



Pioneer Library System

BOARD MEETING MINUTES
Wednesday, February 9, 2022
ONLINE MEETING VIA ZOOM

Attendance

PLS Board Members Present: Julie Gruendike, Virginia Keenan, Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Elizabeth Smith-Rossiter, and Jennifer Tessendorf

Also in Attendance: Ron Kirsop, Kelly Nemitz, Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison)

Call to Order

Christine Ryan called the meeting to order at 5:04 PM.

Public Comment Period

There was no public comment.

Adoption of the Agenda

MOTION 01: Judith McKinney moved to adopt the February 9, 2022 Agenda. Virginia Keenan seconded and the motion carried.

Approval of the Minutes

The Board Minutes of December 8, 2021 were missing information. The approval was tabled until the March 9, 2022 meeting.

Oath of Office

Christine Ryan administered Oaths of Office to Jennifer Tessendorf (Ontario County) and Elizabeth Smith-Rossiter (Livingston County) for trustee terms beginning January 1, 2022 and ending December 31, 2024.

Christine Ryan also administered the Oath of Office to Ronald Kirsop, Executive Director of Pioneer Library System.

Finance Reports

MOTION 02: Julie Gruendike moved to approve the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

MOTION 03: Julie Gruendike moved to approve the Warrants from December 16, 2021 for a total of \$126,88781; December 23, 2021 for a total of \$11,631.69; December 30, 2021 for a total of \$1,273.71; December 30, 2021 for a total of \$3,127.11; January 13, 2022 for a total of \$13,134.76; and January 27, 2022 for a total of \$95.088.09. Judith McKinney seconded and the motion carried.

MOTION 04: Julie Gruendike moved to approve the December 31, 2021 YTD Report. Ellen Mitchell seconded and the motion carried.

Central Library Report

MOTION 05: Judith McKinney moved to approve the December 31, 2021 Central Library Report. Ellen Mitchell seconded and the motion carried.

MOTION 06: Ellen Mitchell moved to approve the January 31 2022 YTD Central Library Report. Subrata Paul seconded and the motion carried.

Executive Director's Report

Ron Kirsop reported on the progress of System goals, legislative meetings, Advocacy Day 2022, and upcoming projects.

PLSDAC Liaison Report

Stacey Wicksall reviewed the PLSDAC Liaison Report.

Old Business

MOTION 07: Ellen Mitchell moved to approve the 2022 Organizational Actions Corrections. Judith McKinney seconded and the motion carried.

MOTION 08: Julie Gruendike moved to approve the Charter Amendment Petition for the System Name Change. Subrata Paul seconded and the motion carried.

MOTION 09: Judith McKinney moved to approve the Charter Amendment Resolution for the System Name Change. Virginia Keenan seconded and the motion carried.

MOTION 10: Julie Gruendike moved to approve the 2022-2024 Strategic Plan. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 11: Christine Ryan moved to approve the Trustee Sexual Harassment Compliance Training. Subrata Paul seconded and the motion carried.

New Business

MOTION 12: Julie Gruendike moved to approve the Assigned Reserves Transfers as of 12.31.2021. Jennifer Tessendorf seconded and the motion carried.

MOTION 13: Judith McKinney moved to approve the OverDrive Fiction Invoice for \$39,936.50. Ellen Mitchell seconded and the motion carried.

MOTION 14: Ellen Mitchell moved to approve the OverDrive Non-Fiction Invoice for \$41,000.00. Subrata Paul seconded and the motion carried.

MOTION 15: Subrata Paul moved to approve the Updated 2022 Holiday Schedule. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 16: Ellen Mitchell moved to approve the Updated Construction Awards. Virginia Keenan seconded and the motion carried.

MOTION 17: Ellen Mitchell moved to approve the 2022 Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 18: Subrata Paul moved to approve the System Policy Updates. Virginia Keenan seconded and the motion carried.

- Annual Audit Policy
- Budget Policy
- Construction Aid Policy
- Procurement Policy
- Reduced Match Eligibility Policy
- System Speaker Agreement
- Whistleblower Policy

MOTION 19: Ellen Mitchell moved to approve the Technology Services Librarian Job Description. Judith McKinney seconded and the motion carried.

Christine Ryan discussed the Conflict of Interest and Whistleblower Policy Annual Statements.

MOTION 20: Ellen Mitchell moved to appoint Subrata Paul as Application Reviewer for ARPA Funding. Virginia Keenan seconded and the motion carried.

