

Onondaga Free Library
Board of Trustees Minutes
May 22, 2024

Board Attendees: Beth Crump, Liz LaRochelle, Rob Price, Margaret Farrell, Charlotte Garofalo
Absent: Chris McCarthy
Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin
Other: Pat Forken, Jacob Skeval (auditor)

- I. Meeting was called to order at 6:00 p.m.
- II. Approval of minutes from the March 27, 2024, meeting. Rob made a motion to accept the minutes; Margaret seconded. All in favor with Liz abstaining. Motion carried.
- III. **Treasurer's Report:**
Review of the Profit and Loss Statements for March 2024 and April 2024. Overall, the budget is on track for the year. No questions were asked regarding the check register. Liz made a motion to accept the check registers for March 2024 and April 2024; Rob seconded. All in favor. Motion carried.
- IV. **Director's Report:**
Susan reported that library statistics remain steady. Staff members are working on finalizing summer events and programming. The transition to the online calendar, LibCal, has gone smoothly. Scott thanked Michele and Chantal for all their work on configuring the new program.
- V. **Friends Report:**
The Friends will be holding their Spring Book Sale from June 5th-8th. They are collecting books, DVDs, CDs, puzzles and board games on May 31st, June 1st, 3rd and 4th. In addition, the Friends are looking for volunteers to help with the sale. Susan thanked the Friends for their generous donations of new tablets for the staff, the adorable cabin in the kids' room and the outdoor planters.
- VI. **Committee Reports**
Building:
The concrete repair in the back of the library has been completed. The sealing and striping of the parking lot will be done on 6/2 and windows will be cleaned over the weekend. New flag is up. The upgrading of the library's security system continues to be a work in progress. Susan and Scott are working on getting some electrical work done prior to the upgrades.

Personnel:

VII. Old Business

Long-Range Plan Approval and Adoption

Rob made a motion to adopt the Long-Range Plan, Seconded by Liz. All in favor. Motion carried.

Key Bank Investment Plan Finalized:

Susan, Margaret and Chris have signed off on moving funds into an investment account.

VIII. New Business

2023 Audit Presentation by Bonadio audit team:

Jacob Skeval from Bonadio Group presented the 2023 audit report. He issued an unmodified opinion on the financial statements of OFL. There were no adjustments in connection with the audit and he found management to be responsive to questions and information requests. Key items noted: \$7k increase in revenue and a \$33k decrease in expenses. Overall, he commended Susan and her team for being diligent and cooperative.

Clerk Position Description and Posting Timeline:

Susan has proposed phasing out the page positions and moving toward a part time clerk position. Discussion took place about the number of hours and compensation. Susan will work on writing a job description for the new position. A motion was made by Charlotte to approve the creation of the new position, seconded by Rob. All in favor. Motion carried.

Patron code of conduct policy language update:

Discussion took place about adding language about bringing service animals to the library. More research needs to be done in order to be in compliance with ADA regulations. Tabled until July 2024 meeting.

Meeting room policy language update:

Discussion took place about adding language about not covering windows. Tabled until July 2024 meeting.

Nominate and Appoint New Board Trustee:

Rob made a motion to appoint Pat Forken as a board trustee, seconded by Liz. Everyone in favor. Motion carried.

IX.

At 6:56 pm Margaret made a motion, seconded by Liz, to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 6:58 pm Rob made a motion, seconded by Charlotte to resume the regular session. All in favor. Motion carried.

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

X. Adjournment

With no further business, Rob made a motion to adjourn, seconded by Liz. Everyone in favor. Motion carried. Meeting adjourned at 6:59 pm.

Next Meeting: July 24, 2024, at 6:00 p.m.