

# Onondaga Free Library

## Board of Trustees Meeting Minutes- March 25, 2026

**Board Attendees:** Yvonne Slate, Margaret Farrell, Diane Leshinski, Rob Price, Liz LaRochelle, Joe Campbell, and Pat Forken

**Absent:** Charlotte Garofalo

**Staff:** Susan Morgan, Scott Lipkowitz, Chantal Rothermel

### ***I. Meeting called to order at 6:28***

Yvonne Slate thanked everyone for the privilege of serving as President of the Board.

### ***II. Approval of February 25, 2026 meeting minutes.***

**Motion** to approve the minutes: Margaret Farrell. Seconded: Rob Price. All in favor. **Motion carried unanimously.**

### ***III. Treasurer's Report and February 2026 check register approval***

Check register was reviewed and questions answered. It was reported that regarding the issue of how employees pay increases occur at different times across the calendar year, the auditors said that because the amounts are part of the P&L, it was not necessary to have a separate spreadsheet to display this, however, if we want, we can do that. After discussion about when this becomes an issue, and how it may be useful in financial decision making, it was decided that we will have a second spread sheet that Margaret will prepare so that we can see when the increases actually occur on a monthly basis.

**Motion** to accept the check register: Joe Campbell. Seconded: Rob Price. All in favor. **Motion carried unanimously.**

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

- We are off to a great start; engagement is excellent thanks to the staff.
- Scott completed a successful training course for patrons on Building Computer Circuits.
- The staff is excited about the upcoming “Retro Week” scheduled for Spring Break Week which includes Mind the Gap Trivia, Retro Gam Con, Retro Museum Night Retro Crafternoon and Vinyl Spin Art.

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

- She expressed immense appreciation for the support received from the Friends.
- Next Friends meeting is April 1 at 1:30. Trustees are welcome to attend.

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

### **Building:**

- The **Community Room** new floor is a done. Everyone is very happy as it is much easier to keep clean. The dance class members and instructors are thrilled with the change from carpet to tile.
- The electrician will be at the library later in the week and will hopefully be able to pull the cable through the conduit and replace the lights in the **back parking lights**. If this is not possible, they will have to lift the light off the base which will be a more costly repair.
- The **plumbing repair in the bathroom** on the second floor is complete. The toilet is back on the wall and operational, and wall has been patched.
- The **flat roof contractor**, TNT, is back in touch with Scott. He was in FLA which is why Scott temporarily lost contact with him. He has been assured that the job will be done before the August grant deadline. We are scheduled for the third job when he starts in April. The library will not need to be closed. Products will be delivered to the roof, and a dumpster will be placed on the property for waste.

### **Personnel:**

- The **employee key swipe repair** for the door in the back of the building has been completed, so staff can now enter from the rear of the building.
- **Staff security training** by Upstate University Police Department is scheduled for April 10<sup>th</sup>.
- **Staff Milestone Recognition Program**
  - Susan Morgan, Margaret Farrell, and Pat Forken met to flesh out the Staff Milestone Recognition Program and reported back to the board the final draft features. After discussion, it was decided to drop the extra personnel days on the anniversary year of each milestone, due to the many complications that could arise and to go with Joe Campbell's suggestion of giving \$10 for each year of service (i.e. 5 years-\$50; 10 years-\$100 15 years-\$150; 20 years-\$200; and 25 years-\$250) and grossing this number so that the after-tax amount the employee receives is equal to the amounts mentioned.
  - Susan is going to check with the auditors and/or lawyer to see if we are allowed to give gift cards rather than the cash payment which would go into salaries and taxed.
  - Susan is also going to get pricing on the gift items mentioned so that we have accurate figures for the budget.
  - Margaret will put together a budget to share with the board at the next meeting.

## **VII. Old Business**

### ***The Pomeroy Lafayette Trail marker***

- Lafayette Trail Marker should arrive at the end of April. Waiting to hear from the Town of Onondaga Highway Superintendent with confirmation that they can install the sign.

### ***AED unit update:***

- Susan will be meeting with Dr. Christopher Fullagar, Emergency Room Doctor at Upstate, to comply with necessary approvals for an onsite AED unit. She is working with the Fire Dept. to check on pricing if purchased through them and to coordinate training for staff.

### **Parking Lot Repaving quotes**

- This was budgeted at \$6000. However, the company was a no-show in 2025. With the extra wear and tear the new quotes are higher than budgeted. Tarvia Seal Corp quote is \$7555 plus \$775 for line striping, total \$8,330 and CNY Sealing & Paving is \$12,798. Scott is awaiting a third quote.
- Rob suggested we establish a policy with a dollar amount that triggers the need for three quotes. He also suggests that we contact local businesses who might also be having paving done to see if we can get a reduced group rate. Scott and Susan will look into this.

## **VIII. New Business**

### ***Key Bank Investment and Banking Recommendations***

Susan met with the new commercial manager at Key Bank. In their preliminary discussion he recommended a commercial sweep account which would consolidate the balances since a portion of the funds may not be fully insured. The primary purpose would be to protect library funds. The monthly cost is \$150 (\$1800 yearly). The lead auditor, in response to the recommendation, said the elimination of any risk is always preferable, but also the lost interest in those amounts may not be too significant either. He did not give a definitive response either way. In the brief Board discussion, it was suggested that there may be no value in going with this recommendation. Susan, Margaret, and the new President, Yvonne Slate will be meeting with the bank manager to discuss this in more detail and come back to the Board with additional information.

### ***School Budget Public Hearings: Representatives in Attendance to Address Library Questions***

- Susan Morgan - West Hill District meeting
- Yvonne Slate - West Genesee meeting
- Rob Price - Onondaga Central meeting

***Library Policies Future Review Schedule***

Susan and Scott presented the schedule to begin in January and will create a review schedule.

***Library Website ADA Compliance Planning***

Compliance is required by April 2027. Scott said they are currently in good shape. They will be looking at reviewing what else needs to be addressed over the course of the next year.

***IX. Executive Session***

**Motion** to move to executive session: Liz LaRochelle. Second: Joe Campbell. All in favor.  
**Motion carried unanimously.**

***Back to Regular Session***

**Motion** to accept the raise for Abigail Connolly at her first-year anniversary date as discussed in the executive session: Margaret Farrell. Second: Joe Campbell. All in favor. **Motion carried unanimously**

***X. Adjournment***

**Motion** to adjourn at 7:44 pm: Rob Price. Second: Joe Campbel. All in favor. Motion carried unanimously.

**Next Meeting: Wednesday May 27, 2026**