



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



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



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, May 8, 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, Judith McKinney, Jennifer Tessendorf, and Thomas Whitmore.

System Board Members Excused: Elizabeth Smith-Rossiter (attended via Zoom as a non-voting member).

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.

Adoption of the Agenda

MOTION 39: Deborah Nagle moved to adopt the *May 8, 2024 Agenda*. Alissa Bub seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 40: Alissa Bub moved to approve the *Minutes of the March 13, 2024 Meeting*. Thomas Whitmore seconded, and the motion passed with six votes in favor and one abstention (Judith McKinney abstained because she was absent for the March 13, 2024 Meeting).

Finance Reports

MOTION 41: Thomas Whitmore moved to approve the *Cash Activity Report*. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 42: Patrice Sampson-Bouchard moved to approve the *Warrants from March 21, 2024 for a total of \$39,494.64; March 28, 2024 for a total of \$16,234.41; April 11, 2024 for a total of \$22,537.44; and April 24, 2024 for a total of \$29,619.68*. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 43: Jennifer Tessendorf moved to approve the *YTD Report and Balance Sheet*. Judith McKinney seconded, and the motion passed unanimously.

Central Library Report

MOTION 44: Judith McKinney moved to approve the *Central Library Report*. Deborah Nagle 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

MOTION 45: Deborah Nagle moved to approve the *Annual Trustee Acknowledgement Forms*. Alissa Bub seconded, and the motion passed unanimously.

MOTION 46: Alissa Bub moved to approve the *E-Rate Documents*. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 47: Thomas Whitmore moved to approve the *FY 2024 Construction Aid Reallocations*. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

New Business

MOTION 48: Patrice Sampson-Bouchard moved to approve the *Personnel Change Report*. Jennifer Tessendorf seconded, and the motion passed unanimously.

Updated one job title – changed “Collection & Resource Coordinator” to “Catalog & Resource Coordinator.”

MOTION 49: Jennifer Tessendorf moved to approve the *2024 Continuing Education Scholarships to Libraries*. Judith McKinney seconded, and the motion passed unanimously.

2024 OWWL Library System scholarship award winners include:

1. Sara Schlinger, Livonia Public Library
2. Meghan Bailey, Red Jacket Community Library
3. Susan Flick, Geneva Public Library
4. Maggie Fitzgerald, Walworth-Seely Public Library
5. Janelle Specca, Honeoye Public Library
6. Wendy Beman, Newark Public Library

Adjourn

MOTION 50: Judith McKinney moved to *adjourn the meeting at 5:37 PM*. Deborah Nagle seconded, and the motion passed unanimously.

Next Meeting: July 10, 2024 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System



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 Tessendorf, 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



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, September 11, 2024

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

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

System Board Members Excused: Alissa Bub and Elizabeth Smith-Rossiter.

Also in Attendance: Ron Kirsop and Kelly Nemitz (System Staff).

Call to Order

Subrata Paul called the meeting to order at 5:06 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 75: Patrice Sampson-Bouchard moved to adopt the September 11, 2024 Agenda. Deborah Nagle seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 76: Judith McKinney moved to approve the Minutes of the August 14, 2024 Meeting. Jennifer Tessendorf seconded, and the motion passed unanimously.

Finance Reports

MOTION 77: Jennifer Tessendorf moved to approve the Cash Activity Report. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 78: Patrice Sampson-Bouchard moved to approve the Warrants from August 22, 2024 for a total amount of \$63,392.43; and September 5, 2024 for a total amount of \$57,627.46. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 79: Deborah Nagle moved to approve the YTD Report and Balance Sheet. Judith McKinney seconded, and the motion passed unanimously.

Central Library Report

MOTION 80: Judith McKinney moved to approve the Central Library Report. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 81: Jennifer Tessendorf moved to approve the 2024 Central Library Budget Amendment. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 82: Patrice Sampson-Bouchard moved to approve the 2025 Proposed Central Library Budget. Deborah Nagle seconded, and the motion passed unanimously.

Executive Director Report

Ron Kirsop reviewed the Executive Director's Report.

OWWLDAC Liaison Report

No OWWLDAC Liaison report this month.

Old Business

No old business

New Business

MOTION 83: Deborah Nagle moved to approve the Staff Health Insurance Rates. Judith McKinney seconded, and the motion passed unanimously.

MOTION 84: Judith McKinney moved to approve the Staff 2025 Salary Schedule. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 85: Jennifer Tessendorf moved to approve the 2025 Holiday Schedule. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 86: Patrice Sampson-Bouchard moved to approve the Executive Director’s Evaluation Process. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 87: Judith McKinney moved to approve the 2024 Proposed Amended Budget. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 88: Jennifer Tessendorf moved to appoint Judith McKinney to the Nominating Committee for the 2025 Slate of Officers. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

DISCUSSION: Subrata Paul asked Trustees to consider committee assignments for 2025. This will be approved at the November meeting.

