



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, November 8, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

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

System Board Members Excused: Alissa Bub and Jennifer Tessoroff. Elizabeth Smith-Rossiter (attended via Zoom as a non-voting member with camera off).

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 4:58 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 125: Subrata Paul moved to adopt the November 8, 2023 Agenda. Ellen Mitchell seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 126: Ellen Mitchell moved to approve the Minutes of the October 11, 2023 Meeting. Judith McKinney seconded, and the motion passed unanimously.

Finance Reports

MOTION 127: Judith McKinney moved to approve the Cash Activity Report. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 128: Deborah Nagle moved to approve the Warrants from October 12, 2023 for a total of \$48,506.48; and October 26, 2023 for a total of \$64,470.50. Subrata Paul seconded, and the motion passed unanimously.

MOTION 129: Subrata Paul moved to approve the YTD Report and Balance Sheet. Ellen Mitchell seconded, and the motion passed unanimously.

Central Library Report

MOTION 130: Ellen Mitchell moved to approve the Central Library Report. Judith McKinney 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 131: Judith McKinney moved to approve the Proposed 2024 Budget. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 132: Subrata Paul moved to approve the Policy Updates. Ellen Mitchell seconded, and the motion passed unanimously.

- a) Data Breach Policy
- b) Computer Support Policy
- c) Procurement Policy
- d) Assigned Reserves Policy
- e) Systems Access and Confidentiality of Library Records Policy
- f) Separate Policy Manual into individual Policies, Bylaws, and Resolutions on System Website

MOTION 133: Ellen Mitchell moved to approve the Executive Director Evaluation Process. Judith McKinney seconded, and the motion passed unanimously.

MOTION 134: Judith McKinney moved to approve the 2024 Board Meeting Schedule. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 135: Christine Ryan appointed Judith McKinney to the Nominating Committee for the 2024 Slate of Officers.

MOTION 136: Deborah Nagle moved to approve the 2023 System Satisfaction Survey Launch. Subrata Paul seconded, and the motion passed unanimously.

MOTION 137: Subrata Paul moved to approve the Minimum Standard Assurances for LLSA. Ellen Mitchell seconded, and the motion passed unanimously.

MOTION 138: Ellen Mitchell moved to approve the Book Challenge Review Committee Reports. Judith McKinney seconded, and the motion passed unanimously.

- a) Something Happened in Our Town by Marianne Celano, Marietta Collins, and Ann Hazzard
- b) And Tango Makes Three by Justin Richardson and Peter Parnell
- c) People Kill People by Ellen Hopkins
- d) Flamer by Mike Curato
- e) Prince & Knight by Daniel Haack
- f) My Princess Boy by Cheryl Kilodavis

MOTION 139: Ellen Mitchell moved to enter the Executive Session. Judith McKinney seconded, and the motion passed unanimously.

MOTION 140: Ellen Mitchell moved to exit the Executive Session. Judith McKinney seconded, and the motion passed unanimously.

MOTION 141: Ellen Mitchell moved to approve the Personnel Change Report. Judith McKinney seconded, and the motion passed unanimously.

Adjourn

MOTION 142: Judith McKinney moved to adjourn the meeting at 6:24 PM. Deborah Nagle seconded, and the motion passed unanimously.

Next Meeting: December 13, 2023.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System