addition to holiday pay, when they come in to empty the book drop. Susan will present the new plan to the OFL attorney for review before adding to the employee handbook. Colleen made a motion to accept; Stephanie seconded. All in favor. Motion carried.

### **Health Coverage During Short Term Medical Leave Policy:**

Discussion took place around employees taking short term medical leave and continuing their medical coverage. OFL will continue medical coverage for 3 months. If an employee takes a longer leave, they will be responsible for 100% of their medical premiums up to a year. Susan will present the new plan to the OFL attorney for language before adding to the employee handbook. Colleen made a motion to accept; Rob seconded. All in favor. Motion carried.

### **Double Taxation Legislation:**

Discussion took place around Assembly Bill #A9448A which directs the commissioner of taxation and finance to study the frequency of residents who are being assessed library taxes

for more than one library and to make recommendations to address the double taxation of residents. As it may impact OFL down the road we will continue to monitor the bill.

**Trustee Training Requirements:**

Beginning in January 2023, library trustees will be required to attend two hours of trainings each year. Susan will keep board members informed when trainings become available.

**Marketing Assistant Position:**

OFL needs a separate part time Marketing Assistant position. The position is 16-20 hours/week with compensation starting at \$15-\$18/hour. The library budget has funds to absorb the cost of this position. Colleen made a motion to accept; Beth seconded. All in favor. Motion carried.

**Annual Conflict of Interest Policy:**

In order to be in compliance board members completed conflict of interest forms.

At 7:40 p.m., Rob made a motion, seconded by Beth to enter into executive session to discuss personnel compensation. The Trustees came out of executive session at 7:50 p.m. Beth made a motion to resume regular session, seconded by Chris. All in favor. Motion carried. Chris made a motion to approve a 3% salary increase for Scott Lipkowitz; seconded by Colleen. All in favor. Carried.

**VI. Adjournment**

With no further business, Chris made a motion to adjourn, seconded by Stephanie. Meeting adjourned at 7:52 p.m.

**Next Meeting:** September 28, 2022, at 6:00 p.m.