



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, August 14, 2024

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

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

System Board Members Excused: Deborah Nagle and Elizabeth Smith-Rossiter.

Also in Attendance: Ron Kirsop and Kelly Nemitz (System Staff). Felicia Cecere (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 51: Thomas Whitmore moved to adopt the August 14, 2024 Agenda. Alissa Bub seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 52: Alissa Bub moved to approve the Minutes of the May 8, 2024 Meeting. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Finance Reports

MOTION 53: Patrice Sampson-Bouchard moved to approve the Cash Activity Report. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 54: Jennifer Tessendorf moved to approve the Warrants from May 8, 2024 for a total amount of \$28,637.16; May 23, 2024 for a total amount of \$6,030.56; June 6, 2024 for a total amount of \$46,703.40; June 20 2024 for a total amount of \$96,280.73; July 1, 2024 for a voided check from May 8, 2024 for a total of \$(1,000.00); July 3, 2024 for a total amount of \$19,496.63; July 18, 2024 for a total amount of \$120,147.26; July 29, 2024 for a total amount of \$31,817.66; and August 8, 2024 for a total amount of \$36,279.27.. Judith McKinney seconded, and the motion passed unanimously.

MOTION 55: Judith McKinney moved to approve the YTD Report and Balance Sheet. Thomas Whitmore seconded, and the motion passed unanimously.

Central Library Report

MOTION 56: 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's Report.

OWWLDAC Liaison Report

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

Old Business

No old business

New Business

MOTION 57: Alissa Bub moved to approve the Policy Updates. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Policy updates include:

1. Acceptable Use and Internet Safety
2. Annual Audit
3. Assigned Reserves
4. Credit Card, Store, and Gas Card
5. Data Breach

6. Freedom of Information Law
7. Interlibrary Loan to Correctional Facilities
8. Open Meetings Law
9. Records Retention
10. Selection and Reconsideration
11. System and Member Library Relationship
12. Whistleblower
13. Systems Access and Confidentiality of Library Records Policy

All updated policies are available at <https://owwl.org/system/policies/>.

MOTION 58: Patrice Sampson-Bouchard moved to adopt two New Policies: Delivery Policy and Mileage and Scholarship Reimbursement to Member Libraries Policy. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 59: Jennifer Tessendorf moved to approve the Resolution on Library Fines and Fees as a Form of Social Inequity. Judith McKinney seconded, and the motion passed unanimously.

MOTION 60: Judith McKinney moved to approve the Employee Handbook Updates. Thomas Whitmore seconded, and the motion passed unanimously.

Employee Handbook Updates include:

1. Remote Work
2. Building Security
3. Parking
4. Operation of Vehicles for Library System Business
5. Holidays
6. Working Hours (New York)
7. Appendix C: Purchase Requisition Form Procedures
8. Appendix D: Credit Card, Store, and Gas Charge Account Policy and Procedure
9. Appendix K: Employee Handbook Receipt July 10, 2024
10. New Policy – Interns and Volunteers
11. Removed Policy – Employee Discounts
12. Optional Insurance

MOTION 61: Thomas Whitmore moved to dissolve the Library Advocacy Day Reserve Fund. Alissa Bub seconded, and the motion passed unanimously.

The Library Advocacy Day Reserve Fund was depleted in 2023 and is no longer needed for operation.

MOTION 62: Patrice Sampson-Bouchard moved to approve the Construction Aid Allocations FY 2025. Jennifer Tessendorf seconded, and the motion passed unanimously.

Judith McKinney abstained from this vote as she is the Board President of the Geneva Public Library, one of the libraires receiving construction aid.

MOTION 63: Jennifer Tessendorf moved to approve the Progress Report on Strategic Plan. Judith McKinney seconded, and the motion passed unanimously.

MOTION 64: Judith McKinney moved to approve the Proquest – Ancestry Renewal Invoice totaling \$31,815.41. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 65: Alissa Bub moved to approve the NYS Retirement Standard Work Day Resolution. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 66: Thomas Whitmore moved to approve the Executive Director Overnight Travel Request. Alissa Bub seconded, and the motion passed unanimously.

This approval was retroactive as the Board Meeting prior to this event (July 10, 2024) was canceled due to inclement weather.

MOTION 67: Patrice Sampson-Bouchard moved to approve the Staff Credit Card Authorization List. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 68: Jennifer Tessendorf moved to approve the OverDrive Invoice totaling \$85,116.98. Judith McKinney seconded, and the motion passed unanimously.

MOTION 69: Judith McKinney moved to approve the OverDrive Invoice for Non-Fiction totaling \$40,336.00. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 70: Patrice Sampson-Bouchard moved to approve the Opening of Two New Certificates of Deposit. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 71: Subrata Paul moved to enter into Executive Session to discuss a situation relating to a specific former employee. Judith McKinney seconded, and the motion passed unanimously.

MOTION 72: Alissa Bub moved to exit Executive Session. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 73: Patrice Sampson-Bouchard moved to approve the Personnel Change Report. Judith McKinney seconded, and the motion passed unanimously.

Adjourn

MOTION 74: Judith McKinney moved to adjourn the meeting at 6:28 PM. Thomas Whitmore seconded, and the motion passed unanimously.

Next Meeting: September 11, 2024 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System