



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, March 13, 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, and Thomas Whitmore.

**System Board Members Excused:** Judith McKinney, Jennifer Tessendorf, and Elizabeth Smith-Rossiter (attended via Zoom as a non-voting member with camera off).

**Also in Attendance:** Ron Kirsop and Kelly Nemitz (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.

### **Auditor Report**

Caitlin Langmead from MMB performed OWWL Library System's FY 2023 Annual Audit. She attended the meeting via Zoom and presented findings from her audit reports. All reports were approved under the Financial Reports section of the meeting.

### **Adoption of the Agenda**

**MOTION 20:** Deborah Nagle moved to adopt the March 13, 2024 Agenda. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 21:** Patrice Sampson-Bouchard moved to approve the Minutes of the February 14, 2024 Meeting. Thomas Whitmore seconded, and the motion passed unanimously.

### **Finance Reports**

**MOTION 22:** Thomas Whitmore moved to approve the Cash Activity Report. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 23:** Alissa Bub moved to approve the Warrants from February 22, 2024 for a total of \$53,039.23; and March 7, 2024 for a total of \$56,359.24. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 24:** Deborah Nagle moved to approve the YTD Report and Balance Sheet. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

**MOTION 25:** Patrice Sampson-Bouchard moved to approve the Audit Report – 2023. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 26:** Thomas Whitmore moved to approve the Form 990 – 2023. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 27:** Deborah Nagle moved to approve the Annual Financial Report (AFR). Alissa Bub seconded, and the motion passed unanimously.

### **Central Library Report**

**MOTION 28:** Thomas Whitmore moved to approve the Central Library Report. Alissa Bub 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 29:** Alissa Bub moved to approve the Bylaw Amendments. Deborah Nagle seconded, and the motion passed unanimously.

The OWWL Library System Bylaws now state that “The Board shall meet no fewer than six times per year (Education Law 255; subdivision 2).

**MOTION 30:** Deborah Nagle moved to approve the Board Meeting Schedule. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

The updated schedule sets OWWL Library System Board Meetings for May 8, 2024; July 10, 2024; September 11, 2024; and November 13, 2024 (Annual Meeting).

### **New Business**

**MOTION 31:** Patrice Sampson-Bouchard moved to approve the 2024 E-Rate Cycle Documents. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 32:** Thomas Whitmore moved to approve the System Annual Report Assurances. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 33:** Subrata Paul appointed Alissa Bub and Thomas Whitmore to the Construction Aid Award Committee.

**MOTION 34:** Alissa Bub moved to approve the FY 2024 Construction Aid Reallocations. Deborah Nagle seconded, and the motion passed unanimously.

**MOTION 35:** Patrice Sampson-Bouchard moved to approve the Closing Assurance and Certification of Program Compliance for the FY 2022 Coordinated Construction Project. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 36:** Deborah Nagle moved to approve the Executive Director Overnight Travel Request. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 37:** Patrice Sampson-Bouchard moved to approve the Executive Director Application to Leadership Ontario. Thomas Whitmore seconded, and the motion passed unanimously.

### **Adjourn**

**MOTION 38:** Alissa Bub moved to adjourn the meeting at 6:05 PM. Deborah Nagle seconded, and the motion passed unanimously.

**Next Meeting:** May 8, 2024 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System