



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, February 8, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### Attendance

**System Board Members Present and In-Person:** Ellen Mitchell, Subrata Paul, Christine Ryan, Jennifer Tessorf, Alissa Bub, and Deborah Nagle.

**System Board Members Non-Voting Virtual Attendance:** 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 5:01 PM.

### Public Comment Period

No public comment.

### Adoption of the Agenda

**MOTION 1:** Judith McKinney moved to adopt the February 8, 2023 Agenda. Ellen Mitchell seconded and the motion carried.

### Approval of the Minutes

**MOTION 2:** Ellen Mitchell moved to approve the Minutes of the December 14, 2022 Meeting. Subrata Paul seconded and the motion carried.

### Oath of Office

Christine Ryan appointed Deborah Nagle (Wayne County, at-large member) and administered the Oath of Office. Deborah will be fulfilling a vacant term ending December 31, 2024.

Christine Ryan appointed Alissa Bub (Ontario County, at-large member) and administered the Oath of Office. Alissa will be fulfilling a vacant term ending December 31, 2023.

Deborah and Alissa will file their Oaths of Office with the County they represent by March 8, 2023 to comply with Public Officers Law.

### **Finance Reports**

**MOTION 3:** Jennifer Tessendorf moved to approve the Cash Activity Report. Subrata Paul seconded and the motion carried.

**MOTION 4:** Jennifer Tessendorf moved to approve the Warrants from December 21, 2022 for a total of \$152,369.54; December 29, 2022 for a total of \$13,353.91; December 29, 2022 for a total of \$29,085.00; December 30, 2022 for a total of \$9,941.00; January 12, 2023 for a total of \$23,326.86; and January 26, 2023 for a total of \$15,432.75. Deborah Nagle seconded and the motion carried.

**MOTION 5:** Jennifer Tessendorf moved to approve the December 31, 2022 YTD Report, January 31, 2023 YTD Report, and Balance Sheet. Judith McKinney seconded and the motion carried.

### **Central Library Report**

**MOTION 6:** Judith McKinney moved to approve the Central Library Report. Ellen Mitchell 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 7:** Subrata Paul moved to approve the Systems Access and Confidentiality of Library Records Policy and FAQ. Jennifer Tessendorf seconded and the motion carried.

**MOTION 8:** Subrata Paul moved to authorize Ronald Kirsop, Executive Director, to conduct an external review of the Systems Access and Confidentiality of Library Records Policy. Jennifer Tessendorf seconded and the motion carried.

### **New Business**

**MOTION 9:** Ellen Mitchell moved to approve the 2023 System Trustee Roster. Deborah Nagle seconded and the motion carried.

1. Alissa Bub (Ontario County), term expires December 2023
2. Ellen Mitchell (Central Library), term expires December 2023
3. Christine Ryan (At-Large), term expires December 2023
4. Liz Smith-Rossiter (Livingston County), term expires December 2024
5. Jennifer Tessendorf (At-Large), term expires December 2024
6. Debbie Nagle (At-Large), term expires December 2024
7. Subrata Paul (Wayne County), term expires December 2025
8. Judith McKinney (At-Large), term expires December 2025
9. Vacancy

**MOTION 10:** Ellen Mitchell moved to appoint Alissa Bub to Personnel Committee. Judith McKinney seconded and the motion carried.

**MOTION 11:** Jennifer Tessendorf moved to appoint Debbie Nagle to Finance Committee. Ellen Mitchell seconded and the motion carried.

**MOTION 12:** Ellen Mitchell moved to approve the Anti-Harassment Training for System Trustees Report. Subrata Paul seconded and the motion carried.

**MOTION 13:** Subrata Paul moved to approve the Updated System Policy Manual. Deborah Nagle seconded and the motion carried.

1. System and Member Library Relationship Policy
2. Procurement Policy
3. Petty Cash Policy
4. Freedom of Information Law Policy

**MOTION 14:** Ellen Mitchell moved to approve the 2023 Employee Handbook. Judith McKinney seconded and the motion carried.

