

Onondaga Free Library

Board of Trustees Meeting Minutes- May 27, 2026

Board Attendees: Yvonne Slate, Margaret Farrell, Diane Leshinski, Rob Price, Joe Campbell, Charlotte Garofalo, Steve Dunham, and Pat Forken

Absent: Liz LaRochelle

Staff: Susan Morgan

Guest: Ellen Magnarelli Terrien, Town of Onondaga Board Liaison

I. Meeting called to order at 6:00 pm

II. Approval of March 25, 2026 and April 29, 2026 meeting minutes.

Motion to approve the March 25th meeting minutes and April 29th special meeting minutes: Margaret Farrell. Seconded: Pat Forken. All in favor. **Motion carried unanimously.**

III. Treasurer's Report and March and April 2026 check register approval

Margaret reviewed the revenue, expenses, and net income to date from the balance sheet. The check registers were reviewed and questions answered.

Motion to accept the check registers: Joe Campbell. Seconded: Charlotte Garofalo. All in favor. **Motion carried unanimously.**

2025 Audit Presentation- Jacob Skeval from Bonadio Group

Jacob went over the executive summary of the audit which indicated:

- Issued the high highest-level report, an unmodified opinion, from the audit
- No internal control issues or weaknesses were identified
- No audit adjustments were reported
- Interaction with OFL management was cooperative and responsive
- Key Financials:
 - Revenue increased: \$30,689 (driven by investment income, contributions and 3% increase from school district funding)
 - Expenses increased: \$51,668 (most significantly salaries and employee benefits)
 - Overall increase in net assets: \$29,826

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

- Scott and his wife had a baby. Congratulations to the family!

- The library is experiencing great numbers in all categories through the efforts of the staff. They are gearing up for the summer reading program.

V. Friends Report – Susan Reported the Following:

- We would not be able to provide the level of programming without the financial support from the Friends.
- The library is accepting book donations for the book sale on May 29 and 30 and June 1 and 2 during regular library hours. The Friends Preview Night is June 3, 5-8 pm. The public sale is June 4, 5, and 6.

VI. Committee Reports – Susan Reported the Following:

Building:

- The flat roof contractor, TNT, has assured us that the job will be done by August. It has to be done before the August grant deadline.
- The Annual Fire Inspection is completed. There were only a couple of minor items that needed to be addressed: new batteries for the emergency lights and new batteries for the exit lights, one tagged fire extinguisher.
- The Pomeroy sign has arrived, just waiting to hear back from the town highway superintendent to install it. There will be an unveiling on July 13.
- Windows and gutters will be cleaned in early June.
- Carpets will be cleaned on the Juneteenth holiday.

Personnel:

- Staff security training (active shooter training) by Upstate University Police Department was excellent and very well received by staff. The instructor was exceptionally good and made a difficult topic easy for employees.

VII. Old Business

AED unit update:

- Susan is looking for grant funding for the AED unit which will cost about \$2,000. The Friends have also expressed interest in helping with the cost should the grant not cover the cost in full.
- The Onondaga Hill Fire Department will do the AED training.

Staff Milestone Recognition Program

- Margaret went over the budget for the program.
- A formal policy will need to be drawn up.
- The auditors recommended that the financial reward be distributed in cash rather than gift cards. The amount will be grossed up so that the employee gets the actual amount of

cash after taxes. Joe suggested that we make sure that it is not taxed as a bonus since that is taxed differently.

- Margaret is going to purchase the gift items for the year.
- The budgeted amount in 2026, \$1,750, will be less going forward because this first year includes 5 employees from previous years, before a program was in place.

Motion to begin a Staff Recognition Program with the budgeted amount of \$1,750 in 2026. That amount will be less in subsequent years: Charlotte Garofalo. Seconded: Joe Campbell All in favor. **Motion carried unanimously.**

VIII. New Business

Nominate and appoint Steve Dunham to the board of trustees

Motion to appoint Steve Dunham to the board of trustees: Rob Price. Seconded: Joe Campbell. All in favor. **Motion carried unanimously.**

2025 Annual Report approval

Motion to approve the 2025 Annual Report: Pat Forken. Seconded: Margaret Farrell. All in favor. **Motion carried unanimously.**

Updated Memorandum of Understanding timeline for board review

- The County Library System is asking to raise the cost of service from a previously flat 2% to 5% (\$747 increase for Onondaga Free in 2027). Reason given by the county is because county library system costs have gone up 44%.
- Susan will be attending a directors meeting in June and will get more information.
- The board will vote by October, along with the other system libraries.
- Joe suggested that Susan investigate if we can negotiate a percentage as a flat-rate long-term percent over multiple years.

AI County-wide policy approval

The County-Wide AI Policy was reviewed. Scott was part of creating the policy.

Motion to accept the county-wide AI policy: Margaret Farrell. Seconded: Diane Leshinski. All in favor. **Motion accepted unanimously.**

Teen space policy approval

A precise policy is needed to prevent people who are not teens or parents, guardians, or tutors of teens, from using the space. The policy was reviewed and suggestions for changes were made. (remove “intended for” in first paragraph; change “Procedures” to “Rules;” remove “is intended” in #2; add #5)

Motion to approve the policy with the designated changes: Rob Price. Seconded: Joe Campbell. All in favor. **Motion accepted unanimously.**

Additional insurance coverage options

Joe Campbell, who has over four decades of insurance experience, reviewed the library policies and found four gaps in our coverage. Those include:

- Director and Officer (D&O) Insurance coverage, which protects the personal assets of board members if sued for actual or alleged wrongful acts, mismanagement, or breaches of duty while managing the organization. He recommends \$1 million coverage at a cost of \$672.
- Employee Practices Liability Insurance, which protects us from claims made by employees, contractors, or applicants alleging unfair treatment i.e., wrongful determination, discrimination, harassment, or other workplace-related issues. He recommends \$1 million coverage at a cost of \$195.
- 403B Plan insurance at a cost of \$162.
- ERISA (Employee Retirement Income Security Act of 1974) insurance would cover an employee who might be at a library conference out of town, rents a car, and has an auto accident. Cost is \$15.

Motion to purchase coverage for the four gap areas described above: Rob Price. Second: Margaret Farrell. All in favor. **Motion carried unanimously.**

Solvay Bank Mature Bond Transfer

- The 7-month CD at Solvay Bank matures on July 5th. The financial advisor recommends that we take \$100,000 of the \$214,917.46 and reinvest in bonds. It was discussed that it may be best to do this for better diversification.
- Margaret is going to research CD options in other banks to see if we should leave the money in a CD at Solvay Bank or move it somewhere else.

Motion to leave the \$114,917.46 in a CD at Solvay Bank or a different bank; and reinvest \$100,000 in a bond vehicle TBD. All in favor. **Motion carried unanimously.**

X. Adjournment

Motion to adjourn at 7:14 pm: Margaret Farrell. Second: Joe Campbell. All in favor. **Motion carried unanimously.**

Next Meeting: Wednesday July 22, 2026 at 6 pm