

Onondaga Free Library
Board of Trustees Minutes
February 28, 2024

Board Attendees: Chris McCarthy, Beth Crump, Liz LaRochelle, Tom Bradley (6:22pm)

Absent: Rob Price, Margaret Farrell

Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin

Other: Charlotte Garofalo

I. Meeting was called to order at 6:01 p.m.

II. **Approval of Minutes from the January 24, 2024 Meeting.** Liz made a motion to accept the January minutes; Tom seconded. Everyone in favor. Motion carried.

III. **Financial Report January 2024:**

Review of the Profit and Loss Statement for January 2024. Expenditures are on track with budget. Tom made a motion to accept the check register for January 2024; Liz seconded. All in favor. Motion carried.

IV. **Director's Report:** Susan reported that engagement looks good overall. Programs are on schedule and patrons are taking advantage of technology. Paper tax forms are available and patrons are using library computers to file forms online as well. The annual audit is underway. A representative from the Bonadio Group will be doing some on-site work this week.

V. **Friends Report**

Friends continue to do great work to support OFL. The annual shamrock sale is on March 8th and 9th. Dates have been confirmed for book sales in June and October.

VI. **Committee Reports:**

Building:

The flagpole light has been replaced and the angle of the road sign has been adjusted. The fire safety report has been received from the Town of Onondaga and OFL has been deemed in full compliance.

Personnel

Laura, OFL's processing clerk, is returning from leave next week. Welcome back!

VII. **Old Business**

Long Range Plan Draft:

The committee is planning to have a final draft to the board in March.

Key Bank Investment Options:

Tabled until the March 2024 meeting.

VIII. New Business**Solvay Bank Account- CD rate and term approval:**

Susan and Margaret met with Solvay bank to explore moving money from a low interest account into an interest earning CD. Liz made a motion to move \$200,000 into a 7-month CD, seconded by Beth. Everyone in favor. Motion passed.

Annual Report to the State:

Beth made a motion to approve OFL's annual report to the state as presented, seconded by Tom. Everyone in favor. Motion passed.

Update on Grants & Fundraising Opportunities:

Scott and Lisa reported on grants that they are working on to get funds for library improvements and programs. Lisa has built twelve birdhouses and has asked patrons to decorate them to be raffled off later this spring. The board thanked them for all of the work they have put into this.

Annual Meeting in March:

Invitations will be sent out later this week. Susan will send information to the Board of Trustees on the officer slate.

Executive Session:

At 6:49 pm Tom made a motion, seconded by Liz, to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:04 pm Tom made a motion, seconded by Liz, to resume the regular session. All in favor. Motion carried.

A motion was made by Beth, seconded by Liz, to approve proposed raises. All in favor. Motion carried.

Adjournment

With no further business, Tom made a motion to adjourn, seconded by Liz. Everyone in favor. Motion carried. Meeting adjourned at 7:05 pm.

Next Meeting: Annual Meeting March 27, 2024, 6:00pm

Regular Meeting March 27, 2024, immediately following Annual Meeting