

Onondaga Free Library
Board of Trustees Minutes
May 25, 2022

Board Attendees: Chris McCarthy, Colleen Mahoney, Stephanie Aldrich, Laurie Smith, Beth Crump,
Tom Bradley (arrived @6:10pm)
Absent: Rob Price
Staff: Susan Morgan, Brandan Carroll (circulation manager)
Other: Heather Lessels (auditor)

- I. Meeting was called to order at 6:04 p.m.
- II. Approval of minutes from the March 23, 2022, meeting. Stephanie made a motion to accept the minutes; Beth seconded. All in favor. Motion carried.
- III. Treasurer's Report
Review of the Profit and Loss Statements for March and April 2022. Overall, the budget is in line. The check register is in line. Susan noted that trash removal prices are going up. Stephanie made a motion to accept the check registers for March and April; Colleen seconded. All in favor. Motion carried.
- IV. Director's Report
Susan reported that total circulation has been great over the last couple of months and are getting closer to pre-pandemic levels. In addition, the meeting room is being used more frequently by community members. The summer program guide has been released. There are many in house programs this year and there is something for all ages. Brandan, our new circulation manager, is working hard at getting missing materials returned. Susan thanked community members for passing the library propositions in all 3 school districts.

Friends

Friends generously gave OFL a donation of \$2,500 to replace lost and damaged materials. This will be added to next year's fiscal budget. The Friends' book sale will be held in the community room from June 9-11th, with donations being accepted June 3- 8th. They are still looking for volunteers to help with both the donations and sale. Friends also have two upcoming events; the Town of Onondaga Senior Art Reception on June 22, 2022, in the café area of the library and Soap Stone Carving in Santaro Park on July 16th.

V. Committee Reports

Building:

The concrete repairs have been completed. The parking lot has been paved and striped. Deep cleaning of all carpets and upholstery will be done on June 19th-20th. The roof has been repaired and currently there are no leaks!

Personnel:

Maggie and Alyssa did a presentation on We Need Diverse Books initiative at OFL at the YSS state conference in April. Susan has hired a paid intern, Sarah Bailey, who will begin on May 31st. She is currently a student at Syracuse University. Job postings are posted for the Page position and the Youth Services Librarian position. Applications have been coming in. Susan's goal is to fill those positions as soon as possible. Hopefully, no later than late June. Story time has been paused for the time being so that librarians can do school visits to talk about and promote OFL's Summer Reading Program.

VI. Old Business

Update on Library Operations- none

Next Steps in Hiring a Consultant for the Long-Range Plan:

The auditor has recommended doing a Request for Proposal (RFP). Board members agreed that this is the direction we want to go to hire a consultant. Susan will work with Chris on putting an RFP together so we can begin the consultant process this summer and get started on our long-range plan in the fall. Hiring a consultant was not originally budgeted but the current budget can accommodate the expenditure.

VII. New Business

Audit Presentation:

Heather Lessels from Bonadio Group presented the 2021 audit report. She issued an unmodified opinion on the financial statements of OFL. There were no adjustments in connection to the audit and she found management to be responsive to questions and information requests. Key items noted: \$19k increase in revenue, \$23k decrease in expenses, \$233k overall change in net assets. Overall, she commended Susan and her team on being diligent and cooperative.

VIII. Adjournment

With no further business, Stephanie made a motion to adjourn, seconded by Colleen. Meeting adjourned at 6:58 p.m.

Next Meeting: July 27, 2022, at 6:00 p.m.