

**Onondaga Free Library  
Board of Trustees  
Minutes 10/22/2025**

**Board Attendees:** Rob Price, Liz LaRochelle, Margaret Farrell, Charlotte Garofalo, Yvonne Slate, Beth Crump, and Pat Forken

**Absent:** Chris McCarthy, Diane Leshinski

**Staff:** Susan Morgan, Scott Lipkowitz

**I. Meeting called to order at 6:05**

**II. Approval of September 24, 2025 meeting minutes.**

**Motion** to approve minutes: Pat Forken. Second: Charlotte Garofalo. All in favor.

**Motion carried.**

**III. Treasurer's Report and September 2025 check registers approval**

- West Genesee School District money has been received.
- Check registry was reviewed and questions answered.

**Motion** to accept the check register and treasurer's report for September 2025: Rob Price. Second: Liz LaRochelle. All in favor. **Motion carried.**

**IV. Director's Report – Susan Reported the Following:**

- Monthly stats are very healthy and kudos to the staff.
- All the programs have been excellent, well attended and received.

**V. Friends Report – Susan Reported the Following:**

- This week is National Friends Week.
- The Book Sale raised \$5,070, the most ever.
- Friends paid for the TV on the first floor that replaced the Kiosk.
- The next Author Event and Book signing is October 29 with Dennis Connors talking about his book, *The Gilded Age on Syracuse's James Street*.
- The Festival of Trees is November 14-December 13.

**VI. Committee Reports:**

**Building:**

- The roofing contractor TNT has scheduled the roof work for late March or early April. They have assured staff that the work will be done by August before the

grant runs out. The plumbing company, Collis, sealed up all the problem areas on the roof, so hopefully this will hold until the roofing contractor finishes the work in the spring.

- The driveway sealing project is delayed until spring 2026 since the vendor never showed up as planned in September or returned multiple phone calls. New vendor quotes will happen in the spring.
- The gutter cleaning has been completed.

**Personnel:**

- Anna Dobkowski has been hired for the sub clerk position. She is very experienced, is a sub at Maxwell and Baldwinsville libraries, and has served on the Central New York Library Resources Council.
- Staff Development Day was October 13 at Beak n Skiff. Satisfaction questionnaires are being compiled.
- The Staff Holiday Brunch is scheduled for Sunday December 7 at 9:00 am at Finally Ours. The Friends and Board Members will be asked to cost share for the staff meals.
- Staff Spirit Week is next week, with a different theme each day: Monday-Book Day; Tuesday-Hat Day; Wednesday-Band/Music Day; Thursday-Throwback Thursday; and Friday- Halloween.

**VII. Old Business**

- Employee cafeteria plan:  
Information will be sent to the board in November, and the vote will take place at the December meeting
- AED Purchase  
Susan is working with Lisa Goodwin and also researching grants and will also request funding from The Friends.
- The Food Bank Donation box in honor of former board member Fay A. Taylor will be set up in the library for a week in November.

**VIII. New Business**

- Mold Removal Update and Next Steps  
The mold mitigation contractor found a suspect area. In the process of investigating, they found asbestos in the adhesive used behind the drywall. As a result, the area had to be sealed off, and a wall will possibly need to be removed and replaced. This is unusual since it is in the new part of library built after the use of asbestos was banned. However, it is possible that the asbestos product used in adhesives was not banned until 2024. Susan is going to contact the insurance company to see if any of the asbestos removal services are covered by insurance and to check if there were any violations regarding this from the original contractor. The mold abatement company revised their quote downward since the abatement company will now be dealing with the wall.

- Community Room Flooring  
One more floor quote is being sought for the community room.
- Transportation and food access survey  
Susan will contact them so that they can start their survey at the library.
- HVAC Vendor for 2026  
Waiting to get a new quote from our plumbing company for next year's services. No decision has been made yet.
- 2026 Budget Draft  
Margaret and Susan will continue working on the budget, considering some of the discussions from the Executive Session and sending the Board the budget in November. Final discussion and vote will take place in December.

#### **IX. Executive Session**

**Motion** to move to Executive Session for a personnel related issue: Liz LaRochelle. Second: Margaret Farrell. All in favor. **Motion carried.**

**Motion** to leave Executive Session and: Rob Price. Second: Yvonne Slate. All in favor. **Motion carried.**

#### **X. Back to Public Meeting**

**Motion** to approve the compensation as discussed in Executive Session: Margaret Farrell. Second: Liz LaRochelle. All in favor. **Motion carried.**

#### **Adjournment**

**Motion** to adjourn at 7:46 pm: Charlotte Garofalo. Second: Liz LaRochelle. All in favor. **Motion carried.**

**Next Meeting:** Wednesday December 17, 2025