MOTION 21: Christine Ryan moved to enter into 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 22: Julie Gruendike moved to exit Executive Session. Subrata Paul seconded and the motion carried.

MOTION 23: Ellen Mitchell moved to approve the Personnel Change Report. Judith McKinney seconded and the motion carried.

MOTION 24: Julie Gruendike moved to approve the 2022 Proposed Modified Cash Basis Budget. Ellen Mitchell seconded and the motion carried.

MOTION 25: Julie Gruendike moved to approve the 2022 Proposed Budgeted Fixed Asset Purchases. Jennifer Tessendorf seconded and the motion carried.

MOTION 26: Julie Gruendike moved to approve the January 31, 2022, Balance Sheet. Judith McKinney seconded and the motion carried.

MOTION 27: Julie Gruendike moved to approve the January 31, 2022, YTD Modified Cash Basis Financial Report. Ellen Mitchell seconded and the motion carried.

Adjourn

MOTION 28: Judith McKinney moved to adjourn the meeting. Elizabeth Smith-Rossiter seconded and the motion carried. The meeting adjourned at 6:30 PM.

Next Meeting

Wednesday, March 9, 2022 at 5:00 PM.

Respectfully submitted,
Ronald Kirsop



Pioneer Library System

BOARD MEETING MINUTES
Wednesday, March 9, 2022
ONLINE MEETING VIA ZOOM

Attendance

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

Also in Attendance: Ron Kirsop, Kelly Nemitz, Suzanne Macaulay (PLS Staff); Stacey Wicksall (PLSDAC Liaison).

Call to Order

Christine Ryan called the meeting to order at 5:04 PM.

Public Comment Period

There was no public comment.

Adoption of the Agenda

MOTION 29: Ellen Mitchell moved to adopt the March 9, 2022 Agenda. Judith McKinney seconded and the motion carried.

Approval of the Minutes

MOTION 30: Subrata Paul moved to approve the Minutes of the February 9, 2022 Meeting. Virginia Keenan seconded and the motion carried.

Finance Reports

MOTION 31: Julie Gruendike moved to approve the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

MOTION 32: Julie Gruendike moved to approve the February 28, 2022 Balance Sheet. Jennifer Tessendorf seconded and the motion carried.

MOTION 33: Judith McKinney moved to approve the Warrants from February 10, 2022 in the amount of \$37,058.49; and February 24, 2022 for the amount of \$52,329.42. Jennifer Tessendorf seconded and the motion carried.

MOTION 34: Julie Gruendike moved to approve the February 28, 2022 YTD Report. Ellen Mitchell seconded and the motion carried.

Central Library Report

MOTION 35: Judith McKinney moved to approve the Central Library Report. Virginia Keenan seconded and the motion carried.

Executive Director's Report

Ron Kirsop reported on the progress of System projects, Advocacy Day 2022, and upcoming projects.

PLSDAC Liaison Report

Stacey Wicksall reviewed the PLSDAC Liaison Report.

Old Business

MOTION 36: Julie Gruendike moved to approve the Minutes of the December 8, 2021 Meeting. Subrata Paul seconded and the motion carried.

New Business

MOTION 37: Subrata Paul moved to approve the updated Airborne Infectious Disease Exposure Prevention Plan (NY HERO Act). Virginia Keenan seconded and the motion carried.

The Policy Committee presented a draft Selection and Reconsideration Policy as well as a draft Freedom to Read Resolution. The System Board will vote on these two items during the April 13, 2022 Board Meeting.

MOTION 38: Ellen Mitchell moved to approve the System Annual Report and Assurances. Judith McKinney seconded and the motion carried.

MOTION 39: Julie Gruendike moved to approve the FY 2021 Financial Audit Documents. Jennifer Tessendorf seconded and the motion carried.

MOTION 40: Julie Gruendike moved to approve the FY 2021 990. Judith McKinney seconded and the motion carried.

MOTION 41: Julie Gruendike moved to approve the FY 2021 AUD. Jennifer Tessendorf seconded and the motion carried.

MOTION 42: Judith McKinney moved to approve the Conflict of Interest Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 43: Subrata Paul moved to approve the ARPA Assistive Technology Grants. Virginia Keenan seconded and the motion carried.

MOTION 44: Ellen Mitchell moved to approve the OverDrive Invoice for \$40,129.00. Judith McKinney seconded and the motion carried.

Adjourn

MOTION 45: Virginia Keenan moved to adjourn the meeting. Jennifer Tessorf seconded and the motion carried.