**MOTION 15:** Jennifer Tessendorf moved to approve the Assigned Reserve Transfers Report as of 12/31/2022. Subrata Paul seconded and the motion carried.

**MOTION 16:** Jennifer Tessendorf moved to approve the 2023 Operating Budget. Subrata Paul seconded and the motion carried.

**MOTION 17:** Jennifer Tessendorf moved to approve the 2023 Central Library Budget. Subrata Paul seconded and the motion carried.

**MOTION 18:** Ellen Mitchell moved to approve the OverDrive Fiction Deposit, \$98,823.50. Subrata Paul seconded and the motion carried.

**MOTION 19:** Judith McKinney moved to approve the OverDrive Non-Fiction Deposit, \$41,000.00. Deborah Nagle seconded and the motion carried.

**MOTION 20:** Ellen Mitchell moved to adjourn the meeting at 6:09 PM. Subrata Paul seconded and the motion carried.

### **Adjourn**

The meeting was adjourned at 6:09 PM.

### **Next Meeting**

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

Respectfully submitted,  
Ronald Kirsop



# 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



# 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 Tessoroff, 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



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, May 10, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

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

**System Board Members Present Online:** Ellen Mitchell.

**System Board Members Absent:** Elizabeth Smith-Rossiter.

**Also in Attendance:** Ron Kirsop, Kelly Nemitz, and Suzanne Macaulay (System Staff).

### **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 51:** Judith McKinney moved to adopt the May 10, 2023 Agenda. Deborah Nagle seconded, and the motion carried.

### **Approval of the Minutes**

**MOTION 52:** Deborah Nagle moved to approve the Minutes of the April 12, 2023 Meeting. Subrata Paul seconded, and the motion carried.

### **Finance Reports**

**MOTION 53:** Subrata Paul moved to approve the Cash Activity Report. Alissa Bub seconded, and the motion carried.

**MOTION 54:** Alissa Bub moved to approve the Warrants from April 13, 2023 for a total of \$25,407.71; and April 27, 2023 for a total of \$5,929.13. Jennifer Tessendorf seconded, and the motion carried.

**MOTION 55:** Jennifer Tessendorf moved to approve the YTD Report and Balance Sheet. Judith McKinney seconded, and the motion carried.

### **Central Library Report**

**MOTION 56:** Judith McKinney moved to approve the Central Library Report. Deborah Nagle seconded, and the motion carried.

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

Ron Kirsop reviewed the Executive Director Report.

### **PLSDAC Liaison Report**

PLSDAC Liaison was unable to attend this meeting. The Board reviewed their report.

### **Old Business**

**DISCUSSION:** Ron Kirsop mentioned Book Challenges and the future meeting of the Book Challenge Review Committee.

### **New Business**

**DISCUSSION:** Due to the upcoming absences of Trustees, the Board discussed moving the July 12, 2023 Board Meeting Date to August 9, 2023.

**MOTION 57:** Subrata Paul moved to appoint Jennifer Tessendorf and Deborah Nagle to the Construction Aid Award Committee. Alissa Bub seconded, and the motion carried.

**MOTION 58:** Deborah Nagle moved to approve the System Speaker Agreement. Subrata Paul seconded, and the motion carried.

### **Adjourn**

**MOTION 59:** Subrata Paul moved to adjourn the meeting at 5:30 PM. Alissa Bub seconded, and the motion carried.

**Next Meeting:** June 14, 2023 at 5:00 PM

Respectfully submitted,  
Ronald Kirsop



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, June 14, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

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

**System Board Members Absent:** Jennifer Tessendorf, Ellen Mitchell, and Elizabeth Smith-Rossiter.

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

### **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 60:** Judith McKinney moved to adopt the June 14, 2023 Agenda. Deborah Nagle seconded, and the motion carried.

