

Onondaga Free Library  
Board of Trustees Minutes  
November 29, 2023

Board Attendees: Chris McCarthy, Beth Crump, Liz LaRochelle, Rob Price, Margaret Farrell  
Absent: Tom Bradley, Laurie Smith, John Arcaro  
Staff: Susan Morgan, Scott Lipkowitz, Lisa Agustin  
Other:

- I. Board Meeting was called to order at 6:02 p.m.
  
- II. Approval of minutes from the October 25, 2023, meeting. Rob made a motion to accept the minutes; Liz seconded. Everyone in favor. Motion carried.
  
- III. **Financial Report October 2023**  
Review of the Profit and Loss Statements for October 2023. The P & L report is reconciled and in order. Expenditures are on track with budget. No questions were asked regarding the check register. Beth made a motion to accept the check registers for October 2023; Rob seconded. All in favor. Motion carried.
  
- IV. **Director's Report**  
Susan reported that statistics continue to look good. Susan noted that staff has been busy onboarding new hires. One of the founding members of OFL has designated money in her will to the library. We have not been given an amount. Susan reported a possible issue with a patron. Susan and Scott will monitor the situation as more information becomes available.
  
- V. **Friends Update**  
Susan gave an update on the many activities of Friends. The tree raffle is taking place through December 15. Friends continue sharing Legacy Gifts that include eBooks, the dancing program, the summer reading program, and the Empire State Park passes. As always, a huge thank you to the Friends for all they do for OFL.
  
- VI. **Committee Reports**  
**Building**  
The Town of Onondaga completed its annual fire safety inspection. As a result, emergency lighting has been replaced and signs have been put up for the

sprinkler and main electrical shut offs. Once the official report is received, corrections to any violations will be rectified.

### **Personnel**

OFL has two new hires; Victoria Deal will be the Youth Services Librarian and Tiffany Marx will be the library assistant. Susan thanked Scott and Lisa for their help in getting new staff on boarded. Susan congratulated Laura, processing clerk on her new baby. Gail Thomas will assist with processing on a limited volunteer basis while Laura is on leave.

## **VII. Old Business**

### **Long-Range Planning Committee**

More information will be coming soon. The group is still working on data.

### **Update on Vulnerable Adults Policy**

OFL is still waiting on attorney feedback. They are planning to bring ARISE in to give professional development to staff.

## **VIII. New Business**

### **2024 Budget and Tax Levy Revenue Options**

A draft budget was shared. Discussion took place regarding the fund balance and reserve accounts. The board and library staff continue to discuss possible revenue streams. We will continue the conversation at the December meeting in order to finalize the 2024 budget.

### **Proposed Technology Upgrades**

Scott shared a timeline and updated quote for the replacement of staff computers and software.

### **Board Trustee Needs March 2024**

OFL will need at least two new trustees in March due to vacancies and John Arcaro's resignation. Susan asked board members to reach out to people they feel might be interested. Also, anyone interested in becoming a trustee can contact Susan Morgan or Chris McCarthy.

### **2024 Board Meeting Dates**

The board will continue to have 8 meetings a year and add more as needed. Dates will be posted on the OFL website.

### **Distribute Updated Library Trustee Handbooks**

Susan distributed Trustee Handbooks to board members.

**VIII. Executive Session**

At 7:35 p.m., Rob made a motion, seconded by Liz to enter executive session to discuss personnel compensation. All in favor. Motion carried.

At 7:59 p.m., Beth 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 moving money in the Key bank account from existing savings to a higher interest account. All in favor. Motion carried.

Rob made a motion to accept 2024 payroll projections as presented; Margaret seconded. All in favor. Motion carried.

**IX. Adjournment**

With no further business, Rob made a motion to adjourn, seconded by Margaret. Meeting adjourned at 8:01 p.m.

**Next Meeting:** December 20, 2023, at 6:00 p.m.