

**Onondaga Free Library
Board of Trustees Minutes
September 24, 2025**

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

Absent: Rob Price, Liz LaRoche, Margaret Farrell

Staff: Susan Morgan, Scott Lipkowitz

Other:

I. Meeting called to order at 6:02

II. Approval of July 23, 2025 meeting minutes.

Motion to approve minutes: Beth Crump. Second: Diane Leshinski. All in favor. **Motion carried.**

III. Treasurer's Report, July and August 2025 check registers approval

Check registry was reviewed. Margaret Farrell is out recovering from surgery. Through Susan she indicated that financially everything looks good. Susan and Margaret plan to meet before the October meeting to review the budget and include the minimum wage pay increase from \$15.50 to \$16.00. Margaret had two questions on the check registry which Susan answered on her behalf. There were no other issues or questions.

Motion to accept the check registers for July and August 2025: Pat Forken. Second: Charlotte Garofalo. All in favor. **Motion carried.**

IV. Director's Report

- Susan reported that they had a phenomenal summer with great programming thanks to the staff and their planning and execution. She also thanked the Friends and Board for their support.
- The Community Library of Dewitt & Jamesville has hired a new director.

V. Friends Report

- The Friends have done incredible work, gifting \$21,000 so far in 2025 to OFL which has been used for classes, technology and programming.
- The Friends membership drive is going on now. Board members are encouraged to become members of the Friends.
- The book sale is October 2-4. Preview night is October 1. Donations are accepted September 26-27 and September 29-30.
- Kori, former OFL Youth Services Coordinator, is willing to hold off and participate in the spring book sale with the sale of her children's programming materials.
- There is still no information regarding the donation to OFL from the estate settlement.
- The baseball fundraiser only brought in \$35. This was most likely due to the extreme heat that day and also because it was Jersey night. If people bought their tickets through us, they would not get a free jersey. It was suggested that next time we should do this on a Thursday which is

Dollar Thursdays, or Sundays, which are Kids Eat Free Family Sundays.

- Susan said the next ask from the Friends could be for the purchase of an AED for the library. After a brief discussion, the following suggestions were made for staff to follow up on:
 - Investigate Damar Hamlin Charities.
 - Reach out to the Town of Onondaga to see what brand they use to keep consistent among agencies. Also check if they have bulk AED orders that we can piggyback on for a reduced price.
 - Reach out to OCPL to see if they have AED bulk orders for libraries that we can piggyback on for a reduced price.
 - Reach out to the local fire department to see if they can conduct AED training.
 - Investigate if there are regulations that indicate if we need to have multiple AEDs based on the distance required.

VI. Committee Reports:

Building:

- The driveway sealer contractor did not show up and they did not return calls or emails.
- The roofing contractor TNT who specializes in flat roofs said they are shooting for October, but if they cannot the spring is ok, and they said they will get it done before the grant runs out in August.
- The concrete work was completed and looks great.
- The HVAC system on the roof needs repair. They hosed it down to see exactly where the problem originated. Having trouble with the HVAC contractor responding, may use the plumber to do this if they are allowed to do it.
- The gutters will be cleaned on October 10th.

Personnel:

- Eight applications have been received for the replacement sub clerk position. Top candidates have already been identified.
- Staff Development Day is October 13 with the afternoon portion at Beak & Skiff. Rain location is Dave & Busters.
- Patron Issue: An employee was approached by a patron who recognized her from previous library employment, where the patron had been banned. He accused her of following him and proceeded to be very loud and threatening. Scott intervened and contacted the Sheriffs since the patron refused to leave. Sheriffs arrived and said he has no history of violence in his record and remove him, they would have to make an arrest. To avoid escalation Scott did not press charges and patron left. There seems to be an increase in patron issues this year, not seen in previous years. Susan said she will have the Sheriff's Dept. provide a session on safety for the staff. We will monitor and determine if other steps are necessary depending on the frequency and aggression of patron issues.