### **Approval of the Minutes**

**MOTION 61:** Deborah Nagle moved to approve the Minutes of the May 10, 2023 Meeting. Alissa Bub seconded, and the motion carried.

### **Finance Reports**

**MOTION 62:** Alissa Bub moved to approve the Cash Activity Report. Subrata Paul seconded, and the motion carried.

**MOTION 63:** Subrata Paul moved to approve the Warrants from May 11, 2023 for a total of \$20,577.58; May 24, 2023 for a total of \$18,908.95; and June 8, 2023 for a total of \$52,381.83. Judith McKinney seconded, and the motion carried.

**MOTION 64:** Judith McKinney moved to approve the YTD Report and Balance Sheet. Deborah Nagle seconded, and the motion carried.

### **Central Library Report**

**MOTION 65:** Deborah Nagle moved to approve the Central Library Report. Alissa Bub seconded, and the motion carried.

### **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**

**MOTION 66:** Alissa Bub moved to approve the Amendments to the Systems Access and Confidentiality of Library Records Policy – Member Library Agreement. Subrata Paul seconded, and the motion carried.

### **New Business**

**Discussion:** The Board discussed a Resolution Against Book Bans based on ALA's Unite Against Book Bans resolution. The Policy Committee will discuss this resolution further and bring it to the Board at a future meeting.

**MOTION 67:** Subrata Paul moved to approve the Request for Proposals – Audit Services. Judith McKinney seconded, and the motion carried.

**MOTION 68:** Judith McKinney moved to approve the Personnel Change Report. Deborah Nagle seconded, and the motion carried.

**MOTION 69:** Deborah Nagle moved to approve the Update to Personnel Handbook. Subrata Paul seconded, and the motion carried.

**MOTION 70:** Alissa Bub moved to approve the Six-Month Progress Report on Strategic Plan. Subrata Paul seconded, and the motion carried.

**MOTION 71:** Subrata Paul moved to approve the 2023 Construction Aid Allocations. Deborah Nagle seconded, and the motion carried.

Judith McKinney abstained from MOTION 71 due to her affiliation with Geneva Public Library, one of the FY 2024 Construction Aid applicants.

**MOTION 72:** Judith McKinney moved to approve the Executive Director's Overnight Travel Request. Deborah Nagle seconded, and the motion carried.

**MOTION 73:** Deborah Nagle moved to approve the Reschedule July 12, 2023 Board Meeting to August 9, 2023. Alissa Bub seconded, and the motion carried.

**Adjourn**

**MOTION 74:** Alissa Bub moved to adjourn the meeting at 6:11 PM. Subrata Paul seconded, and the motion carried.

**Next Meeting:** Wednesday, August 9, 2023 at 5:00 PM

Respectfully submitted,  
Ronald Kirsop



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, August 9, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

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

**System Board Members Attending via Zoom:** Elizabeth Smith-Rossiter.

**System Board Members Absent:** Jennifer Tessoroff.

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

### **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 75:** Judith McKinney moved to adopt the August 9, 2023 Agenda. Ellen Mitchell seconded, and the motion passed unanimously.

The discussion of the Systems Access and Confidentiality of Library Records Policy Update was moved to the bottom of the agenda.

### **Approval of the Minutes**

**MOTION 76:** Deborah Nagle moved to approve the Minutes of the June 14, 2023 Meeting. Subrata Paul seconded, and the motion passed unanimously.



## **Finance Reports**

**MOTION 77:** Alissa Bub moved to approve the Cash Activity Report. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 78:** Ellen Mitchell moved to approve the Warrants from June 22, 2023 for a total of \$15,732.74; July 6, 2023 for a total of \$9,721.53; July 20, 2023 for a total of \$59,352.84; August 3, 2023 for a total of \$103,383.93; and August 3, 2023 for a voided check of \$300.00. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 79:** Subrata Paul moved to approve the YTD Report and Balance Sheet. Alissa Bub seconded, and the motion passed unanimously.

