

Onondaga Free Library  
Board of Trustees Minutes  
October 30, 2024

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

- I. Meeting was called to order at 6:06 p.m.
- II. Approval of minutes from the September 25, 2024, meeting. Beth made a motion to accept the minutes; Rob seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**  
Margaret reviewed the Profit and Loss Statements for September 2024, reporting that the budget continues to be on track for the year. Susan reported that all school funds have been received. Pat made a motion to accept the check registers for September 2024; Rob seconded. All in favor. Motion carried.
- IV. **Director's Report:**  
Susan gave a special thank you to the library staff for the continued success of programming at OFL. She also reported that OFL is fully staffed now that the Youth Services librarian has been hired. In-house library visits are excellent, especially with patrons needing technological support. The transition to the online calendar, LibCal is up and running and has gone smoothly.
- V. **Friends Report:**  
The Friends are winding down their membership drive. The Book Sale made a profit of around \$3,600. The next fundraiser, the Festival of Trees, runs from 11/15-12/14. Trees can be viewed in the library lobby. Purchase your raffle tickets at the front desk. As always, OFL appreciates all the work the Friends does for the library.
- VI. **Committee Reports**  
**Building:**  
The insurance claim for the drinking fountain has been closed out. Susan noted that Pink Rose was a great company to work with. The mice mitigation continues with a significant improvement in resolving the issue. For now, the service agreement will be suspended.

Personnel:

OFL held a staff development day on October 14<sup>th</sup>. Staff enjoyed visiting the Cazenovia Library. Hannah, OFL's new Youth Services Librarian, started that day and was able to participate in the activities.

## **VII. Old Business**

### **Quotes for lawn/snow and managed IT support contracts approval**

A motion was made by Charlotte, seconded by Pat to approve the IT contract for \$16, 443/yr., including dark web monitoring. All in favor. Motion carried.

A motion was made by Rob, seconded by Beth to approve the \$32,900, 2 year lawn & snow contract with Condon Landscaping. All in favor. Motion carried.

A motion was made by Pat, seconded by Rob to approve the \$975/ year gutter cleaning work with Ironhorse Gutterworks. All in favor. Motion carried.

### **Quotes for Roof Repairs**

Susan shared quotes for roof repairs. The roof needs caulking around the HVAC unit. In addition, there is standing water on the flat roofs that needs to be addressed. Rob suggested contacting the company that installed the roof since it may still be under warranty. Susan will contact them to see if this is the case. Discussion took place about getting additional quotes and funding the repair.

### **Insurance Carrier Proposal Updates**

Because premiums have increased, and our deductible has increased to \$5,000 Susan has been exploring other insurance carriers. She will continue to update the board as she gets new information.

After reviewing the vendors list, all Board Members have signed off on the Conflict-of-Interest Policy.

## **VIII. New Business**

### **2025 Budget Draft Review and Discussion:**

A draft of the 2025 library budget was presented. Some of the smaller items in the budget were discussed and will be purchased at year end if funds are available in the 2024 budget. Further discussion and finalization will take place at the December 2024 meeting.

### **2025 Health Insurance Plan Comparisons:**

Susan presented cost comparisons for employee health care plan options. Discussion took place around approaching other library directors about the feasibility to create a consortium in an

effort to get better rates. Susan said she would bring the topic to her next directors' meeting. Susan will gather more information for the December board meeting.

**Security Camera Policy Plan:**

Susan shared the Liverpool Public Library's security camera policy as a starting point for OFL to create a policy. After board discussion Susan will share the policy with OFL's attorney for feedback and bring it back to the board in December.

**IX. Executive Session:**

At 7:23 pm Beth made a motion, seconded by Rob, to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:58 pm Rob made a motion, seconded by Pat to resume the regular session. All in favor. Motion carried.

A motion was made by Rob, seconded by Chris, to approve the proposed raise. All in favor. Motion carried.

**X. Adjournment**

With no further business, Charlotte made a motion to adjourn, seconded by Rob. Everyone in favor. Motion carried. Meeting adjourned at 7:59 pm.

**Next Meeting:** December 18, 2024, at 6:00 p.m.