The meeting was adjourned at 6:00 PM.

Next Meeting

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

Respectfully submitted,
Ronald Kirsop



Pioneer Library System

BOARD MEETING MINUTES
Wednesday, April 13, 2022
ONLINE MEETING VIA ZOOM

Attendance

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

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

Call to Order

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

Public Comment Period

There was no public comment.

Adoption of the Agenda

MOTION 46: Ellen Mitchell moved to adopt the April 13, 2022 Agenda. Judith McKinney seconded and the motion carried.

Approval of the Minutes

MOTION 47: Judith McKinney moved to approve the Minutes of the March 9, 2022 Meeting. Subrata Paul seconded and the motion carried.

Finance Reports

MOTION 48: Julie Gruendike moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 49: Julie Gruendike moved to approve the Warrants from March 10, 2022 in the amount of \$70,956.96; March 28, 2022 for the amount of \$38,847.65; and April 6, 2022 for the amount of \$8,804.29. Subrata Paul seconded and the motion carried.

MOTION 50: Julie Gruendike moved to approve the March 31, 2022 YTD Report and Balance Sheet. Ellen Mitchell seconded and the motion carried.

Central Library Report

MOTION 51: Julie Gruendike moved to approve the Central Library Report. Virginia Keenan seconded and the motion carried.

Executive Director's Report

Ron Kirsop reviewed the Executive Director Report.

PLSDAC Liaison Report

Stacey Wicksall reviewed the PLSDAC Liaison Report.

Old Business

MOTION 52: Subrata Paul moved to approve the Selection and Reconsideration Policy. Elizabeth Smith-Rossiter seconded and the motion carried.

MOTION 53: Subrata Paul moved to approve the Freedom to Read Resolution. Elizabeth Smith-Rossiter seconded and the motion carried.

New Business

MOTION 54: Ellen Mitchell moved to approve the COSAG Appointments. Judith McKinney seconded and the motion carried.

MOTION 55: Ellen Mitchell moved to approve the COSAG Bylaws. Virginia Keenan seconded and the motion carried.

MOTION 56: Ellen Mitchell moved to approve the Program Director Job Description. Judith McKinney seconded and the motion carried.

MOTION 57: Ellen Mitchell moved to approve the Promotion of Suzanne Macaulay to the position of Program Director. Judith McKinney seconded and the motion carried.

MOTION 58: Ellen Mitchell moved to approve the Eliminate the Position of Deputy Director. Judith McKinney seconded and the motion carried.

MOTION 59: Ellen Mitchell moved to approve the Updated Employee Handbook. Judith McKinney seconded and the motion carried.

MOTION 60: Subrata Paul moved to revoke the Stand Alone Staff Vehicle Use Policy. Virginia Keenan seconded and the motion carried.

MOTION 61: Subrata Paul moved to revoke the Stand Alone Conference and Travel Policy. Virginia Keenan seconded and the motion carried.

MOTION 62: Subrata Paul moved to approve the System Policy Manual. Virginia Keenan seconded and the motion carried.

The following Policies were amended in the System Policy Manual:

- a) Conflict of Interest Policy, pg. 9
- b) Freedom of Information Law Policy, pg. 17
- c) Interlibrary Loan Policy to Correctional Facilities, pg. 21
- d) Records Retention Policy, pg. 23
- e) Assigned Reserves Policy, pg. 39
- f) Cash Management Investment Policy and Procedures, pg. 41
- g) Claims Auditing Policy, pg. 45
- h) Credit Card, Store, and Gas Charge Account Policy, pg. 47
- i) Financial Integrity and Accountability Policy, pg. 49
- j) Financial Reports Policy, pg. 50
- k) Gifts and Donations Policy, pg. 53
- l) Meals and Refreshments Policy, pg. 54
- m) Online Banking Policy, pg. 55
- n) Payment of Bills Policy, pg. 56
- o) Petty Cash Policy, pg. 57
- p) Receipt and Deposit of Funds Policy, pg. 62
- q) Treasurer's Responsibilities Policy, pg. 64
- r) Systems Access and Confidentiality of Library Records Policy, pg. 72
- s) Technology Disaster Recovery Plan, pg. 86
- t) Pandemic Response Plan, pg. 93
- u) Resolution on Monetary Library Fines and Fees as a Form of Social Inequity, pg. 111

MOTION 63: Julie Gruendike moved to approve the Updated System Attorney in the 2022 Organizational Actions. Jennifer Tessororf seconded and the motion carried.