## **Central Library Report**

**MOTION 80:** Deborah Nagle moved to approve the Central Library Report. Ellen Mitchell 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**

**MOTION 81:** Deborah Nagle moved to approve the Resolution Against Book Banning. Subrata Paul seconded, and the motion passed unanimously.

## **New Business**

**MOTION 82:** Alissa Bub moved to approve the Policy Manual Updates. Judith McKinney seconded, and the motion passed unanimously.

Policies Updated Include: Selection and Reconsideration of Materials Policy; Records Retention Policy; and Assigned Reserves Policy.

**MOTION 83:** Elizabeth Smith-Rossiter moved to approve the Book Challenge Review Committee Report. Ellen Mitchell seconded, and the motion passed unanimously.

**MOTION 84:** Deborah Nagle moved to approve the OverDrive Tummonds Fund Invoice for \$33,555.58. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 85:** Alissa Bub moved to approve the Proquest Ancestry Invoice for \$31,115.31. Ellen Mitchell seconded, and the motion passed unanimously.

**MOTION 86:** Ellen Mitchell moved to approve the Update to Delivery Driver's Pay Schedule. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 87:** Ellen Mitchell moved to approve the Personnel Change Report. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 88:** Alissa Bub moved to approve the Insurance Services Request for Proposals. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 89:** Ellen Mitchell moved to approve the Executive Director's Overnight Travel Request. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 90:** Subrata Paul moved to approve the Updates to 2022-2026 Plan of Service. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 91:** Judith McKinney moved to approve the Victor Farmington Library Trustee Education Session to Comply with NY Education Law 260-d. Ellen Mitchell seconded, and the motion passed unanimously.

**MOTION 92:** Deborah Nagle moved to approve the Additional NYLA Scholarships. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 93:** Ellen Mitchell moved to approve the Dell Invoice for \$21,082.39. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 94:** Christine Ryan moved to enter Executive Session to discuss a matter of System Policy and pending litigation. Ellen Mitchell seconded, and the motion passed unanimously.

No action was taken during Executive Session.

**MOTION 95:** Ellen Mitchell moved to exit Executive Session. Deborah Nagle seconded, and the motion passed unanimously.

### **Adjourn**

**MOTION 96:** Subrata Paul moved to adjourn the meeting at 6:27 PM. Alissa Bub seconded, and the motion passed unanimously.

**Next Meeting:** Wednesday, September 13, 2023 at 5:00 PM

Respectfully submitted, Ronald Kirsop



# 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 Tessororf, 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 Tessororf seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 98:** Jennifer Tessororf 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



# OWWL LIBRARY SYSTEM

## Minutes of the 2023 Annual Meeting Wednesday, October 11, 2023

The business meeting was called to order at 6:46 PM by System Board President Christine Ryan. She welcomed everyone and introduced the current OWWL Library System Board of Trustees.

1. For the Central Library – Ellen Mitchell
2. For Ontario County – Judith McKinney and Jennifer Tessendorf
3. For Wyoming County – Vacant
4. For Livingston County – Christine Ryan and Liz Smith-Rossiter
5. For Wayne County – Subrata Paul and Deborah Nagle
6. At-Large Member – Alissa Bub

Attendance Report: 32 people attended the meeting, 13 library trustees were present and 12 member libraries were represented.

**Motion 1:** President Christine Ryan asked for a motion to accept the minutes from last year's Annual Meeting of November 9, 2022. Ellen Mitchell (Geneva) moved to accept the minutes from the November 9, 2022, Annual Meeting. Debby Lund (Lima) seconded and the motion passed unanimously.

### Old Business

There was no old business.

### New Business

**Motion 2:** Christine Ryan asked for nominations from the floor for Ontario County Representatives. Judith McKinney (Geneva) nominated Alissa Bub (Ontario County) to serve a three-year term beginning January 1, 2024 through December 31, 2026. Christine Ryan called for a vote of the Trustees to elect Alissa Bub to the OWWL Library System Board of Trustees. The vote passed unanimously.

