



# OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES  
Wednesday, September 14, 2022  
2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

## Attendance

**System Board Members Present and In-Person:** Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, Jennifer Tessendorf, and Virginia Keenan.

**Excused:** Julie Gruendike

**Also in Attendance:** Ron Kirsop, Kelly Nemitz, Suzanne Macaulay (System Staff); Jessica Winum (outgoing PLSDAC Liaison), and Kendyl Litwiller (incoming PLSDAC Liaison).

## Call to Order

Christine Ryan called the meeting to order at 5:00 PM.

## Public Comment Period

No public comment.

## Adoption of the Agenda

MOTION 98: Ellen Mitchell moved to adopt the September 14, 2022 Agenda. Virginia Keenan seconded and the motion carried.

## Approval of the Minutes

MOTION 99: Subrata Paul moved to approve the Minutes of the July 13, 2022 Meeting. Judith McKinney seconded and the motion carried.

## Finance Reports

MOTION 100: Judith McKinney moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 101: Ellen Mitchell moved to approve the Warrants from July 13, 2022 in the amount of \$17,696.38; July 25, 2022 in the amount of \$105,358.81; August 11, 2022 in the amount of

\$86,230.78; August 25, 2022 in the amount of \$46,684.98; and September 8, 2022 in the amount of \$137,095.58.. Virginia Keenan seconded and the motion carried.

MOTION 102: Ellen Mitchell moved to approve the 2022 YTD Report and Balance Sheet. Virginia Keenan seconded and the motion carried.

### **Central Library Report**

MOTION 103: Subrata Paul moved to approve the Central Library Report. Judith McKinney seconded and the motion carried.

MOTION 104: Judith McKinney moved to approve the Amended Central Library Budget. Jennifer Tessororf seconded and the motion carried.

### **Executive Director's Report**

Ron Kirsop reviewed the Executive Director Report.

### **PLSDAC Liaison Report**

Jessica Winum delivered the PLSDAC Liaison Report and introduced Kendyl Litwiller as the new PLSDAC Liaison.

### **Old Business**

No Old Business.

### **New Business**

MOTION 105: Subrata Paul moved to approve the Amendments to System Policy Manual. Elizabeth Smith-Rossiter seconded and the motion carried.

Updated Policies:

- a) System and Member Library Relationship Policy, pg. 31
- b) Computer Support Policy, pg. 67
- c) Code of Conduct Policy, pg. 76
- d) Confidentiality of Patron Records Policy, pg. 88
- e) Trustee Education Policy, pg. 111

MOTION 106: Jennifer Tessororf moved to approve the OverDrive invoice for a total of \$41,000.00. Ellen Mitchell seconded and the motion carried.

MOTION 107: Elizabeth Smith-Rossiter moved to approve the OverDrive Invoice for a total of \$49,953.72. Virginia Keenan seconded and the motion carried.

MOTION 108: Subrata Paul moved to approve the Equinox invoice for a total of \$65,722.24. Judith McKinney seconded and the motion carried.

MOTION 109: Ellen Mitchell moved to approve the 2023 Staff Health Insurance Rates. Jennifer Tessendorf seconded and the motion carried.

MOTION 110: Ellen Mitchell moved to approve the 2023 Staff Salary Amounts. Judith McKinney seconded and the motion carried.

MOTION 111: Jennifer Tessendorf moved to approve the 2023 Holiday Schedule. Judith McKinney seconded and the motion carried.

MOTION 112: Elizabeth Smith-Rossiter moved to approve the Executive Director's Overnight Travel. Virginia Keenan seconded and the motion carried.

MOTION 113: Subrata Paul moved to approve the 2023 System Project Assurances. Judith McKinney seconded and the motion carried.

MOTION 114: Christine Ryan moved to enter the Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Ellen Mitchell seconded and the motion carried.

MOTION 115: Ellen Mitchell moved to exit the Executive Session. Subrata Paul seconded and the motion carried.

MOTION 116: Ellen Mitchell moved to approve the Amendments to Executive Director Agreement. Subrata Paul seconded and the motion carried.

MOTION 117: Elizabeth Smith-Rossiter moved to approve the Retention Incentive Plan. Virginia Keenan seconded and the motion carried.

### **Adjourn**

MOTION 118: Judith McKinney moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried.

The meeting was adjourned at 7:02 PM.

### **Next Meeting**

Next Board Meeting: October 12, 2022 at 5:00 PM

Annual Meeting: October 12, 2022 at 6:00 PM

Respectfully submitted,  
Ronald Kirsop