The organizational action amended the System Attorney to Stephanie Cole Adams as a result of the recent Request for Proposal process outlined in the System's Procurement Policy.

MOTION 64: Julie Gruendike moved to approve the Executive Director's Overnight Travel Requests. Ellen Mitchell seconded and the motion carried.

MOTION 65: Judith McKinney moved to approve the Continuing Education Scholarship Awards. Virginia Keenan seconded and the motion carried.

Adjourn

MOTION 66: Virginia Keenan moved to adjourn the meeting. Subrata Paul seconded and the motion carried.

The meeting was adjourned at 5:56 PM.

Next Meeting

Wednesday, May 11, 2022 at 5:00 PM.

Respectfully submitted,

Ronald Kirsop



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



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES – PUBLIC HEARING
Wednesday, June 22, 2022
2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

PLS Board Members Present: Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, and Virginia Keenan. **Also in Attendance:** Ron Kirsop, Kelly Nemitz (System Staff).

Call to Order

Christine Ryan called the meeting to order at 11:00 AM.

Public Comment Period

No public attended the meeting.

Adoption of the Agenda

MOTION 82: Ellen Mitchell moved to adopt the June 22, 2022 Agenda. Virginia Keenan seconded and the motion carried.

Old Business

MOTION 83: Judith McKinney moved to approve the Resolution to Authorize Videoconferencing for System Board Meetings. Subrata Paul seconded and the motion carried.

MOTION 84: Ellen Mitchell moved to approve the Open Meeting Policy. Subrata Paul seconded and the motion carried.

Adjourn

MOTION 85: Ellen Mitchell moved to adjourn the meeting. Subrata Paul seconded and the motion carried.

The meeting was adjourned at 11:06 AM.

Respectfully submitted,
Ronald Kirsop



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES
Wednesday, July 13, 2022
2557 STATE ROUTE 21
CANANDAIGUA, NY 14424

Attendance

System Board Members Present: Julie Gruendike, Judith McKinney, Ellen Mitchell, Christine Ryan, Jennifer Tessorf and Virginia Keenan.

Attended via Phone (non-voting): Elizabeth Smith-Rossiter

Excused: Subrata Paul

Also in Attendance: Ron Kirsop, Kelly Nemitz, Suzanne Macaulay (System Staff); Jessica Winum (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 86: Jennifer Tessorf moved to adopt the July 13, 2022 Agenda. Julie Gruendike seconded and the motion carried.

Approval of the Minutes

MOTION 87: Ellen Mitchell moved to approve the Minutes of the June 8, 2022 Meeting. Judith McKinney seconded and the motion carried.

MOTION 88: Judith McKinney moved to approve the Minutes of the June 22, 2022 Public Hearing. Ellen Mitchell seconded and the motion carried.

Finance Reports

MOTION 89: Julie Gruendike moved to approve the Cash Activity Report. Virginia Keenan seconded and the motion carried.

MOTION 90: Julie Gruendike moved to approve the Warrants from June 16, 2022 in the amount of \$61,352.49; and June 30, 2020 in the amount of \$12,199.20. Virginia Keenan seconded and the motion carried.

MOTION 91: Julie Gruendike moved to approve the 2022 YTD Report and Balance Sheet. Jennifer Tessendorf 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 93: Jennifer Tessendorf moved to approve the Construction Grant Allocations. Julie Gruendike seconded and the motion carried.

MOTION 94: Judith McKinney moved to approve the payment of \$30,430.62 to Proquest for Ancestry Library. Jennifer Tessendorf seconded and the motion carried.

MOTION 95: Judith McKinney moved to approve the Amended System Speaker Agreement Form. Ellen Mitchell seconded and the motion carried.

Board Members discussed the upcoming Trustee Election in October. Three terms will end at the end of this year: Judith McKinney, Subrata Paul, and Julie Gruendike.

Julie Gruendike is unable to run for another term.

Ron Kirsop and Christine Ryan are looking for two Wyoming County representatives for the Board.

MOTION 96: Julie Gruendike moved to approve the 2022 OWWL Cost Share Budget. Virginia Keenan seconded and the motion carried.

Adjourn

MOTION 97: Ellen Mitchell moved to adjourn the meeting. Judith McKinney seconded and the motion carried.

The meeting was adjourned at 5:49 PM.

Next Meeting

Wednesday, September 14, 2022 at 5:00 PM.

