

Onondaga Free Library
Board of Trustees Minutes
September 27, 2023

Board Attendees: Chris McCarthy, Beth Crump, Liz LaRochelle, Rob Price

Absent: Tom Bradley, Laurie Smith, John Arcaro
Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin
Other: Margaret Farrell

- I. Meeting was called to order at 6:02 p.m.
- II. Approval of minutes from the July 26, 2023, meeting. Beth made a motion to accept the minutes; Rob seconded. Everyone in favor. Motion carried.
- III. **Financial Report July & August 2023:**
Review of the Profit and Loss Statements for July & August 2023. Expenditures are on track with budget. Westhill and Onondaga Central funds have been received. We are waiting for West Genesee's funds to come through soon. Discussion took place around exploring banks and accounts that offer higher interest rates. Rob offered to get information regarding accounts that offer higher interest rates. No questions were asked regarding the check register. Rob made a motion to accept the check registers for July & August 2023; Beth seconded. All in favor. Motion carried.
- IV. **Director's Report:**
Susan reported that summer stats were great and OFL was busy. Programs were well attended. Susan thanked the staff for all their hard work in making these programs successful. OFL received national recognition in the Collaborative Library Newsletter for its Family Story Time program called All Together Now where community helpers were invited to join in our Family Storytimes. Congratulations!
- V. **Friends Update:**
Susan gave an update on the many activities of Friends. She thanked them for their continued support of OFL's summer programs. They are currently holding a Fall Membership Drive. The first mailing was sent in mid-September. The board is targeting a total in excess of \$8,700, which was last year's final number. They will be holding their annual Fall Book Sale. Donation dates are 9/22-9/23 and 9/25- 9/26. The sale will be held 9/27-30. The group will cull remainders for stock for our Little Free Libraries.
- VI. **Committee Reports**
Building:
OFL will be closed on 10/16 for much needed electrical updates. Gutters and windows are scheduled to be cleaned in the next few weeks as part of our cleaning contract.

Personnel:

OFL's new Teen Librarian, Nicole Wright started this week. Due to Kori and Tonette's resignations, Susan and Scott are working on creating a new library assistant position. The position would be for an average of 20 hours a week. They will work on creating a job description and determining compensation. Ideally, they would like to hire for this position by the end of the calendar year. Beth made a motion to approve the creation of the library assistant position, seconded by Rob. Everyone in favor. Motion carried.

Language has been updated in the Employee Handbook to address staff compensation during emergency closings. Beth made a motion to approve the updated Employee Handbook language, seconded by Rob. Beth made a motion to approve the updated Employee Handbook language, seconded by Rob. Everyone in favor. Motion carried.

OFL will be closed on 10/9 for staff development that includes a site visit to the Central Library.

VII. Old Business**Long-Range Planning Committee**

Due to the amazing response to the community surveys Susan and Scott are in need of help collating data. A request was made for help from Board members who might be able to assist in this endeavor.

Board Treasury Vacancy:

A community member has reached out to Susan regarding the Board treasurer vacancy. Susan will send out information on what the position entails.

VIII. New Business**2024 Budget and Tax Levy Revenue Options:**

Discussion took place regarding revenue options for OFL. The board will continue to explore ideas for increasing much needed revenue to the library. In the next few months, we will continue to have conversations regarding a school tax levy and possibly a town referendum in 2024.

Proposed Technology Upgrades:

Scott shared a timeline and quote for the replacement of staff computers and software. A discussion took place about reaching out to the Town of Onondaga to see if they use a cooperative bid list for municipalities in Onondaga County. Susan will speak to Town Supervisor John Mahar to see if the town buys technology equipment through a consortium.

Update Language on Vulnerable Adults in the Library:

In recent weeks employees have had some concerns about some vulnerable adults not being closely supervised while in the library. Staff are not always comfortable approaching caregivers to address their concerns. Discussion took place regarding the possible need for staff training. More information is needed from the OFL attorney and insurance provider on what our responsibility is in these situations.

Rob made a motion to table this resolution until the October 2024 meeting, seconded by Chris. Everyone in favor. Motion carried.

Holiday Closings:

Rob made a motion to approve the 2024 Holiday Closings list, seconded by Liz. Everyone in favor. Motion carried.

VIII. Executive Session:

At 7:29 p.m., Rob made a motion, seconded by Liz to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:35 p.m. Rob made a motion, seconded by Liz to resume the regular session. All in favor. Motion carried.

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

VI. Adjournment

With no further business, Rob made a motion to adjourn, seconded by Liz. Meeting adjourned at 7:39 p.m.

Next Meeting: October 25, 2023, at 6:00 p.m.