

Onondaga Free Library
Board of Trustees Minutes
July 24, 2024

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

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the May 22, 2024, meeting. Rob made a motion to accept the minutes; Liz seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**
Review of the Profit and Loss Statements for May and June 2024. Overall, the budget is on track for the year. No questions were asked regarding the check register. Charlotte made a motion to accept the check registers for May and June 2024; Rob seconded. All in favor. Motion carried.
- IV. **Director's Report:**
Susan thanked Scott & Chantal for all of their work getting LibCal up and running. The transition has gone extremely well. Library statistics continue to be good. OFL is offering as many programs as possible that can be supported with the current staffing levels. They are continuing their outreach programs with schools and organizations. Susan attended the Town of Onondaga Board meeting on July 1, thanking them for partnering with OFL for the eclipse and their continued support. She also reported that we are continuing to look for community members interested in becoming trustees. Susan reported that the Mets fundraiser was a success, especially the behind the scenes tour. OFL hopes to have another one next year and market it earlier to patrons.
- V. **Friends Report:**
Once again the Friends had a successful book sale. Money made from the sale will go toward adding to the Wonderbooks collection, a new sensory toy installation and the teen manga collection. As always, thank you to our amazing Friends group for all you do for OFL!
- VI. **Committee Reports**
Building:
The driveway sealing and striping has been completed and looks great. Electrical updates have been completed to support the security system. Work continues to be done on the mice mitigation with a goal of getting everything sealed up before Fall.

Personnel:

Discussion took place regarding the resignation of OFL's circulation supervisor. Edits were made to the job description. Salary for the position will be within budget parameters.

A motion was made by Margaret to approve posting the circulation supervisor position as discussed, seconded by Rob. All in favor. Motion carried.

VII. Old Business**Key Bank Investment Plan Supporting Signed Documentation**

Key Bank has requested updated language to replace the resolution made at the May 2024 meeting.

Rob made a motion to approve **updated** language: *The board unanimously voted for the current and future people who hold the following positions: President, Treasurer and Library Director to have the authority to open and act on Investment accounts for the Onondaga Free Library. These positions are currently held by Chris McCarthy as President, Margaret Farrell as Treasurer, and Susan Morgan as Library Director.*

approving the Key Bank investment plan, seconded by Liz. All in favor. Motion carried.

Patron Code of Conduct Policy Language Update:

Discussion took place about changing language regarding service animals. More research is needed in order to assure ADA compliance.

Resolution is tabled until the September 2024 meeting.

Meeting Room Policy Update:

Language was added to reflect that materials cannot be hung on walls or windows in meeting rooms. Liz made a motion to approve the revised meeting room policy ; Charlotte seconded. All in favor. Motion carried.

VIII. New Business**Insurance Claim Update:**

Susan is working with our attorney to handle an unemployment claim made by a past employee. She will continue to update the board as she gets clarification.

Preliminary 2025 Budget Discussion:

Susan informed the board that health insurance premiums are increasing which will need to be factored into next year's budget. She has been in contact with the insurance broker and will continue to share information as we begin working on the 2025 budget. In addition, Utica National has informed Susan that they are raising the deductible for claims from \$500 to \$5,000 which will also have an impact on future budgets.

IX. At 6:57 pm Rob made a motion, seconded by Liz, to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:00 pm Charlotte made a motion, seconded by Margaret to resume the regular session. All in favor. Motion carried.

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

X. Adjournment

With no further business, Rob made a motion to adjourn, seconded by Margaret. Everyone in favor. Motion carried. Meeting adjourned at 7:03 pm.

Next Meeting: September 25, 2024, at 6:00 p.m.