

Onondaga Free Library
Board of Trustees Minutes
March 22, 2023

Board Attendees: Chris McCarthy, Beth Crump, John Arcaro, Liz LaRochelle, Tom Bradley

Absent: Rob Price, Laurie Smith
Staff: Susan Morgan, Alyssa Newton, Scott Lipkowitz
Other: OCPL Board of Trustees President: Jill Hurst-Wahl
West Genesee Superintendent: David Bills
West Genesee School Librarian: Kelly McGuire

- I. Meeting was called to order at 6:19 p.m.
- II. Approval of minutes from the February 8, 2023, meeting. Beth made a motion to accept the minutes; Tom seconded. Liz abstained. Everyone else in favor. Motion carried.
- III. **Treasurer's Report:**
Review of the Profit and Loss Statements for February 2023. Susan and Chris are working together to keep the budget on track. Town funding has been received. No questions were asked regarding the check register. John made a motion to accept the check registers for February 2023; Tom seconded. All in favor. Motion carried.
- IV. **Director's Report:**
Susan reported that stats for circulation and programming continue to be good. In the next few weeks, OFL might need to make some adjustments to programming in order to allow for onboarding new staff. Susan reiterated her appreciation for staff and all they do to keep things running smoothly.
- V. **Friends Update:**
Susan gave an update on the many activities of Friends. They recently did a Winter Blues basket give away and a shamrock sale. They will hold a Spring book sale, collecting book donations from April 28- May 3. The sale will take place May 4- May 6. They also continue to recruit new members.
- VI. **Committee Reports**
Building:
The front door strike has been fixed. The new HVAC will be installed in mid- late April, using a crane.

Personnel:

The library administration has hired a new page: Kote McGlaughlin and a new processing clerk: Laura Calandra. Welcome to OFL! Susan is working on hiring a circulation manager. She will begin reviewing applications and hold interviews in the near future.

VII. Old Business

Long-Range Planning Committee

Susan has established a committee. They are working on creating a survey and will need to close the library for a couple of hours so they can have input from all staff members. She will keep the board updated on when that will take place.

VIII. New Business

Annual Report to the State:

Tom made a motion to approve the annual report to the state; Chris seconded. Liz abstained. Everyone else in favor. Motion carried.

Unattended Child Policy:

OFL's policy is outdated. Susan would like the board to review and update it to fit the needs of the library. She is reaching out to other libraries to see if they have Unattended child policies that we can look at when revamping ours. Susan is hoping to have an updated policy in place by summer.

Board of Trustees Fundraising/Annual Campaign Ideas:

The OFL Board has never held an official annual fundraising campaign. We are hoping to have conversations on ways that we can work to raise money for the library.

Other:

Scott worked with CLRC to secure a grant for our computer hardware refresh. He was able to get a grant that will cover about half of the costs. Alyssa reported that Susan Reckhow from the Liverpool Public Library will facilitate our focus groups to get input from various stakeholder groups for our Long-Range plan. The goal is to have groups meet in April.

VIII. Executive Session:

At 6:55 p.m., Tom made a motion, seconded by Liz to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:09 p.m. Beth made a motion, seconded by Chris to resume regular session. All in favor. Motion carried.

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

VI. Adjournment

With no further business, Beth made a motion to adjourn, seconded by Tom. Meeting adjourned at 7:12 p.m.

Next Meeting: May 24, 2023, at 6:00 p.m.

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