Onondaga Free Library
Board of Trustees Meeting Minutes- September 23, 2026

Board Attendees*:* Yvonne Slate, Margaret Farrell, Rob Price, Joe Campbell, Steve Dunham, and Pat Forken

Absent: Diane Leshinski, Liz LaRochelle, Charlotte Garofalo

Staff: Susan Morgan, Scott Lipkowitz, Chantal Rothermel

Guests: Ellen Magnarelli Terrien, Town of Onondaga Board Member and Library Liaison

I. Meeting called to order at 6:02 pm

II. Review of the July 22, 2026 Meeting Minutes

Motion to approve July 22 meeting minutes: Pat Forken. Seconded: Joe Campbell. **Motion carried unanimously.**

III. Treasurer's Report and July/August 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 by *Pat Forken* to accept Treasurers report and July/August check registers. Seconded: *Joe Campbell*. All in favor. **Motion carried unanimously.**

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

- Susan thanked the staff for an extraordinarily successful summer program through their time, program development, talent, and dedication. Scott thanked Abigail for her work and engagement with the teen population.
- Scott and Chantal added that there was remarkably high summer engagement and fewer patron challenges this summer.
- Joe asked if we had ever done a survey to gauge patron response to summer programming. Chantal responded that they can do that next year.

VI. Friends Report – Susan Reported the Following:

- The Friends Book Sale is accepting donations Sept 25, 26, 28, 29. Friends Preview Night is Sept 30th 5-8 pm. Public Sale is Oct 1, 2, 3.
- This year the Friends purchased royal blue aprons with their logo so they can be more easily identified at the book sale.
- Friends have recently funded youth services Wonder Books and non-circulation books for Story Time.

- Susan and staff are working on a wish list for other needs to be funded by the Friends.

VI. Committee Reports – Susan Reported the Following:

Building:

- Just over half the staff have been trained to use the defibrillator training.
- The elevator breaker died and it is not operational. Expectation is that the breaker will be repaired on 9/24. All other benchmarks were approved. Creative solutions have been established for those who cannot take the stairs and for staff shelving on the second floor.
- There was minimal water damage from a sprinkler leak in August that was detected and fixed quickly. Shout out to Amy from Susan who helped her remove the wet tiles from the ceiling as well as handling many other issues while Scott was out on leave.
- A new HVAC quote will go out for 2027 since the last quote was for one year.
- Scott reported that all the leaks are currently fixed. There is, however, minor additional work, i.e., painting, which needs to be done.

Personnel:

- Due to staff shortage, on September 14 the library had to be closed early, due to a family emergency for the staff member scheduled to work the 5-8:30 pm shift. Library was back on regular hours the next day.

VIII. Old Business

Estate Gift Update:

- Yvonne went to the virtual meeting and reported back that we will be receiving approximately $347,000. Yale never responded. It is unclear if those funds will be split among all the other charitable recipients and distributed.
- We discussed renaming the Community Room the Howard and Arline Littman Community Room. Everyone agreed.
- We discussed promoting to the community by press release to the Town of Onondaga newsletter, local press, and a banner on the library website. And a Friends mailing encouraging people to include the library in their estate planning.

IX. New Business

Board of Trustees By-Laws

- The By-Laws have not been reviewed in a very long time. A committee was established and will be chaired by Rob Price. Other committee member are Yvonne Slate and Joe Campbell.

Susan will send out the current by-laws by email. If any board members have any comments, they should send comments to the committee members.

Nominate a Board of Trustees Vice President

- It was discussed that we need to nominate a Board of Trustees Vice President. If anyone is interested, they could contact Yvonne before the next meeting.

Annual Conflict of Interest Form

- Susan collected the completed forms from the board members in attendance. Anyone who was absent from the meeting should bring their signed form to the next meeting.

2027 Library Closing Dates Approval

- Following are the closing dates proposed:
    - Friday January 01, 2027 — New Year's Day
    - Monday January 18, 2027 — Martin Luther King Jr. Day
    - Saturday February 6, 2027 — Chinese New Year/Lunar New Year
    - Monday February 15, 2027 — President's Day
    - Saturday May 29, 2027 — Memorial Day Weekend
    - Sunday May 30, 2027 — Memorial Day Weekend
    - Monday May 31, 2027 — Memorial Day Weekend (Paid Holiday)
    - Saturday June 19, 2027 — Juneteenth
    - Saturday July 3, 2027 — Independence Day Weekend (Would be unpaid if not scheduled)
    - Sunday July 4, 2027 — Independence Day Weekend
    - Monday July 5, 2027 — Independence Day Weekend (Considered Paid Holiday if worked)
    - Saturday September 4, 2027 — Labor Day Weekend
    - Sunday September 5, 2027 — Labor Day Weekend
    - Monday September 6, 2027 — Labor Day Weekend (Paid Holiday if worked)
    - Monday October 11, 2027 — Indigenous People's Day
    - Wednesday Nov 24, 2027 — Thanksgiving (close at 5 pm)
    - Thursday Nov 25, 2027 — Thanksgiving
    - Friday Nov 26, 2027 — Thanksgiving
    - Friday December 24, 2027 — Christmas Eve
    - Saturday December 25, 2027 — Christmas Day
    - Friday December 31, 2027 — New Year's Eve (close at 5 pm)

Motion by *Steve Dunham* to accept the proposed library closing dates. Seconded: R*ob Price.* All in favor. **Motion carried unanimously.**

NOTE: There was a long discussion regarding the fairness of employees who are not scheduled on a holiday and may lose pay. Susan is going to look further into this, with the help

of Margaret, as it was a bit confusing, to see if there is a way that people are properly compensated and not penalized because of scheduling issues on an observed holiday.

2027 Board of Trustees Meeting Dates Approval

- Following are the 2027 board meeting dates
    - Wednesday January 27, 2027
    - Wednesday February 24, 2027
    - Wednesday March 24, 2027 (Annual Meeting and Staff Recognition Awards)
    - Wednesday May 26, 2027
    - Wednesday July 28, 2027
    - Wednesday September 22, 2027
    - Wednesday October 27, 2027
    - Wednesday December 15, 2027

Motion by *Rob Price* to accept the proposed board of trustees meeting dates. Seconded: *Margaret Farrell*. All in favor. **Motion carried unanimously.**

2027 Preliminary Budget Review

- The preliminary budget was reviewed and questions asked and answered. Susan thanked Margaret and Scott for all their help in the preparation. We will approve the budget in December.

X. Executive Session to discuss a personnel compensation and issue

Motion to move to Executive Session to discuss a personnel compensation and personnel issue. *Joe Campbell*. Seconded: *Rob Price*. All in favor. **Motion carried unanimously.**

Motion by *Joe Campbell* to move back to the regular Board Meeting. Seconded: *Rob Price*. All in favor. **Motion carried unanimously.**

Motion by *Joe Campbell* to approve the employee compensation packages as discussed in executive session. Seconded: *Rob Price*. All in favor. **Motion carried unanimously.**

XI. Adjournment

Motion by *Joe Campbell* to adjourn at 8:09 pm, Seconded: *Rob Price*. All in favor. **Motion carried unanimously.**

Next Meeting: Wednesday October 28, 2026 at 6 pm