



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, September 13, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

**System Board Members Present and In-Person:** Christine Ryan, Jennifer Tessendorf, Judith McKinney, Subrata Paul, and Deborah Nagle.

**System Board Members Attending via Zoom:** Ellen Mitchell.

**System Board Members Excused:** Alissa Bub and Elizabeth Smith-Rossiter.

**Also in Attendance:** Ron Kirsop, Kelly Nemitz, and Suzanne Macaulay (System Staff).  
Kendyl Litwiller-Sutherby (OWWLDAC Liaison). Thomas Whitmore (Incoming Trustee).

### **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 97:** Subrata Paul moved to adopt the September 13, 2023 Agenda. Jennifer Tessendorf seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 98:** Jennifer Tessendorf moved to approve the Minutes of the August 9, 2023 Meeting. Deborah Nagle seconded, and the motion passed unanimously.

### **Finance Reports**

**MOTION 99:** Deborah Nagle moved to approve the Cash Activity Report. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 100:** Judith McKinney moved to approve the Warrants from August 17, 2023 for a total of \$86,937.58; and August 31, 2023 for a total of \$72,750.60. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 101:** Subrata Paul moved to approve the YTD Report and Balance Sheet. Jennifer Tessendorf seconded, and the motion passed unanimously.

### **Central Library Report**

**MOTION 102:** Jennifer Tessendorf moved to approve the Central Library Report. Deborah Nagle seconded, and the motion passed unanimously.

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

Ron Kirsop reviewed the Executive Director Report.

### **OWWLDAC Liaison Report**

OWWLDAC Liaison delivered her report on the activities at Member Libraries.

### **Old Business**

No Old Business.

### **New Business**

**MOTION 103:** Ellen Mitchell moved to approve the 2024 Holiday Schedule. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 104:** Ellen Mitchell moved to approve the 2024 Salary Schedule. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 105:** Ellen Mitchell moved to approve the 2024 Health Insurance Rates. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 106:** Ellen Mitchell moved to approve the 2023 Performance Recognition Program. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 107:** Ellen Mitchell moved to approve the Amendments to the Executive Director's Employment Agreement. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 108:** Deborah Nagle moved to approve the Round Two NYLA Scholarships. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 109:** Judith McKinney moved to approve the OverDrive Invoice for a total of \$33,551.50 (Fiction Content). Subrata Paul seconded, and the motion passed unanimously.

**MOTION 110:** Subrata Paul moved to approve the OverDrive Invoice for a total of \$41,000.00 (Non-Fiction Content). Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 111:** Jennifer Tessendorf moved to approve the Book Challenge Review Committee Reports. Deborah Nagle seconded, and the motion passed unanimously.

Book Challenge Review Committee Reports:

- All Boys Aren't Blue by George M. Johnson
- The Daughters of Ys by M.T. Anderson

**DISCUSSION:** The Board discussed the 2024 Trustee Nominations and Annual Meeting Schedule.

2024 System Trustee Election:

- Alissa Bub (Ontario County)  
Term: January 2024 to December 2026  
Current Term: Filled Vacancy Expiring December 2023
- Thomas Whitmore (Livingston County – At-Large Position)  
Term: January 2024 to December 2026
- Patty Sampson-Bouchard (Ontario County – At-Large Position)  
Term: January 2024 to December 2026

The Annual Meeting will take place on October 11, 2023. Below is the preliminary agenda:

- 5:00 PM – Trustee Workshop with Stephanie Cole Adams
- 6:00 PM – Annual Meeting and Election of System Trustees
- 6:30 PM – Regularly Scheduled System Board Meeting

**MOTION 112:** Deborah Nagle moved to approve the Employee Retention Tax Refund Report. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 113:** Judith McKinney moved to approve the System Trustee Position Description. Subrata Paul seconded, and the motion passed unanimously.

**DISCUSSION:** Kelly Nemitz and Ron Kirsop updated the Board on the 2024 Budget Preparation Plans. The Finance Committee plans to convene in October to review the initial budget. The draft budget will be brought to the Board on November 8, 2023.

**MOTION 114:** Subrata Paul moved to approve the 2023 OWWL Cost Shares to Member Libraries. Jennifer Tessendorf seconded, and the motion passed unanimously.

**Adjourn**

**MOTION 115:** Jennifer Tessendorf moved to adjourn the meeting at 6:00 PM. Deborah Nagle seconded, and the motion passed unanimously.

**Next Meeting:**

Annual Meeting on Wednesday, October 11, 2023.

Regularly Scheduled Board Meeting, October 11, 2023.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System