



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, February 8, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessendorf, Alissa Bub, and Deborah Nagle.

System Board Members Non-Voting Virtual Attendance: Elizabeth Smith-Rossiter

Also in Attendance: Ron Kirsop, Kelly Nemitz, and Suzanne Macaulay (System Staff).
Kendyl Litwiller (PLSDAC Liaison).

Call to Order

Christine Ryan called the meeting to order at 5:01 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 1: Judith McKinney moved to adopt the February 8, 2023 Agenda. Ellen Mitchell seconded and the motion carried.

Approval of the Minutes

MOTION 2: Ellen Mitchell moved to approve the Minutes of the December 14, 2022 Meeting. Subrata Paul seconded and the motion carried.

Oath of Office

Christine Ryan appointed Deborah Nagle (Wayne County, at-large member) and administered the Oath of Office. Deborah will be fulfilling a vacant term ending December 31, 2024.

Christine Ryan appointed Alissa Bub (Ontario County, at-large member) and administered the Oath of Office. Alissa will be fulfilling a vacant term ending December 31, 2023.

Deborah and Alissa will file their Oaths of Office with the County they represent by March 8, 2023 to comply with Public Officers Law.

Finance Reports

MOTION 3: Jennifer Tessendorf moved to approve the Cash Activity Report. Subrata Paul seconded and the motion carried.

MOTION 4: Jennifer Tessendorf moved to approve the Warrants from December 21, 2022 for a total of \$152,369.54; December 29, 2022 for a total of \$13,353.91; December 29, 2022 for a total of \$29,085.00; December 30, 2022 for a total of \$9,941.00; January 12, 2023 for a total of \$23,326.86; and January 26, 2023 for a total of \$15,432.75. Deborah Nagle seconded and the motion carried.

MOTION 5: Jennifer Tessendorf moved to approve the December 31, 2022 YTD Report, January 31, 2023 YTD Report, and Balance Sheet. Judith McKinney seconded and the motion carried.

Central Library Report

MOTION 6: Judith McKinney moved to approve the Central Library Report. Ellen Mitchell seconded and the motion carried.

Executive Director's Report

Ron Kirsop reviewed the Executive Director Report.

PLSDAC Liaison Report

Kendyl Litwiller delivered updates from libraries in the PLSDAC Liaison report.

Old Business

MOTION 7: Subrata Paul moved to approve the Systems Access and Confidentiality of Library Records Policy and FAQ. Jennifer Tessendorf seconded and the motion carried.

MOTION 8: Subrata Paul moved to authorize Ronald Kirsop, Executive Director, to conduct an external review of the Systems Access and Confidentiality of Library Records Policy. Jennifer Tessendorf seconded and the motion carried.

New Business

MOTION 9: Ellen Mitchell moved to approve the 2023 System Trustee Roster. Deborah Nagle seconded and the motion carried.

1. Alissa Bub (Ontario County), term expires December 2023
2. Ellen Mitchell (Central Library), term expires December 2023
3. Christine Ryan (At-Large), term expires December 2023
4. Liz Smith-Rossiter (Livingston County), term expires December 2024
5. Jennifer Tessendorf (At-Large), term expires December 2024
6. Debbie Nagle (At-Large), term expires December 2024
7. Subrata Paul (Wayne County), term expires December 2025
8. Judith McKinney (At-Large), term expires December 2025
9. Vacancy

MOTION 10: Ellen Mitchell moved to appoint Alissa Bub to Personnel Committee. Judith McKinney seconded and the motion carried.

MOTION 11: Jennifer Tessendorf moved to appoint Debbie Nagle to Finance Committee. Ellen Mitchell seconded and the motion carried.

MOTION 12: Ellen Mitchell moved to approve the Anti-Harassment Training for System Trustees Report. Subrata Paul seconded and the motion carried.

MOTION 13: Subrata Paul moved to approve the Updated System Policy Manual. Deborah Nagle seconded and the motion carried.

1. System and Member Library Relationship Policy
2. Procurement Policy
3. Petty Cash Policy
4. Freedom of Information Law Policy

MOTION 14: Ellen Mitchell moved to approve the 2023 Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 15: Jennifer Tessendorf moved to approve the Assigned Reserve Transfers Report as of 12/31/2022. Subrata Paul seconded and the motion carried.

MOTION 16: Jennifer Tessendorf moved to approve the 2023 Operating Budget. Subrata Paul seconded and the motion carried.

MOTION 17: Jennifer Tessendorf moved to approve the 2023 Central Library Budget. Subrata Paul seconded and the motion carried.

MOTION 18: Ellen Mitchell moved to approve the OverDrive Fiction Deposit, \$98,823.50. Subrata Paul seconded and the motion carried.

MOTION 19: Judith McKinney moved to approve the OverDrive Non-Fiction Deposit, \$41,000.00. Deborah Nagle seconded and the motion carried.

MOTION 20: Ellen Mitchell moved to adjourn the meeting at 6:09 PM. Subrata Paul seconded and the motion carried.

Adjourn

The meeting was adjourned at 6:09 PM.

Next Meeting

Next Board Meeting: March 8, 2023 at 5:00 PM

Respectfully submitted,
Ronald Kirsop