

Onondaga Free Library  
Board of Trustees Minutes  
December 18, 2024

Board Attendees: Chris McCarthy, Beth Crump, Liz LaRochelle, Margaret Farrell, Charlotte Garofalo, Pat Forken  
Absent: Rob Price  
Staff: Susan Morgan, Scott Lipkowitz  
Other:

- I. Meeting was called to order at 6:00 p.m.
- II. Approval of minutes from the October 30, 2024, meeting. Pat made a motion to accept the minutes; Margaret seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**  
Margaret reviewed the Profit and Loss Statements for October/November 2024, reporting that the budget continues to be on track for the year. Beth made a motion to accept the check registers for October/November 2024; Charlotte seconded. All in favor. Motion carried.
- IV. **Director's Report:**  
Susan thanked the library staff, Friends and Board for an amazing year full of successful programming. She also reported that stats remain consistent. Data from the new platform is not as easy to compile, but staff are getting better at accessing it as they become more familiar with the program.
- V. **Friends Report:**  
The Friends had an amazingly successful Christmas tree raffle making over \$2,300! Susan and Scott are creating a wish list of items that they would like to request from the profits. The Friends are working on planning the next used book sale in the spring. Dates will be published once they are finalized.
- VI. **Committee Reports**  
Building:  
The soundproofing will be installed in the meeting rooms on Friday 1/10/25. Due to the scope of the project the library will be closed that day. Scott will be in the building working that day.  
  
Personnel:  
Scott has been asked to present two sessions at the Computers in Libraries Conference in Arlington, Virginia in March 2025. Congratulations, Scott!

OFL staff thanked the board and Friends for their holiday brunch at Finally Ours. Everyone enjoyed themselves.

OFL's teen librarian, Nicole Wright, has resigned effective 12/20/24 to take a job at another library. Scott and Susan will consider redefining job roles when hiring a new person for the position. Once they have more information they will share with the board.

## **VII. Old Business**

### **Quote for cleaning contract**

Pat made a motion to approve the two-year cleaning contract as written; Liz seconded. All in favor. Motion carried.

## **VIII. New Business**

### **2025 budget draft final review and approval**

Chris thanked Margaret and Susan for their hard work on the 2025 budget. The budget remains extremely trim with no room for line cuts. Further discussion is needed to explore revenue for next year's budget.

Beth made a motion to approve the 2025 budget as presented; Liz seconded. All in favor. Motion carried.

### **Security camera policy draft**

OFL's security camera has been reviewed and revised by our attorney.

Liz made a motion to approve the security camera policy as presented; Pat seconded. All in favor. Motion carried.

### **Policy consideration for unattended vulnerable patrons**

Discussion took place regarding OFL's policy and staff responsibility when vulnerable individuals are dropped off at the library. Hours will be clearly posted both in the building and on the OFL website. No policy change is needed currently.

### **2025 board meeting dates review and approval**

Beth made a motion to approve 2025 board meeting dates as presented; Charlotte seconded. All in favor. Motion carried.

### **Town of Onondaga tax levy**

OFL last requested a Town of Onondaga tax levy increase in 2016. Discussion took place on the need for additional funds to cover library expenditures. Further discussion regarding the process will take place in January 2025.

**Executive Session:** None

**Adjournment**

With no further business, Chris made a motion to adjourn, seconded by Liz. Everyone in favor. Motion carried. Meeting adjourned at 7:37 pm.

**Next Meeting:** January 22, 2025, at 6:00 p.m.

DRAFT