Respectfully submitted,
Ronald Kirsop



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 Tessendorf 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 Tessendorf 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



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES
Wednesday, November 9, 2022
2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Judith McKinney, Ellen Mitchell, Subrata Paul, Christine Ryan, Julie Gruendike, and Jennifer Tessororf.

System Board Members Virtual Attendance: Virginia Keenan.

System Board Members Excused: 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 119: Judith McKinney moved to adopt the November 9, 2022 Agenda. Jennifer Tessororf seconded and the motion carried.

Approval of the Minutes

MOTION 120: Jennifer Tessororf moved to approve the Minutes of the September 14, 2022 Meeting. Subrata Paul seconded and the motion carried.

Finance Reports

MOTION 121: Julie Gruendike moved to approve the Cash Activity Report. Ellen Mitchell seconded and the motion carried.

MOTION 122: Julie Gruendike moved to approve the Warrants from September 26, 2022 in the amount of \$27,880.69; October 6, 2022 for a total of \$15,491.02; October 20, 2022 for a total of \$54,341.83; and October 31, 2022 for a total of \$8,079.61.. Judith McKinney seconded and the motion carried.

MOTION 123: Julie Gruendike moved to approve the 2022 YTD Report and Balance Sheet. Jennifer Tessendorf seconded and the motion carried.

Central Library Report

MOTION 124: Subrata Paul moved to approve the Central Library Report. Julie Gruendike seconded and the motion carried.

MOTION 125: Ellen Mitchell moved to approve the Proposed 2023 Central Library Budget. Judith McKinney 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

No Old Business.

New Business

MOTION 126: Jennifer Tessendorf moved to approve the Proposed 2023 Budget. Julie Gruendike seconded and the motion carried.

MOTION 127: Ellen Mitchell moved to approve the Executive Director Evaluation Process. Judith McKinney seconded and the motion carried.

MOTION 128: Subrata Paul moved to approve the 2023 Board Meeting Schedule. Ellen Mitchell seconded and the motion carried.

MOTION 129: Jennifer Tessendorf moved to approve the FY 2022 Construction Aid Reallocations. Julie Gruendike seconded and the motion carried.

MOTION 130: Judith McKinney moved to approve the FY 2023 Construction Aid Updated Allocations. Ellen Mitchell seconded and the motion carried.

MOTION 131: Ellen Mitchell moved to approve the System Holiday Change – “Columbus Day” to “Indigenous Peoples’ Day”. Julie Gruendike seconded and the motion carried.

Adjourn

MOTION 132: Ellen Mitchell moved to appoint Virginia Keenan as the Nominating Committee for 2023 Slate of Officers. Julie Gruendike seconded and the motion carried.

The meeting was adjourned at 5:50 PM.

Next Meeting

Next Board Meeting: December 14, 2022 at 5:00 PM

Respectfully submitted,
Ronald Kirsop



OWWL LIBRARY SYSTEM

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

Attendance

System Board Members Present and In-Person: Ellen Mitchell, Subrata Paul, Christine Ryan, Julie Gruendike, and Jennifer Tessendorf.

System Board Members Virtual Attendance: Virginia Keenan.

System Board Members Excused: Judith McKinney and Elizabeth Smith-Rossiter

Also in Attendance: Ron Kirsop, Kelly Nemitz, and Suzanne Macaulay (System Staff). Kendyl Litwiller (PLSDAC Liaison). Potential future Trustees, Alissa Bub (Ontario County) and Debbie Nagle (Wayne County).

Call to Order

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

Christine Ryan welcomed Alissa Bub (Ontario County) and Debbie Nagle (Wayne County) as two guests interested in serving on the System Board. We hope to appoint them at our February 8, 2023 System Board Meeting.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 134: Julie Gruendike moved to adopt the December 14, 2022 Agenda. Jennifer Tessendorf seconded and the motion carried.

Approval of the Minutes

MOTION 135: Jennifer Tessendorf moved to approve the Minutes of the November 9, 2022 Meeting. Ellen Mitchell seconded and the motion carried.

Oath of Office

Christine Ryan administered the Oath of Office to Subrata Paul of Wayne County, serving a three-year term beginning January 1, 2023 through December 31, 2025.

Christine Ryan administered the Oath of Office to Judith McKinney of Ontario County, serving a three-year term beginning January 1, 2023 through December 31, 2025.

Subrata and Judith will file their Oaths of Office with the County they represent by January 30, 2023 to comply with Public Officers Law.