**Motion 3:** Christine Ryan asked for nominations from the floor for Livingston County Representatives. Anna Grace (Wadsworth) nominated Thomas Whitmore (Livingston County) to serve a three-year term beginning January 1, 2024 through December 31, 2026. Christine Ryan called for a vote of the Trustees to elect Thomas Whitmore to the OWWL Library System Board of Trustees. The vote passed unanimously.

**Motion 4:** Christine Ryan asked for nominations from the floor for Ontario County Representatives. Mitch Donovan (Victor) nominated Patty Sampson-Bouchard (Ontario County) to serve a three-year term beginning January 1, 2024 through December 31, 2026. Christine Ryan called for a vote of the Trustees to elect Patty Sampson-Bouchard to the OWWL Library System Board of Trustees. The vote passed unanimously.

**Motion 5:** Judith McKinney moved to adjourn the meeting at 6:56 PM. Elizabeth Smith-Rossiter seconded and the motion passed unanimously.

Respectfully submitted, Ronald Kirsop



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, October 11, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

**System Board Members Present and In-Person:** Christine Ryan, Jennifer Tessendorf, Judith McKinney, Subrata Paul, Ellen Mitchell, Alissa Bub Elizabeth Smith-Rossiter, and Deborah Nagle.

**Also in Attendance:** Ron Kirsop and Kelly Nemitz (System Staff). Patty Sampson-Bouchard (Incoming Trustee).

### **Call to Order**

Christine Ryan called the meeting to order at 7:00 PM.

### **Public Comment Period**

No public comment.

### **Adoption of the Agenda**

**MOTION 116:** Jennifer Tessendorf moved to adopt the October 11, 2023 Agenda. Subrata Paul seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 117:** Subrata Paul moved to approve the Minutes of the September 13, 2023 Meeting. Ellen Mitchell seconded, and the motion passed unanimously.

### **Finance Reports**

**MOTION 118:** Ellen Mitchell moved to approve the Cash Activity Report. Judith McKinney seconded, and the motion passed unanimously.



**MOTION 119:** Judith McKinney moved to approve the Warrants from September 14, 2023 for a total of \$26,022.27; September 29, 2023 for a total of \$108,903.08; and September 28, 2023 for a voided check of \$9,066.00. Elizabeth Smith-Rossiter seconded, and the motion passed unanimously.

**MOTION 120:** Elizabeth Smith-Rossiter moved to approve the YTD Report and Balance Sheet. Deborah Nagle seconded, and the motion passed unanimously.

**Central Library Report**

**MOTION 121:** Deborah Nagle moved to approve the Central Library Report. Alissa Bub seconded, and the motion passed unanimously.

**Executive Director's Report**

No Report.

**OWWLDAC Liaison Report**

No Report.

**Old Business**

No Old Business.

**New Business**

**MOTION 122:** Alissa Bub moved to approve the Equinox Invoice for a total of \$65,722.24. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 123:** Jennifer Tessendorf moved to approve the 2022-2026 Plan of Service Revisions. Subrata Paul seconded, and the motion passed unanimously.

**Adjourn**

**MOTION 124:** Ellen Mitchell moved to adjourn the meeting at 7:15 PM. Judith McKinney seconded, and the motion passed unanimously.

**Next Meeting:** Wednesday, November 8, 2023.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System



# 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



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, December 13, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### Attendance

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

**System Board Members Excused:** 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). Patrice Sampson-Bouchard (Incoming Trustee).

### Call to Order

Christine Ryan called the meeting to order at 5:02 PM.

### Public Comment Period

No public comment.

### Oath of Office

Christine Ryan administered Oaths of Office for **Alissa Bub (Ontario County)** and **Patrice Sampson-Bouchard (Ontario County)**. Both will serve three-year terms beginning on January 1, 2024 through December 31, 2026.

