

Onondaga Free Library  
Board of Trustees Minutes  
January 26, 2022

Board Attendees: Jen Frasier, Gary Lucas, Chris McCarthy, Rob Price, Tom Bradley, Laurie Smith, Beth Crump  
Absent: Colleen Mahoney, Stephanie Aldrich  
Staff: Susan Morgan  
Other: Lisa Goodwin (Town of Onondaga)

- I. Meeting was called to order at 6:06 p.m.
- II. Approval of minutes from the December 22, 2021, meeting. Jen made a motion to accept the minutes; Chris seconded. All in favor, Beth abstained. Motion carried.
- III. Treasurer's Report  
Review of the P & L for December 2021. Overall, the budget is in line. There is some carry over from last year's budget. The check register is in line. No questions were asked. Gary made a motion to accept the check register for December, Jen seconded. All in favor. Motion carried.
- IV. Director's Report  
Susan read a resignation letter from Mary Kay Ryan, thanking the library for all that they do for the community, stating that she enjoyed her time as the Town of Onondaga liaison. Susan reported that total circulation has held steady and that she is proud of all that OFL accomplished during a challenging pandemic year. There are many programming successes due to the dedication and hard work of library staff. In person story times will resume February 1, adhering to Covid safety protocols. Susan voiced her concern about increased non-compliance to mask protocols. She reiterated that library staff will continue to uphold the mask policy and that she appreciates board support. Susan will speak with other library directors to see how they are managing the non-compliance issue.

#### Friends

Friends' Festival of Trees event was one of the most successful they've ever had, bringing in \$1,370. They will be purchasing a hanging rack for the Children's Section of the Library for the grab-and-go activity kits. They will be doing the "Beat the Winter Blues Basket" giveaway among Friends membership in February. Friends are working on updating Friends' news and activities on Instagram or Twitter, as opposed to Facebook in an effort to reach a younger demographic. They are planning a Geology Day event in April, with a morning session focused on topics of interest to kids, and an afternoon session focused on topics of interest to adults. The dates for the next book sale will be June 9-11, if COVID protocols allow. Donations will be June 3-8. Little Libraries inside of laundromats are becoming a trend throughout the country, Friends are working with Tim O'Connell from Colonial Laundromat to set up one in his Nedrow

location. The Friends gave gifts to the library in an amount just over \$8,500 last year. Many thanks for all they do for OFL!

V. Committee Reports

Building:

Susan is working with Signage Systems to update interior signs. They have not been updated since the library remodel 12 years ago. The paperwork has been submitted for the new LED lights. The work should be started soon with completion in April. Susan continues to work on the shingle problem. The roofers will come back to look at it when the weather gets warmer to figure out where the leak is. Currently there are no new leaks.

Personnel:

Applications are coming in for the new Circulation Supervisor position. Ideally, Susan would like to hire by March. Theresa Castalano has been appointed marketing assistant in addition to her regular clerk duties. Susan has hired a new substitute librarian, Penny Feeney, who replaced Katie St. Laurent. Isabella Mango has been hired as a page. Jackie Antonacci has been hired as a substitute clerk.

VI. Old Business

2022-2023 Trustees and Officer Slate:

OFL is looking for 2 new trustees to replace Jen and Gary who leaving the board after 6 years. Susan is hoping to get an attorney who is interested in joining. The board discussed the officer slate: Stephanie is interested in the treasurer position. Additional discussion will take place at the February meeting.

2022 School District Propositions:

Discussion took place regarding the NYS tax cap and how much an increase to the library propositions would cost taxpayers. Susan will contact school district business officials to get OFL's propositions on the May ballot.

Beth made a motion for a 3% increase in school district propositions, Rob seconded. All in favor except Laurie, who opposed. Motion carried.

VII. New Business

Challenged Materials Policy Review:

Susan shared that materials challenges rarely happen, but she wants to be proactive in having a policy/protocol in place in light of national and local trends. She shared OFL's current policy of the process. Based on discussion Susan will revise the current policy and bring it back to the board in February.

Long Range Plan:

Susan is working on updating OFL's long-range plan. She asked for board members to serve on the committee. Laurie volunteered. Susan is hoping to have the plan finalized by May.

Susan and Lisa left at 7:01 p.m.

At 7:02 p.m., Beth made a motion, seconded by Rob to enter into executive session to discuss personnel compensation. The Trustees came out of executive session at 7:05 p.m.

Rob made a motion to resume regular session, seconded by Beth. All in favor. Motion carried.

A motion was made by Jen and seconded by Gary; to approve a 3% salary increase for Susan Morgan. All voted in favor. Carried.

VIII. Adjournment

With no further business, Jen made a motion to adjourn, seconded by Beth. Meeting adjourned at 7:06 p.m.

Next Meeting: February 23, 2022, at 6:00 p.m.