Finance Reports

MOTION 136: Julie Gruendike moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 137: Julie Gruendike moved to approve the Warrants from November 10, 2022 in the amount of \$41,487.60; November 17, 2022 for a total of \$77,750.72; November 30, 2022 for a total of \$51,518.96; and December 8, 2022 for a total of \$96,013.17. Ellen Mitchell seconded and the motion carried.

MOTION 138: Julie Gruendike moved to approve the 2022 YTD Report and Balance Sheet. Jennifer Tessendorf seconded and the motion carried.

Central Library Report

MOTION 139: Julie Gruendike 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

MOTION 140: Julie Gruendike moved to approve the Amendments to System Bylaws. Jennifer Tessendorf seconded and the motion carried.

Bylaw amendments included changing the representation of the board from two representatives from each County and one Central Library representative to one representative from each County, four at-large representatives from anywhere within the System's service area, and one Central Library representative.

This is to attempt to alleviate Trustee recruitment situations.

New Business

MOTION 141: Subrata Paul moved to approve the Policy Manual Updates. Ellen Mitchell seconded and the motion carried.

Policy Updates included:

- Corrections to Open Meeting Policy
- Amendment to the Resolution on Library Fines and Fees as a Form of Social Inequity

The Board also discussed the draft Data Breach Policy.

MOTION 142: Virginia Keenan moved to approve the 2023 Slate of Officers and Claims Auditor. Ellen Mitchell seconded and the motion carried.

- President: Christine Ryan
- Vice President: Subrata Paul
- Secretary: Ellen Mitchell
- Treasurer: Jennifer Tessororf
- Claims Auditor: Daryl Snyder

MOTION 143: Jennifer Tessororf moved to approve the 2023 Committee Assignments. Julie Gruendike seconded and the motion carried.

MOTION 144: Ellen Mitchell moved to approve the 2023 Organizational Actions. Jennifer Tessororf seconded and the motion carried.

MOTION 145: Julie Gruendike moved to approve the 2023 Costs and Services to Member Libraries. Jennifer Tessororf seconded and the motion carried.

MOTION 146: Jennifer Tessororf moved to approve the 2022 Livingston County Capital Grant. Ellen Mitchell seconded and the motion carried.

The Livingston County Capital Grant comes from the funds allocated to Livingston County Libraries from the County. The total amount of capital funds is \$6,000.

Recipients include:

1. Avon Free Library
2. Dansville Public Library
3. Lima Public Library
4. Mount Morris Library

MOTION 147: Ellen Mitchell moved to approve the 2023 COSAG Appointments. Jennifer Tessororf seconded and the motion carried.

- Daniel Ammon, English Instructor, Finger Lakes Technical and Career Center (expiring 2025)
- Danielle Amore, CEO-Head Start Director, Early Head Start & Head Start, Cattaraugus & Wyoming Co. Project Head Start (expiring 2024)

- Tim Niver, Director, Victor Farmington Library (expiring 2025)
- Petrea Rae, Coordinator of Pre-Employment Transition Services, Wayne-Finger Lakes BOCES (expiring 2023)
- Cara Rager, Manager of Educational Training & Family Engagement, WXXI (expiring 2024)
- Ingrid Welch, Program Manager, Center for Dispute Settlement (expiring 2023)

MOTION 148: Julie Gruendike moved to approve the NYS Local Retirement Invoice \$48,066.00. Jennifer Tessendorf seconded and the motion carried.

MOTION 149: Ellen Mitchell moved to approve the Junior Systems Administrator Job Description. Jennifer Tessendorf seconded and the motion carried.

MOTION 150: Ellen Mitchell moved to approve the Executive Director's Overnight Travel Request to Advocacy Day 2023. Jennifer Tessendorf seconded and the motion carried.

MOTION 151: Ellen Mitchell 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. Jennifer Tessendorf seconded and the motion carried.

Specifically, the Executive Session was for the Executive Director's Annual Evaluation.

MOTION 152: Ellen Mitchell moved to leave the Executive Session. Jennifer Tessendorf seconded and the motion carried.

MOTION 153: Ellen Mitchell moved to approve the Executive Director Evaluation. Jennifer Tessendorf seconded and the motion carried.

Adjourn

MOTION 154: Jennifer Tessendorf moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried.

The meeting was adjourned at 6:23 PM.

Next Meeting

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

Respectfully submitted,
Ronald Kirsop