

Onondaga Free Library
Board of Trustees Minutes
September 25, 2024

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

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the July 24, 2024 meeting. Liz made a motion to accept the July minutes; Margaret seconded. All in favor. Motion carried.
- III. **Treasurer's Report:**

Review of the Profit and Loss Statements for August 2024. Overall, the budget is on track for the year. To date, school district tax levies have been received from Onondaga and Westhill. No further questions were asked regarding the check registers. Charlotte made a motion to accept the check registers for July and August 2024; Liz seconded. All in favor. Motion carried.
- IV. **Director's Report:**

Susan thanked the trustees for attending the Trustee meet and greet held at OFL on 9/24. Some of the topics raised from this meeting were:

 - OCPL strategic plan and how it impacts the library system as a whole
 - How often to review library policies and the review schedule
 - Tax cap levy in regards to library revenue and a history of OFL tax levies for the town and the school districts
 - Advertising the library and its services to new town residents

Susan thanked the staff, Friends, Board, and community for a successful summer reading program. She highlighted some summer reading statistics:

 - Kids- 219 kids read 3,650 books
 - Teens- 78 teens read 685 books
 - Adults- 145 adults read 1,548 books
 - Total: 445 Patrons read 5,883 books

Charlotte noted that the ReadSquared app was easy to use for summer reading.

V. **Friends Report:**

The yearly membership drive is in progress and the book sale is the first weekend of October. Recent gifts to the library funded the following: 2 new public printers, mini PC for self checkout upgrade, and replacement sensory toy in the lobby. As always, thank you to our amazing Friends group for all you do for OFL!

VI. **Committee Reports**

Building:

The claim for the water fountain leak is almost done with repairs being completed this month. New stone was laid near the front entrances and the book drop circle. Mice mitigation continues for at least 1 more month with the current service agreement. Roof sealing near the rooftop HVAC unit is in progress along with a quote for future flat roof sealing for next year.

Personnel:

The new Circulation Supervisor, Amy Bader, was hired and will start on 9/30. The hiring process for the Youth Services Librarian position is underway.

VII. **Old Business**

Patron Code of Conduct Policy Language Update:

Service animals policies for both staff and patrons were reviewed. Charlotte made a motion to approve both policies; seconded by Liz. All in favor. Motion carried.

VIII. **New Business**

Assurances for NYS construction grant:

The assurances document was read and reviewed by the board. Chris made a motion to approve the assurances document; seconded by Margaret. All in favor. Motion carried.

Quotes for 2025 budget lines:

Quotes for cleaning, lawn/snow contract, gutter cleaning, and managed IT support were reviewed and discussed as part of the 2025 budget process. It was also recommended that dark web monitoring be added to the managed IT support contract.

Quote for birch tree pruning:

Quote for birch tree pruning was reviewed and discussed. Pat made a motion to approve the quote; seconded by Liz. All in favor. Motion carried.

Insurance carrier request for proposals:

Added to the agenda by Rob as a discussion in light of our deductible increases with our current carrier. Susan is meeting with an agent from another agency to get some comparables.

Preliminary 2025 budget discussion:

Margaret and Susan will continue work on the budget and will have an updated draft at the October meeting. There was some discussion about the rising costs of payroll and fringe benefits.

2025 library closings:

The proposed list of library closings was reviewed. Liz made a motion to accept the 2025 list of closings; seconded by Charlotte. All in favor. Motion carried.

Conflict of interest policy for trustees and library administration:

Trustees and staff in attendance reviewed and signed the annual conflict of interest policy to keep for the continuing yearly audit files.

IX. Adjournment

With no further business, Chris made a motion to adjourn, seconded by Charlotte. Everyone in favor. Motion carried. Meeting adjourned at 7:05 p.m.

Next Meeting: October 30, 2024, at 6:00 p.m.