



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, April 12, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Ellen Mitchell, Christine Ryan, Alissa Bub, Judith McKinney, and Subrata Paul.

System Board Members Absent: Jennifer Tessendorf, Deborah Nagle, and 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 5:00 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 36: Judith McKinney moved to adopt the April 13, 2023 Agenda. Ellen Mitchell seconded, and the motion carried.

Approval of the Minutes

MOTION 37: Subrata Paul moved to approve the Minutes of the March 8, 2023 Meeting. Alissa Bub seconded, and the motion carried.

Finance Reports

MOTION 38: Judith McKinney moved to approve the Cash Activity Report. Ellen Mitchell seconded, and the motion carried.

MOTION 39: Subrata Paul moved to approve the Warrants from March 9, 2023 for a total of \$13,179.26; March 23, 2023 for a total of \$27,253.14; and March 30, 2023 for a total of 4,169.12. Alissa Bub seconded, and the motion carried.

MOTION 40: Ellen Mitchell moved to approve the YTD Report and Balance Sheet. Judith McKinney seconded, and the motion carried.

Central Library Report

MOTION 41: Alissa Bub moved to approve the Central Library Report. Subrata Paul 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 42: Subrata Paul moved to approve the Systems Access and Confidentiality of Library Records Policy. Alissa Bub seconded, and the motion carried.

Amendments to the Systems Access and Confidentiality of Library Records Policy include the following items:

- Added third-party services definition.
- Added patron consent definition.
- Added electronic security clause on shared computers and browsers.
- Added physical security clause on unauthorized access.
- Added clarification language on the appropriate use of data.
- Replaced the "Employee Confidentiality Agreement" section with "Member Library Policy Agreement."
- Replaced "Member Library Agreement Form" with "Member Library Board Agreement Resolution."
- Added an FAQ to the last page of the policy.

New Business

MOTION 43: Subrata Paul moved to approve the Updates to the System Policy Manual. Alissa Bub seconded, and the motion carried.

- Freedom of Information Policy (minor grammatical corrections)
- Interlibrary Loan to Correctional Facilities Policy (minor grammatical corrections)
- Selection and Reconsideration of Library Materials Policy (updated reconsideration of library materials form and instructions)
- Financial Integrity and Accountability Policy (minor grammatical corrections)

MOTION 44: Ellen Mitchell moved to approve the Personnel Change Report. Judith McKinney seconded, and the motion carried.

- Appointed William Gorczyca to the position of Junior Systems Administrator.

MOTION 45: Ellen Mitchell moved to approve the Updated 2023 Costs and Services to Member Libraries. Judith McKinney seconded, and the motion carried.

DISCUSSION: Ron Kirsop discussed a current book challenge situation and asked for a Trustee volunteer to join a System Committee to help preemptively review titles that may be challenged in member libraries.

MOTION 46: Ellen Mitchell moved to approve the ALA Unite Against Book Bans Partnership Letter. Subrata Paul seconded, and the motion carried.

MOTION 47: Judith McKinney moved to approve the Nationwide Name Change to Deferred Compensation Plan. Ellen Mitchell seconded, and the motion carried.

MOTION 48: Alissa Bub moved to approve the Construction Aid Reallocation. Subrata Paul seconded, and the motion carried.

MOTION 49: Ellen Mitchell moved to approve the 2023 Continuing Education Scholarships. Judith McKinney seconded, and the motion carried.

Adjourn

MOTION 50: Judith McKinney moved to adjourn the meeting at 6:14 PM. Ellen Mitchell seconded, and the motion carried.

Next Meeting: May 10, 2023 at 5:00 PM

Respectfully submitted,
Ronald Kirsop