**Thomas Whitmore (Livingston County)** was unable to attend the meeting and had his Oath of Office Notarized on December 13, 2023. He will also serve a three-year term beginning on January 1, 2024 through December 31, 2026.

### Adoption of the Agenda

**MOTION 143:** Ellen Mitchell moved to adopt the December 13, 2023 Agenda. Alissa Bub seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 144:** Alissa Bub moved to approve the Minutes of the November 8, 2023 Meeting. Deborah Nagle seconded, and the motion passed unanimously.

### **Finance Reports**

**MOTION 145:** Deborah Nagle moved to approve the Cash Activity Report. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 146:** Subrata Paul moved to approve the Warrants from November 9, 2023 for a total of \$31,457.23; November 22, 2023 for a total of \$92,465.66; and December 7, 2023 for a total amount of \$131,305.16. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 147:** Jennifer Tessendorf moved to approve the YTD Report and Balance Sheet. Judith McKinney seconded, and the motion passed unanimously.

### **Central Library Report**

**MOTION 148:** Judith McKinney moved to approve the Central Library Report. Ellen Mitchell seconded, and the motion passed unanimously.

### **Executive Director Report**

Ron Kirsop reviewed the Executive Director Report.

### **OWWLDAC Liaison Report**

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

### **Old Business**

**MOTION 149:** Ellen Mitchell moved to approve the 2023 System Satisfaction Survey Results. Alissa Bub seconded, and the motion passed unanimously.

### **New Business**

**MOTION 150:** Alissa Bub moved to approve the 2024 Slate of Officers and Claims Auditor. Deborah Nagle seconded, and the motion passed unanimously.

- **President:** Subrata Paul

- **Vice President:** Alissa Bub
- **Secretary:** Jennifer Tessendorf
- **Treasurer:** Deborah Nagle
- **Claims Auditor:** Daryl Snyder

**MOTION 151:** Deborah Nagle moved to approve the 2024 Committee Assignments. Subrata Paul seconded, and the motion passed unanimously.

- **Finance Committee:**
  - Deborah Nagle, Chair
  - Patrice Sampson-Bouchard
- **Personnel Committee:**
  - Judith McKinney, Chair
  - Alissa Bub
  - Patrice Sampson-Bouchard
- **Policy Committee:**
  - Jenny Tessendorf, Chair
  - Elizabeth Smith-Rossiter
  - Thomas Whitmore
- **Audit Committee:**
  - Judith McKinney, Chair

**MOTION 152:** Subrata Paul moved to approve the 2024 Organizational Actions. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 153:** Jennifer Tessendorf moved to approve the 2024 Cooperative Costs and System Funded Resources to Member Libraries. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 154:** Judith McKinney moved to approve the 2024 COSAG Appointments. Ellen Mitchell seconded, and the motion passed unanimously.

**MOTION 155:** Ellen Mitchell moved to approve the Executive Director’s Overnight Travel Request to Advocacy Day 2024. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 156:** Alissa Bub moved to approve the NYS Retirement Invoice. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 157:** Deborah Nagle moved to approve the 2024 Central Library Budget. Subrata Paul seconded, and the motion passed unanimously.

**MOTION 158:** Subrata Paul moved to approve the Office of the New York State Comptroller as Eligible Trustee Education Provider for OWWL Library System Member Libraries. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 159:** Jennifer Tessendorf moved to approve the Employee Handbook Updates. Judith McKinney seconded, and the motion passed unanimously.

- a) Amend Health Insurance Policy
- b) Remove Pre-Tax Premium Plan Policy
- c) Amend NYS Retirement Policy
- d) Amend Optional Insurance Policy

**MOTION 160:** Ellen Mitchell moved to approve the Executive Director Evaluation. Alissa Bub seconded, and the motion passed unanimously.

**Adjourn**

**MOTION 161:** Alissa Bub moved to adjourn the meeting at 6:00 PM. Deborah Nagle seconded, and the motion passed unanimously.

**Next Meeting:** February 14, 2023.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System