



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES Wednesday, June 8, 2022 ONLINE MEETING VIA ZOOM

Attendance

PLS Board Members Present: Julie Gruendike, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, Jennifer Tessendorf and Virginia Keenan (via phone, non-voting).

Also in Attendance: Ron Kirsop, Suzanne Macaulay (PLS Staff); Jessica Winum (PLSDAC Liaison).

Call to Order

Christine Ryan called the meeting to order at 5:02 PM.

Public Comment Period

Jessica DeMarte from Perry Public Library attended the meeting to observe an assignment from the Long Island University Advanced Certificate program.

Adoption of the Agenda

MOTION 67: Ellen Mitchell moved to adopt the June 8, 2022 Agenda. Elizabeth Smith-Rossiter seconded and the motion carried.

Approval of the Minutes

MOTION 68: Judith McKinney moved to approve the Minutes of the April 13, 2022 Meeting. Ellen Mitchell seconded and the motion carried.

Finance Reports

MOTION 69: Julie Gruendike moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 70: Julie Gruendike moved to approve the Warrants from April 21, 2022 in the amount of \$21,347.75; May 5, 2022 for the amount of \$26,340.37; May 19, 2022 for the amount of

\$17,371.61; and June 2, 2022 for the amount of \$28,350.60. Ellen Mitchell seconded and the motion carried.

MOTION 71: Julie Gruendike moved to approve the 2022 YTD Report and Balance Sheet. Jennifer Tessoroff seconded and the motion carried.

Central Library Report

MOTION 72: Julie Gruendike moved to approve the Central Library Report. Judith McKinney seconded and the motion carried.

Executive Director's Report

Ron Kirsop reviewed the Executive Director Report.

PLSDAC Liaison Report

Jessica Winum introduced herself as the new PLSDAC Liaison to the System Board.

Old Business

No Old Business.

New Business

MOTION 73: Ellen Mitchell moved to approve the Personnel Change Report. Julie Gruendike seconded and the motion carried.

MOTION 74: Ellen Mitchell moved to approve the Employee Handbook. Judith McKinney seconded and the motion carried.

The following Policies were amended in the System Employee Handbook:

- a) Updated "Pioneer" to "OWWL" throughout the document
- b) Appendix C: Purchase Requisition Form Procedures, pg. 163

MOTION 75: Subrata Paul moved to schedule the Public Hearing to Allow for Hybrid Meetings on June 22, 2022 at 11:00 AM. Judith McKinney seconded and the motion carried.

MOTION 76: Subrata Paul moved to approve the System Policy Manual. Julie Gruendike seconded and the motion carried.

The following Policies were amended in the System Policy Manual:

- a) Updated "Pioneer" to "OWWL" throughout the document
- b) Updated "Purchase Order" to "Requisition Form" throughout the document
- c) Open Meetings Policy, pg. 21
- d) Online Banking Policy, pg. 60
- e) **Systems Access and Confidentiality of Library Records Policy, pg. 101**



f) System Trustee Ethics Statement, pg. 121

MOTION 77: Julie Gruendike moved to approve the Updated Fees and Grants Document. Ellen Mitchell seconded and the motion carried.

MOTION 78: Ellen Mitchell moved to approve the Strategic Plan, Mission, Vision, and Values Update. Subrata Paul seconded and the motion carried.

MOTION 79: Christine Ryan moved to appoint the Construction Aid Committee consisting of Jennifer Tessendorf and Subrata Paul. Julie Gruendike seconded and the motion carried.

MOTION 80: Ellen Mitchell moved to approve the Executive Director's Overnight Travel Request. Subrata Paul seconded and the motion carried.

Adjourn

MOTION 81: Ellen Mitchell moved to adjourn the meeting. Julie Gruendike seconded and the motion carried.

The meeting was adjourned at 6:13 PM.

Next Meeting

Wednesday, July 13, 2022 at 5:00 PM.

Respectfully submitted,
Ronald Kirsop