

**Board Attendees:** Liz LaRochelle, Margaret Farrell, Charlotte Garofalo, Yvonne Slate, Chris McCarthy, Diane Leshinski, and Pat Forken

**Absent:** Beth Crump, Rob Price

**Staff:** Susan Morgan, Scott Lipkowitz

**I. Meeting called to order at 6:03**

**II. Approval of October 7 and 22, 2025 meeting minutes.**

**Motion** to approve minutes: Pat Forken. Second: Liz LaRochelle. All in favor. **Motion carried unanimously.**

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

- Check registry was reviewed and questions answered.

**Motion** to accept the check register and treasurer's report: Yvonne Slate. Second: Charlotte Garofalo. All in favor. **Motion carried unanimously.**

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

- We have had an extraordinarily successful year, despite all the building and roof problems and upticks in patron issues, with very solid statistics, excellent programming, and patron engagement at all levels.
- There was one anomaly with web stats for October and November. Scott is going to look further into this, thinking that it may be a search engine optimization issue.
- Susan reported that the NYLA conference was very good and she left the meeting very energized. An issue discussed was the addition of social workers in the library, which has been implemented successfully downstate. Considering the increase we've had in patron issues, this may be worth our consideration in the next year or two, either hiring someone or coordinating with other libraries through grant funding. Social workers could assist with de-escalating patron behavioral situations and assisting patrons with connecting to needed social service programs.
- The Holiday gathering at Finally Ours was a tremendous success. 14 out of 18 staff attended, as well as Friends and Board members.

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

- The Festival of Trees was the second most successful year on record raising \$1,986.24
- The Friends have already earmarked money for 2026.
- The Friends are one of the most successful in the Onondaga County library system. While the numbers of friends has not increased a lot, giving has increased.

## VI. Committee Reports – Susan Reported the Following:

### Building:

- As a result of the previous water damage, a new wall was rebuilt, flooring was installed and new furniture added. The hope is to have Hannah and Abigail back in their offices by the new year. They have been patiently working in less-than-optimal temporary space.
- The flat roof work is expected to begin in March as soon as the weather allows. There has been one small leak in the break room, which is open and therefore dried quickly with no damage.
- Will be getting another quote for the flooring in the Community Room.
- The NYS Construction Grant came through which will cover the cost for soundproofing the 2<sup>nd</sup> floor meeting rooms and office area.
- The driveway sealing project is restarting with the new quotes since the last contractor was a no-show.

### Personnel:

- The staff are great and work well together. Anna, the new sub clerk, is fitting in very well with the staff and she has been very flexible. Overall, staff morale is very good.
- Options for presenters are being researched for security training for staff.

## VII. New Business

- The Firewall quote from M.A. POLCE was reviewed. Hardware Costs: \$1629.86 and Services: \$1800. Total Cost: \$3429.86. Licensing is inherited from previous purchase of a multi-year contract so no additional cost is incurred at this time.

**Motion** to approve the firewall quote: Charlotte Garofalo. Second: Margaret Farrell. All in favor.

**Motion carried unanimously.**

- Pomeroy marker sign proposal for library grounds

The Lafayette Trail marker program is conducted in partnership with the William G. Pomeroy Foundation, based in Syracuse. Their research shows that Lafayette stood on the property very close to where the library is now located, in the middle of the night before arriving in Syracuse. The foundation underwrites the cost and shipping of the 2' x 3' markers mounted on a 7' pole. We would be responsible for installation with guidelines provided. Susan will check with the Town of Onondaga Highway Department and/or the Onondaga County DPW to see if they will do the installation.

**Motion** to accept the proposal for the Lafayette Trail Marker to be installed in front of the library: Margaret Farrell. Second: Diane Leshinski. All in favor. **Motion carried unanimously.**

- Collis quote to replace Nodine's for HVAC service maintenance contract for all units at a yearly cost of \$4188. Scott will go back to them to see if they will lock in the prices for 3-year contract. **Motion** to accept the quote revised to reflect a 3-year contact at the same cost as the 1-year quote. If Collis cannot do this, we will accept the 1-year quote presented: Liz LaRochelle. Second: Charlotte Garofalo. All in favor. **Motion carried unanimously.**

### VIII. Old Business

- The food access survey that was conducted at the library was successful. The researchers were very appreciative and will provide Susan with the results.
- The food drive in honor of former Board Member Fay Taylor brought in 455 pounds of food donated to the Food Bank in November.
- 2026 budget final draft review and approval  
The proposed 2026 budget was reviewed. Before voting it is necessary to go into Executive Session to discuss staff salaries.

### IX. Executive Session

**Motion** to move to Executive Session to discuss staff salary increases before the budget vote: Pat Forken. Second: Liz LaRochelle. All in favor. **Motion carried unanimously.**

**Motion** to leave Executive Session and return to the Board Meeting: Liz LaRochelle. Second: Margaret Farrell. All in favor. **Motion carried unanimously.**

### X. Back to Public Meeting

**Motion** to approve the 2026 Budget as discussed in Executive Session: Liz LaRochelle. Second: Charlotte Garofalo. All in favor. **Motion carried unanimously.**

#### **Adjournment**

**Motion** to adjourn at 7:35 pm: Pat Forken. Second: Charlotte Garofalo. All in favor. **Motion carried unanimously.**

**Next Meeting:** Wednesday January 28, 2025