

**Onondaga Free Library  
Board of Trustees Minutes  
March 27, 2024**

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

- I. Meeting was called to order at 6:29 p.m.
- II. Approval of minutes from the February 28, 2024, meeting. Beth made a motion to accept the minutes; Margaret seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**  
Review of the Profit and Loss Statements for February 2024. Overall, the budget is on track for the year. No questions were asked in regards to the check register. Charlotte made a motion to accept the check registers for February 2024; Rob seconded. All in favor. Motion carried.
- IV. **Director's Report:**  
Susan reported that they are working on finalizing May, June & Summer programming. The county library system is purchasing a new online program for programs and room bookings called LibCal. Staff will be visiting the Liverpool Library to see the product in use. With LibCal there will be no offline time during the transition. OFL will close from 2:30-4 PM on April 8th for the solar eclipse. Glasses are being handed out at the library prior to that day. Scott and staff will be at Santaro Park to view the eclipse with the Arduino Eclipse Monitors that class participants have been building. Susan is looking for board representatives to attend school board budget meetings to answer questions that arise about the library referendum in May. The annual audit presentation will be presented at the May meeting. OFL hasn't received any new information on the money left to the library via a trust. The Infanti family is pleased with the tile that was installed in memory of their mother.
- V. **Friends Report:**  
Sheila Graudons, Friends president, reported that the annual shamrock sale went extremely well. The Friends will hold their annual Book Sale June 5th-8th. More information will be coming soon.
- VI. **Committee Reports**  
**Building:**  
The sealing and striping quote for the parking lot are within the projected budget and will be completed later this spring.

Personnel:

**VII. Old Business**

**Long-Range Planning Committee**

Susan thanked Scott, Lisa and Chantal for all of their work on analyzing the survey data and incorporating into the final drafted plan. The draft was submitted to the board and will be looking for feedback or edits from the board. The plan is to adopt the finalized plan in May.

**Key Bank Investment Option Review and Approval:**

Susan and Margaret met with Brian Crandall at Key Bank to discuss moving some money from the savings account into a higher interest account. A motion was made by Rob to move \$100,000 into a higher interest account, seconded by Beth. All in favor. Motion carried.

**VIII. New Business**

**Security System Upgrade Quote Review and Approval:**

Susan and Scott secured a quote to update the current security system and add emergency buttons at each of the desks at a cost of \$2, 936.00. A motion was made by Margaret to upgrade the system, seconded by Rob. All in favor. Motion carried.

**Concrete Repair Quote:**

Susan has reached out to a contractor to get a quote to repair the concrete steps in the back of the building. She has not received the quote yet so she will reach out again. In the interim, a traffic cone has been placed over the damaged area to alert patrons to the hazard.

**Trustee Handbook Distribution:**

Susan gave a handbook to our new trustee, Charlotte Garofalo.

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

At 7:29 pm Rob made a motion, seconded by Margaret to resume the regular session. All in favor. Motion carried.

**X. Adjournment**

With no further business, Charlotte made a motion to adjourn, seconded by Margaret. All in favor. Motion carried. Meeting adjourned at 7:30 pm.

**Next Meeting:** May 22, 2024 at 6:00 p.m.