



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, March 8, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### Attendance

**System Board Members Present and In-Person:** Ellen Mitchell, Christine Ryan, Jennifer Tessoroff, Alissa Bub, Judith McKinney, and Deborah Nagle.

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

**System Board Members Absent:** Subrata Paul

**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 5:00 PM.

### Public Comment Period

No public comment.

### Adoption of the Agenda

**MOTION 21:** Judith McKinney moved to adopt the March 8, 2023 Agenda. Ellen Mitchell seconded and the motion carried.

### Approval of the Minutes

**MOTION 22:** Alissa Bub moved to approve the Minutes of the February 8, 2022 Meeting. Deborah Nagle seconded and the motion carried.

### Finance Reports

**MOTION 23:** Jennifer Tessendorf moved to approve the Cash Activity Report. Judith McKinney seconded and the motion carried.

**MOTION 24:** Jennifer Tessendorf moved to approve the Warrants from February 9, 2023 for a total of \$185,515.95; and February 23, 2023 for a total of \$9,633.15. Ellen Mitchell seconded and the motion carried.

**MOTION 25:** Jennifer Tessendorf moved to approve the YTD Report and Balance Sheet. Alissa Bub seconded and the motion carried.

### **Central Library Report**

**MOTION 26:** Deborah Nagle moved to approve the Central Library Report. Jennifer Tessendorf 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**

The System Board discussed the Systems Access and Patron Confidentiality Policy, but no action was taken.

### **New Business**

**MOTION 27:** Judith McKinney moved to approve the 2023 Trustee Acknowledgment Statements Report. Ellen Mitchell seconded and the motion carried.

**MOTION 28:** Alissa Bub moved to approve the FOIL Subject Matter List. Deborah Nagle seconded and the motion carried.

**MOTION 29:** Ellen Mitchell moved to approve the System Policy Manual. Alissa Bub seconded and the motion carried.

- 1) System and Member Library Relationship Policy
- 2) Computer Support Policy
- 3) Social Media Policy
- 4) Disposal and Sales of Surplus or Donated Items Policy
- 5) Fixed Assets Capitalization Policy
- 6) Fund Balance Policy

7) Meeting Room Policy

**MOTION 30:** Deborah Nagle moved to approve the 2022 System Annual Report. Jennifer Tessendorf seconded and the motion carried.

**MOTION 31:** Jennifer Tessendorf moved to approve the 2022 System Annual Report Assurances. Judith McKinney seconded and the motion carried.

**MOTION 32:** Judith McKinney moved to approve the Fiscal Year 2022 Financial Audit Documents. Ellen Mitchell seconded and the motion carried.

**MOTION 33:** Alissa Bub moved to approve the Fiscal Year 2022 Annual Update Document. Judith McKinney seconded and the motion carried.

**MOTION 34:** Judith McKinney moved to approve the Fiscal Year 2022 990. Deborah Nagle seconded and the motion carried.

**Adjourn**

**MOTION 35:** Ellen Mitchell moved to adjourn the meeting at 6:00 PM. Jennifer Tessendorf seconded and the motion carried.

**Next Meeting**

Next Board Meeting: April 12, 2023 at 5:00 PM

Respectfully submitted,  
Ronald Kirsop