

Onondaga Free Library
Board of Trustees Minutes
May 28, 2025

Board Attendees: Beth Crump, Charlotte Garofalo, Yvonne Slate, Diane Leshinski, Pat Forken

Absent: Chris McCarthy, Rob Price, Liz LaRochelle, Margaret Farrell

Staff: Susan Morgan, Scott Lipkowitz

Other: Jacob Skeval, Bonadio Group

I. Meeting called to order at 6:01 pm

II. Approval of March 26, 2025 meeting minutes.

Motion to approve minutes: Pat. Second: Yvonne. All in favor. Motion carried.

III. Treasurer's Report, March and April 2025 check registers approval

Jacob Skeval from the Bonadio Group presented the 2024 Audit Report

- No material weaknesses were identified
- \$47k increase in revenue (\$1,140,156)
- \$21k increase in expenses (\$1,089,351)
- \$51k overall increase in net assets (vs \$25k surplus in 2023)
- No issues encountered in performing the audit
- They suggest that management should print a reconciliation detail report for its cash accounts each month and be reviewed monthly to ensure reconciling items clear and accounts properly reconcile.
- Healthy Balance: Total net assets \$1,750,000 compared to \$1,699,000 in 2023.
Cash balance \$921,770

Motion to accept the check register and treasurer's report for March and April 2025: Yvonne.
Second: Diane. All in favor. Motion carried.

IV. Director's Report

- Susan noted that all went very well working with Jacob on the year-end report and they will do the reconciliation report as recommended. She is working with Brennan on correcting the P&L errors in book budget lines.
- Circulation numbers are great.
- Very happy with staff's hard work and spring programming is going very well. They are busy planning for summer programming with a Color Our World Theme, with a 3-day Wizard of Oz kickoff Thursday 6/26 4-8 pm; Friday 6/27 10am-4:30 pm; Saturday 6/28 10 am-1:30 pm. Glinda from the Wizard of Oz will be there on Saturday. Summer Reading Program begins June 20.
- The library inherited money from a founding board member. It has been about 18 months since notified, however according to Liz, this can take a very long time until funds are distributed.

V. Friends Report

- They put mini flags for Memorial Day around the large flag out front
- They funded Katie St. Laurent who taught 2 sessions of Ukrainian egg making in April
- The Book Sale is accepting donations 5/30, 5/31, 6/2 and 6/3. Friends Preview night is 6/4: 5-8 pm
Public Sale 6/5, 6/6, 6/7
- Fall funded programs for the following: Robert Frost, Dancercise, Yoga in the Garden, and Dr. Jumbelic author event

VI. Committee Reports:

Building:

- Windows have been cleaned
- Carpets and floors will be cleaned in June after the book sale
- The roof will be fixed soon when there are multiple days with no rain. Will require 1-2 day to remove roof and 1-2 days to replace it.
- Driveway sealing will also happen sometime in June
- 3 emergency lights replaced
- New motion sensor was installed after there was a failure and Susan had to go to turn it off. The Trustees suggested that Susan and Scott should always contact the police if they need to enter the building when the security measures are triggered, for their personal safety, even if we must pay sheriff dept. for showing up on a false alarm.
- AmeriCu Credit Union made a \$1,000 donation which will be used toward the new flooring in the community room. Their donation they will be honored with a donor tile at the entrance of the library.
- Codes Department visited and were very complimentary of the library staff for their maintenance of the building. Their only recommendation was to mark the gas line shut off and to replace the ceiling tiles after the roof is replaced. The codes person gave Susan some direction and advice on procurement of the AED.

Personnel:

- The part-time Library Assistant position recruitment has produced a record-breaking 38 applications.
- Scott and Susan gave high praise to the staff for their work in managing books. OCPL does an annual clearing of its records of all libraries in the system where books are lost in transit. Onondaga Free Library was the only library to have only 1 lost in transit item. The next closest had 25 items. Bravo to the staff!

VII. Old Business

- The Town of Onondaga tax levy was rescinded and put on the calendar for discussion at July meeting for consideration for the general election vote in 2026.
Motion to rescind: Pat. Second: Charlotte. All in favor. Motion carried.
- The employee sick bank issue and verbiage is with the lawyers.
- How employees who do not take health insurance is handled is also with the lawyers and being developed. Possibly will see an updated plan in July.

III. New Business

- Updated fund option for library bond approval
Motion to update to the library bond fund option GS Financial Square Government Fund with a 30-day yield of 4.20 and a 12-month yield of 4.72 to be executed on May 29, 2025: Diane.
Second: Yvonne. All in favor. Motion carried.
- Concrete repair quote approval
Motion to go with Lorenzo for the concrete repair, who was the lowest bidder at \$7,800: Pat
Second: Charlotte. All in favor. Motion carried
- Change to Patron Code of Conduct and Meeting Room Policies Language
Due to a recent situation where book club members consumed alcohol in a meeting room, it was necessary to update the language. Following is the updated language which will be added to the Patron Code of Conduct and Meeting Room Policies and it will be posted in the meeting rooms:
Patrons shall not engage in any illegal activity on library premises including, but not limited to:
 - *Possessing, consuming, or being under the influence of alcohol or illegal substances*
 - *Carrying weapons or firearms of any type is prohibited*
 - *Patrons shall not smoke, vape, or use tobacco, tobacco products, cannabis, cannabis products, or e-cigarettes within 100' of library property or facility as per Section 1399-O of New York's Public Health Law.***Motion** to accept the change in the Patron Code of Conduct and Meeting Room Language:
Charlotte. Second: Diane. All in favor. Motion carried
- Toshiba Copier Cloud Faxing Proposal
Susan and Scott explained the cloud version which provides ease and increased privacy for patrons as well as decreased cost by eliminating monthly dedicated phone line fees, and efficiency for staff as everything is in one area upstairs. Initial installation: \$675 and Quarterly fee: \$105
Motion to move to the cloud faxing proposal: Yvonne. Second: Pat. All in favor. Motion carried

Adjournment

Motion to adjourn: Charlotte. Second: Beth. All in favor. Motion carried
Meeting adjourned at 7:11 p.m.

Next Meeting: Wednesday July 23, 2025