

**Onondaga Free Library**  
**Board of Trustees Minutes**  
**March 23, 2022**

Board Attendees: Chris McCarthy, Colleen Mahoney, Stephanie Aldrich, Tom Bradley, Laurie Smith  
Absent: Beth Crump, Rob Price  
Staff: Susan Morgan, Alyssa Newton, Maggie Gall-Maynard, Scott Lipkowitz, Chantal Rothermel  
Other: Lisa Goodwin (Town of Onondaga), Jill Hurst-Wahl (OCPL Board Liaison)

- I. Meeting was called to order at 6:43 p.m.
  - II. Approval of minutes from the January 26, 2022 meeting. Chris made a motion to accept the minutes; Laurie seconded. All in favor. Motion carried.
  - III. Treasurer's Report  
Review of the Profit and Loss Statements for January and February 2022. Overall, the budget is in line. The check register is in line. Chris made a motion to accept the check registers for January and February; Stephanie seconded. All in favor. Motion carried.
  - IV. Director's Report  
Susan reported that total circulation and in-person visits have been steady. There are many programming successes due to the dedication and hard work of library staff. Meeting room use is up and the public is very pleased to have access to meeting spaces. The Candyland themed winter break had a ripple effect with many new visitors to the library and being able to promote spring quarter offerings.
- Friends  
As reported at the last meeting, the Friends will be having another book sale in June, but if they hold a preview party, it will be non-alcoholic. The liquor liability made that cost-prohibitive. The newest Little Free Library is set up at the Colonial Laundromat in Nedrow. The Friends have been asked to help sponsor at least one speaker as part of the Strathmore Speakers Series, and they have agreed to underwrite one. They are hopeful that this will increase their visibility and possibly attract more members. The Shamrock and Spring Flower Sale went very well, and sold out completely. In April, the Friends will have a new president -- Pamela Whiteley McLaughlin. The vice president's position will remain empty for the time being; Sue Parry and George Bain will remain secretary and treasurer, respectively.

V. Committee Reports

Building:

Apple Roofing has fixed the roof leak. Staff met with Signage Systems to begin plans to refresh and update interior signage this year. Quote and plan for rebuilding the deteriorated retention wall near back steps and will be scheduled with our lawn service company that does this work.

New flag and hardware is on order for the outside flagpole. Concrete repairs to be assessed and scheduled. LED lighting upgrade project will begin in the coming weeks.

Personnel:

Brandan Carrroll, our new Circulation Supervisor, begins on Monday, March 28. Susan proposed paid internships at the library going forward.

VI. Old Business

Update on library operations

Continue with current schedule. Registration for all programs remains required. Community room is offered to outside groups with a capacity of 30. No new changes are anticipated at this time. We are capping program capacity for summer programs indoors. Capacity numbers will depend on how things go with the pandemic.

VII. New Business

Approve 2021 annual state report. After some brief discussion, Chris made a motion to approve the 2021 annual state report; seconded by Stephanie. All in favor. Carried.

Challenged Materials Policy Review

The board reviewed and edited the drafted policy and procedure. There was discussion of recent challenges made in area school districts. OFL will be ready to respond to any challenges with this updated policy and procedure. Chris made a motion to accept the challenged materials policy and procedure; seconded by Colleen. All in favor. Carried.

Internship Stipends

Susan proposed offering internship stipends for future interns. There was discussion about the amount and credit hours and number of internships to offer per year. Board members asked if other libraries offer a paid internship and if the stipend should be a lump sum. Stephanie made a motion to establish paid internships stipulated as 2 per calendar year in the amount of \$2,200 for each internship; seconded by Chris. All in favor. Carried.

Privacy policy draft first review

The library's privacy policy draft was reviewed and discussed. Stephanie made a motion to approve the privacy policy; seconded by Laurie. All in favor. Carried.

Hiring a consultant to assist with long-range plan

Susan asked the board to consider hiring a consultant to assist with updating the long-range plan. She will work on a request for proposals to distribute for bids on this work. The board is in support of these next steps.

Banking security product

Susan presented the Positive Pay security product for consideration. This would add an extra level of security on the checks written from the operating budget account. Stephanie spoke favorably about the product. Stephanie made a motion to accept adding the Positive Pay product at the current cost of \$30 per month; seconded by Tom. All in favor. Carried.

AWE literacy station purchase

Susan stated that 2 new AWE stations will be purchased using the capital improvement budget line. One of the stations will be bilingual with Spanish.

Updated cost for monthly computer support

Susan stated that the costs for monthly computer support has a minor increase; the current budget allows for this increase.

At 7:59 p.m., Chris made a motion, seconded by Colleen to enter into executive session to discuss personnel compensation. The Trustees came out of executive session at 8:04 p.m.

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

Chris made a motion to approve a 3% salary increase for Chantal Rothermel; seconded by Colleen. All in favor. Carried.

VIII. Adjournment

With no further business, Chris made a motion to adjourn, seconded by Colleen. Meeting adjourned at 8:04 p.m.

**Next Meeting: May 25, 2022 at 6:00 p.m.**