Onondaga Free Library
Board of Trustees Meeting Minutes- July 22, 2026

Board Attendees: Yvonne Slate, Margaret Farrell, Diane Leshinski, Liz LaRochelle, Steve Dunham, and Pat Forken

Absent: Rob Price, Joe Campbell, Charlotte Garofalo

Staff: Susan Morgan, Scott Lipkowitz, Chantal Rothermel

I. Meeting called to order at 6:03 pm

II. Staff Work Anniversary Milestone Recognition

Nine staff members were awarded their token of appreciation and monetary gift based on the number of years of service upon date of hire: Scott Lipkowitz (6 years); Suzanne Allen (7 years); Penny Feeney (9 years); Sue Thomas (9 years); Susan Morgan (20 years); Brennan Zimmer (20 years); Chantal Rothermel (25 years); Debbie Zabel (27 years) and Pat Hagemann (28 years). Going forward these presentations will be done at the Annual Meeting.

III. Approval of May 27, 2026 meeting minutes.

Motion to approve the May 27 meeting minutes: *Pat Forken*. Seconded: *Margaret Farrell*. All in favor. **Motion carried by the majority. Liz LaRochelle abstained since she was not at the meeting.**

IV. Treasurer's Report and May and June 2026 check register approval

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

Motion to accept the May and June check registers: *Liz LaRochelle*. Seconded: *Diane Leshinski*. All in favor. **Motion carried unanimously.**

Brian Crandall – Key Bank Discussed Investments

- Equity Income Portfolio performance is doing well at 10.96% (50% stocks, 50% bonds) Since 7/1/2024 has grown $23,858. Up $24,000 as of meeting date.
- The Brokerage Account has a 3.27% return on the money market. Corporate bonds have a 3-5% return, and CDs a 4% return which are federally insured.
- We discussed pulling money from the savings accounts and putting some in CDs and some in the equity income portfolio to better leverage the funds. For CDs Brian suggested a rotating 3, 6, 9, and 12-month CD.

A motion was approved in May to reinvest $100,000 in a vehicle TBD.
After Brian Crandall's presentation and board discussion the following **Motion** was made to move $100,000 from the prior CD into the equity income portfolio account; AND $20,000 from the Brokerage Account; $50,000 from savings account line 104 and $50,000 from savings account 107 for a total of $120,000 into 3-, 6-, 9-, and 12-month CDs: *Steve Dunham*. Seconded: *Margaret Farrell*. All in favor. **Motion carried unanimously.**

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

- The summer reading program "Unearth a Story" (dinosaur themed) is halfway through and the response and involvement from the community has been fantastic.
- Staff are doing a phenomenal job.
- Susan encouraged the board to participate in the many available activities.

VI. Friends Report – Susan Reported the Following:

- The Friends Booksale raised $9,464.37, the highest return ever!
- Friends are funding the AED.
- Friends are also funding and hosting a luncheon for the staff.
- The Fall Book Sale is October 1-3.

VI. Committee Reports – Susan Reported the Following:

Building:

- The flat roof work has been completed by TNT, in time to qualify for the grant deadline. Drone footage was done before and after the work and looks very good.
- The dedication ceremony for the Lafayette Trail Marker placed in front of the library was well attended with 25 people, including state and town public officials, library staff, Friends of the Library and community members.
- Parking lot work is completed and looks good.
- HVAC issues have been fixed.
- The AED is almost ready to go live and the necessary paperwork has been submitted to the state. Pending staff training will be done within the next week.

Personnel:

- With two staff members out on leave, the library will close early at 5 pm on Tuesday nights for 5 weeks, August 1 – September 7 to accommodate the staff shortage. Special thanks from Susan to Amy for all her work in scheduling to accommodate the changes.

VIII. Old Business

AED unit update:

- We reviewed the AED Policy. There were no recommendations for making any changes. **Motion** to accept the AED Policy: *Margaret Farrell*. Seconded: *Yvonne Slate*. All in favor. **Motion carried unanimously.**

Estate Gift

- There is no additional information. The estate is waiting for a response from Yale University before the funds can be split and distributed.

IX. New Business

Memorandum of Understanding (MOU) and 2027 Member Charges Approval

- The drafted MOU and 2027 member charges documents were reviewed. The County Library System is asking to raise the cost of service from a previous 2% to 5% due to county costs rising. **Motion** to approve the MOU between member libraries and the library system for a 2027-member charge increase for Onondaga Free of $747.39: *Liz LaRochelle*. Seconded: *Steve Dunham*. All in favor. **Motion carried unanimously.**

Board of Trustees by Laws – Start a committee to Review

- Rob Price previously suggested that there should be a committee to review the Board of Trustee Bylaws, including the number of Board Trustees. He recommended that the bylaws specify a minimum of five trustees and require an odd number of trustees. Most at the meeting felt that 5 was too low a number in regard to having a quorum and diversity of experience. In Rob's absence, it was informally agreed that he should be the head of the committee.

X. Executive Session to discuss personnel compensation

Motion to move to Executive Session to discuss a personnel compensation issue. *Margaret Farrell*. Seconded: *Yvonne Slate*. All in favor. **Motion carried unanimously.**

Motion to move to move back to the regular Board Meeting: *Steve Dunham*. Seconded: *Margaret Farrell*. All in favor. **Motion carried unanimously.**

Motion to change the employee's title as recommended by the Library Director is to take place on September 14; however, compensation is tabled until the next meeting when Susan will bring back additional information regarding compensation and vacation time for

positions of similar title in the library system: *Liz LaRochelle*. Seconded: *Yvonne Slate*. All in favor. **Motion carried unanimously.**

XI. Adjournment

Motion to adjourn at 7:57 pm: *Yvonne Slate*. Second: *Liz LaRochelle*. All in favor. **Motion carried unanimously.**

Next Meeting: Wednesday September 23, 2026 at 6 pm