

Onondaga Free Library
Board of Trustees Minutes
September 28, 2022

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

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

II.Approval of minutes from the July 27, 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 July and August 2022. Overall, the budget is in line. School Payments have been received for 2 of the 3 districts. Treasurer's report reflects a bond service fee, payments for carpet transitions and upgrades to signage. The retaining wall is being rebuilt and a bill will be coming. The HVAC unit on the first-floor needs replacing. Susan will get quotes and that expense will be included in next year's budget. Susan will also get RFP's for mowing and snow removal for next year. Rob made a motion to accept the check registers for July and August; Beth seconded. All in favor. Motion carried.

IV.Director's Report:

Susan reported that the onsite summer reading program had great stats for all age groups. She extended a huge THANK YOU to Friends, Gannon's and Fairmount Glen Golf for providing incentives for the program! The program was a great community event and received positive feedback from participants. Thank you to all of the staff and volunteers who worked so hard to make this program successful!

As part of OFL's Diverse Voices Book Club, Robin Wall Kimmerer, New York Times bestselling author of Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge and the Teachings of Plants will be joining us on October 12th. Registration is available on OFL's website.

V. Friends:

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

The Friends are planning a second used book sale on October 19-22. The sale will begin with a members-only preview night and end with the \$5 bag sale on Saturday. The Friends will also continue its partnership with bookseller Nate DeVita to sell higher value books through his service, which brought in several hundred additional dollars from the spring sale.

The annual **membership drive** is underway, with the first mailing completed earlier this month. Thanks to volunteers led by Kathy DeSanctis, including Sheila Gaudons, Barbara Leigh, Susan Parry, Mary Taylor, and John Thornton. The Library will be commemorating Friends of Libraries Week by drawing attention to the many items purchased with funding from the Friends. Items will be decorated with balloons.

The Friends has partnered with the Strathmore Speaker Series to underwrite one lecture each season. This year's event will feature former Onondaga Historical Association executive director Dennis Connors on November 10 at 7 p.m. His talk is tentatively titled "Celebrating Local History through Public Art."

The Friends are registered as a charity with Amazon Smile. When shoppers register with Smile, they can select the Friends as their charity, and shop at smile.Amazon.com (rather than Amazon.com), a portion of the proceeds is donated to the Friends. These numbers are beginning to add up!

VI. Committee Reports

Building:

The back retaining wall is almost finished and is looking good. The next project will be window cleaning.

Personnel:

OFL would like to welcome some new hires; David Kleberg as a page, Jill Hand will be joining OFL as the youth services librarian and Michelle Crews will be our new part time marketing assistant, working closely with Chantal.

VII. Old Business

Update on Library Operations- none

Update on double taxation survey legislation:

This legislation has not yet gone to the governor. The library director's group is trying to get ahead of this and educate the public. They are keeping this at the forefront of their discussions and researching the implications this legislation would have for libraries. If anyone has questions, let Susan know and she will work on getting answers.

Susan proposed a holiday brunch on 12/4 for staff, co-funded by the Friends and trustees. All board members agreed that this would be a great event.

OFL will be closed to patrons on October 10th for staff development. Staff will be visiting Maxwell Library and Marcellus Library on that day.

Susan proposed that the board develop a contact process for patrons to contact trustees. She will work on creating protocols for communicating with board members. We will discuss this further at our next meeting.

VII.New Business

Review and Select Consultant for Long Range Plan

One proposal was received from Thriving Libraries. Susan checked references and all were good. The cost for this service would be split between this year's budget and the 2023 budget. Questions were asked regarding flexibility in costs. Susan will reach out to see if fees could be discounted if some meetings could be held virtually vs. in-person.

2023 Budget Draft First Review:

The preliminary budget for next year is tight due to changes on both the revenue and expense side. Salaries and benefits continue to be our largest expense. In addition, library computers need to be updated. Rob suggested moving to Chromebooks at a lower cost and perhaps seeing if RIC (Regional Information Center-BOCES) has a program for libraries to purchase through them.

Trustee Needs for March 2023:

We are hoping to grow OFL's board of trustees to 9 members. Susan is hoping to recruit some new people. Anyone interested should contact Susan.

2023 Library Closings:

Susan shared the library's closing schedule. There are no changes from last year. Rob made a motion to accept, Stephanie seconded. All in favor. Motion carried.

At 7:24 p.m. Chris made a motion, seconded by Stephanie to enter into executive session to discuss personnel compensation. All in favor. Motion carried.

The Trustees came out of executive session at 7:26 p.m. Stephanie made a motion to resume regular session, seconded by Rob. All in favor. Motion carried.

Stephanie made a motion to approve a 3% salary increase for Alyssa Newton; seconded by Rob. All in favor. Carried.

VI.Adjournment

With no further business, Stephanie made a motion to adjourn, seconded by Rob. Meeting adjourned at 7:27 p.m.

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