VII. Old Business

Employee cafeteria plan:

Susan indicated that there are more steps necessary and tabled the discussion until the October

meeting.

VIII. New Business

- Solvay Bank Grant
Solvay Bank selected OFL to receive a small business grant, unsolicited, for \$5,000. Susan recommended to use this grant, along with the AmeriCU Credit Union \$1,000 gift, for removal of the carpet and replace it with laminate in the community room. An earlier estimate was \$12,000. The remainder can be covered by the money left in capital improvements. Susan will confer with Margaret on the budget line for capital improvements.
- Roofing Construction grant assurances approval and signature.

Motion to accept the roofing construction grant assurances form: Beth Crump. Second: Diane Leshinski. All in favor. **Motion carried.**

- Mold Mitigation Proposal Review and approval
There were issues with the MJT proposal for the mold mitigation and Scott has been trying to get a response from them unsuccessfully. The current proposal indicates we may need a second contractor to complete the job. The mold is possibly the result of the issues with the HVAC system on the roof. This issue will need to be fixed before the mold mitigation can begin.
 - Scott is going to investigate other vendors who can do the whole project.
 - It was recommended that staff contact Rob Price, for his experience in facilities contracting, he may be able to recommend contractors.

- 2026 Library Closings Approval
Jan 1, 2026 New Year's Day
Jan 19, 2026 Martin Luther King Jr. Day
Feb 16, 2026 President's Day
Feb 17, 2026 Chinese New Year/Lunar New Year
May 23-25, 2026 Memorial Day Weekend
June 19, 2026 Juneteenth
July 4, 2026 Independence Day
Summer Saturday Hours- changing language to- the third Saturday in June (currently it is the third Sunday in June)
Sept 5-7, 2026 Labor Day Weekend
Oct 12, 2026 Indigenous Peoples' Day (for staff development day)
Nov 11, 2026 Veterans Day
Nov 26-27, 2026 Thanksgiving (and close at 5 PM on November 25)
Dec 24-25, 2026 Christmas
Dec 31, 2026 New Year's Eve- close at 5 PM

Motion to accept the 2026 holiday library closing schedule and change the language to read the summer schedule starts on the 3rd Saturday in June: Charlotte Garofalo. Second: Pat Forken. All in favor. **Motion carried.**

- 2026 Board Meetings Approval

January 28
February 25
March 25 - Annual and Regular Meeting
May 27

July 22
September 23
October 28
December 16

Motion to accept the 2026 Board Meeting Schedule. Diane Leshinski. Second: Pat Forken. All in favor. **Motion carried.**

- Conflict of Interest Policy 2025 form and signatures
All board members must complete the form, sign and return it to Susan Morgan.
- Employee Handbook Update Review and Approval
This was tabled. There are more items that need to be added to the document. Susan will send the final draft version before the October meeting, and we will review then.
- Cost share for Lunch on Staff Development Day
Cost is being split between The Friends and the Board.
- Cyber Policy
The current CFC policy, and proposals from ATbay and Tokio Marine were briefly reviewed. With Scott's tech experience, based on tech offerings, price and their ratings he recommends we go with the one-year cyber policy with Tokio Marine.

Motion to accept the proposal from Tokio Marine for one year at \$1,083.75 which is half the cost of our current carrier: Beth Crump. Second: Yvonne Slate. All in favor. **Motion carried.**

- Preliminary 2026 Budget Discussion
The budget discussion was tabled as Margaret is out recovering from surgery. She and Susan will meet before the October meeting, and we will discuss then and vote in December.
- Former Board Member Fay Taylor, recently passed away. Susan described the good works and dedication to OFL and suggested we donate to one of her charities of choice: Food Bank, WCNY, and UNICEF. Beth suggested we set up food donation site at the library in her name and all agreed that it was a good idea.

Adjournment

Motion to adjourn at 7:12 pm: Yvonne Slate. Second: Pat Forken. All in favor. **Motion carried.**

Next Meeting: Wednesday October 22, 2025