

**Onondaga Free Library  
Board of Trustees Minutes  
December 14, 2022**

Board Attendees: Chris McCarthy, Colleen Mahoney, Stephanie Aldrich, Beth Crump, Laurie Smith  
Absent: Rob Price, Tom Bradley  
Staff: Susan Morgan, Alyssa Newton  
Other: John Arcaro

- I. Meeting was called to order at 6:06 p.m.
- II. Approval of minutes from the November 16, 2022, meeting. Colleen made a motion to accept the minutes; Stephanie seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**  
Review of the Profit and Loss Statements for November 2022. Overall, the budget is on track for the year. No questions were asked in regards to the check register. Stephanie made a motion to accept the check registers for November 2022; Beth seconded. All in favor. Motion carried.
- IV. **Director's Report:**  
Susan reported that numbers continue to be solid for both programs and in-person visits. The outreach programming is going great with visits to several schools, including OCS for the first time since 2019. In addition, teachers are bringing classes to visit the library. Susan gave kudos to the youth librarians for working hard to make this happen.  
  
OFL hosted a holiday concert for the first time since 2019! It was amazing and well received! Thanks to the Friends for helping to make this happen!  
  
Susan and Chantal attended a legislative breakfast where they were able to speak face to face with state legislators/or representatives: John Mannion, Al Stirpe, Bill Magnarelli and a representative from Kathy Hochul's office. They highlighted things that are happening at OFL, as well as needs for the future. Overall, it was a worthwhile event.
- V. **Friends:**  
Susan gave an update on the many activities of Friends. Friends have allocated \$8,000 towards next year's budget which will cover the cost of teen art classes, Empire state park passes, Lucky Day books, e-books and the summer reading program. The Fall book sale was once again a success, netting just under \$3,000. Friends are continuing their membership drive. In the month of November they have added an additional 37 members.

The Friends have partnered with the Strathmore Speaker Series to underwrite one lecture each season. This year's event featured former Onondaga Historical Association executive director Dennis Connors on November 10. His talk was entitled "The Onondaga Arsenal: Reflections on a War of 1812 Landmark."

Sales of tickets for the annual Festival of Trees fundraiser were brisk this year. Twenty-one decorated trees were donated and the winners were chosen on Dec 12th.

The Library and the Friends hosted Merry Mischief for a free holiday concert in the Community Room on December 10th. An audience of all ages enjoyed the festive program, which returned after a hiatus of several years.

OFL would not be able to offer all these programs without the generosity and hard work of our Friends group. Thanks for all you do for OFL!

## **VI. Committee Reports**

### **Building:**

The front door strike has been repaired and is in working order. Susan is still working with the alarm company to get the alarm panel fixed. The lighting in the back parking lot has been upgraded to LED lights. It is much brighter and safer now.

### **Personnel:**

Jackie Antonacci has been promoted to the processing clerk position. This leaves the library down a substitute clerk. Staffing is tight, especially on nights and weekends. Susan will continue to monitor the situation and be creative on how best to use staff. Discussion took place around hiring a part time librarian to cover the reference desk. At this time this has been put on hold until it is determined whether or not next year's budget can support the position.

## **VII. Old Business**

### **Establish Long-Range Planning Committee**

Susan is looking for committee members to help with long range planning. She would like at least 2 board members to be part of the committee. Beth & Laurie will be part of this committee.

## **VIII. New Business**

### **2023 Budget Final Draft:**

Stephanie and Susan presented the final draft of the 2023 budget. Although it is tight there are no cuts in programming services. Monitoring spending throughout the year will be important.

Discussion took place about finding additional revenue streams in the future. The board talked about potentially initiating a fundraising campaign next year. Susan will reach out to neighboring libraries to see what they do to increase revenue.

Beth made a motion to approve the 2023 budget; Laurie seconded. All in favor. Motion carried.

**Part Time Employee Eligibility for Health Insurance:**

Tabled until January 2023 meeting.

**Art Policy:**

A policy has been created for artists who display their work in the library. Artists will need to sign the agreement prior to displaying their work Stephanie made a motion to approve; Laurie seconded. All in favor. Motion carried.

**Trustee Appointment to Fill Current Vacancy:**

Stephanie made a motion to approve John Arcaro as a trustee beginning in March 2023; Beth seconded. All in favor. Motion carried.

**VI. Adjournment**

With no further business, Stephanie made a motion to adjourn, seconded by Colleen. Meeting adjourned at 7:05 p.m.

**Next Meeting:** January 25, 2023, at 6:00 p.m.