



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, February 14, 2024

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Subrata Paul, Alissa Bub, Deborah Nagle, Patrice Sampson-Bouchard, Thomas Whitmore, Judith McKinney, and Jennifer Tessendorf.

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).

Call to Order

Subrata Paul called the meeting to order at 5:00 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 1: Alissa Bub moved to adopt the February 14, 2024 Agenda. Deborah Nagle seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 2: Deborah Nagle moved to approve the Minutes of the December 13, 2023 Meeting. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Finance Reports

MOTION 3: Patrice Sampson-Bouchard moved to approve the Cash Activity Report. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 4: Thomas Whitmore moved to approve the Warrants from December 14, 2023 for a total of \$51,224.17; December 21, 2023 for a total of \$18,838.30; December 28, 2023 for a total of \$9,044.14; December 26, 2023 for a total of \$2,992.39; January 11, 2024 for a total of \$24,412.44; January 25, 2024 for a total of \$25,159.49; and February 8, 2024 for a total of \$109,587.10. Judith McKinney seconded, and the motion passed unanimously.

MOTION 5: Judith McKinney moved to approve the YTD Report and Balance Sheet for January 2024. Alissa Bub seconded, and the motion passed unanimously.

MOTION 6: Alissa Bub moved to approve the YTD Report and Balance Sheet for December 2023. Deborah Nagle seconded, and the motion passed unanimously.

Central Library Report

MOTION 7: Deborah Nagle moved to approve the Central Library Report - December 2023. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 8: Patrice Sampson-Bouchard moved to approve the Central Library Report - January 2024. Thomas Whitmore 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

No Old Business.

New Business

MOTION 9: Thomas Whitmore moved to approve the Policy Updates to the Brand Usage Policy, Cash Management Investment Policy, Claims Auditor Policy, Fixed Assets Capitalization Policy, and the System and Member Library Relationship Policy. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 10: Jennifer Tessendorf moved to approve the 2024 Employee Handbook. Judith McKinney seconded, and the motion passed unanimously.

MOTION 11: Judith McKinney moved to approve the Personnel Change Report. Alissa Bub seconded, and the motion passed unanimously.

MOTION 12: Alissa Bub moved to approve the Strategic Plan Updates. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 13: Deborah Nagle moved to approve the 2024 FOIL Subject Matter List. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

DISCUSSION: Annual Statements and Document Review

Subrata Paul requested Trustees to complete the following annual acknowledgement statements and training requirements:

- a) Conflict of Interest Statement
- b) Whistleblower Statement
- c) Trustee Education Requirement
- d) Trustee Sexual Harassment Prevention Training (Due by March 1, 2024)

Subrata Paul and Ron Kirsop also discussed amending the System's bylaws to change the provision regarding the number of OWWL Library System Board Meetings each year. The current number in the bylaws is eight, the proposed revision would change the number of meetings to six. The updated number would be in accordance with State Education Law Section 255. Trustees will review and vote on amendments during the next regularly scheduled meeting.

MOTION 14: Patrice Sampson-Bouchard moved to approve the 2023 Livingston County Capital Improvement Grant. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 15: Thomas Whitmore moved to approve the OverDrive Invoice – Fiction Content \$80,249.00. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 16: Jennifer Tessendorf moved to approve the OverDrive Invoice – Non-Fiction Content \$40,336.00. Judith McKinney seconded, and the motion passed unanimously.

MOTION 17: Judith McKinney moved to approve the Assigned Reserve Transfers Report as of 12/31/2023. Alissa Bub seconded, and the motion passed unanimously.

MOTION 18: Alissa Bub moved to approve the 2024 Operating Budget. Deborah Nagle seconded, and the motion passed unanimously.

Adjourn

MOTION 19: Deborah Nagle moved to adjourn the meeting at 5:54 PM. Thomas Whitmore seconded, and the motion passed unanimously.

Next Meeting: March 13, 2024 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System