DISCUSSION: Ron Kirsop discussed the plan for the 2024 OWWL Library System Annual Meeting.

MOTION 89: Patrice Sampson-Bouchard moved to approve the OWWL Cost Shares to Member Libraries. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 90: Deborah Nagle moved to approve the New Director NYLA Scholarships. Judith McKinney seconded, and the motion passed unanimously.

MOTION 91: Judith McKinney moved to approve the updated FY 2025 Construction Aid Awards. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 92: Jennifer Tessendorf moved to approve the 2024 Inclusive Collections Aid Awards. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 93: Patrice Sampson-Bouchard moved to approve the OverDrive Invoice totaling \$41,201.50. Deborah Nagle seconded, and the motion passed unanimously.

Adjourn

MOTION 94: Judith McKinney moved to adjourn the meeting at 6:03 PM. Jennifer Tessendorf seconded, and the motion passed unanimously.

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

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System



OWWL LIBRARY SYSTEM

Minutes of the 2024 Annual Meeting Wednesday, November 13, 2024

The business meeting was called to order at 5:05 PM by System Board President Subrata Paul. She welcomed everyone and introduced the current OWWL Library System Board of Trustees.

2024 OWWL Library System Trustees

1. Subrata Paul
2. Liz Smith-Rossiter
3. Jennifer Tessendorf
4. Debbie Nagle
5. Judith McKinney
6. Alissa Bub
7. Patrice Sampson-Bouchard
8. Thomas Whitmore
9. Vacant

Attendance Report

There were 33 individuals attended the meeting representing 18 libraries. There were 24 member library trustees present.

Motion 1: President Subrata Paul asked for a motion to accept the minutes from last year's Annual Meeting of October 11, 2023. Lauren Frank moved to accept the minutes from the October 11, 2023, Annual Meeting. Mary Beth Poupart seconded and the motion passed unanimously.

Old Business

There was no old business.

New Business

Motion 2: Subrata Paul asked for nominations from the floor for Ontario County Representatives. Linda Strauss-Jones nominated Jennifer Tessendorf (Ontario County) to serve a three-year term beginning January 1, 2025 through December 31, 2027. Subrata Paul called for a vote of the Trustees to elect Jennifer Tessendorf to the OWWL Library System Board of Trustees. The vote passed unanimously.

Motion 3: Subrata Paul asked for nominations from the floor for Livingston County Representatives. Thomas Whitmore nominated Maureen Wheeler (Livingston County) to serve a three-year term beginning January 1, 2025 through December 31, 2027. Subrata Paul called for a vote of the Trustees to elect Maureen Wheeler to the OWWL Library System Board of Trustees. The vote passed unanimously.

Motion 4: Subrata Paul asked for nominations from the floor for Wayne County Representatives. Lauren Frank nominated Leslie Shaw (Wayne County) to serve a three-year term beginning January 1, 2025 through December 31, 2027. Subrata Paul called for a vote of the Trustees to elect Leslie Shaw to the OWWL Library System Board of Trustees. The vote passed unanimously.

Motion 5: Mitch Donovan moved to adjourn the meeting at 5:15 PM. Tom Rogers seconded and the motion passed unanimously.

Respectfully submitted,
Ronald Kirsop



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, November 13, 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 Tessendorf, Deborah Nagle, and Thomas Whitmore.

System Board Members Excused: Elizabeth Smith-Rossiter.

Also in Attendance: Ron Kirsop, Kelly Nemitz, Maureen Wheeler (incoming Trustee), and Leslie Shaw (incoming Trustee).

Call to Order

Subrata Paul called the meeting to order at 5:20 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 95: Deborah Nagle moved to adopt the November 13, 2024 Agenda. Alissa Bub seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 96: Alissa Bub moved to approve the Minutes of the September 11, 2024 Meeting. Thomas Whitmore seconded, and the motion passed unanimously.

Finance Reports

MOTION 97: Thomas Whitmore moved to approve the Cash Activity Report. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 98: Jennifer Tessendorf moved to approve the Warrants from Monday, September 19, 2024, for a total amount of \$52,793.52; on Monday, October 3, 2024, for a total amount of \$213,732.45; on Monday, October 17, 2024, for a total amount of \$45,310.38; and on Monday, October 31, 2024, for a total amount of \$32,520.41. Judith McKinney seconded, and the motion passed unanimously.

MOTION 99: Judith McKinney moved to approve the YTD Report and Balance Sheet. Deborah Nagle seconded, and the motion passed unanimously.

Central Library Report

MOTION 100: Deborah Nagle 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

No OWWLDAC Liaison report this month.

Old Business

MOTION 101: Alissa Bub moved to approve the FY 2025 Construction Aid Award Amounts. Thomas Whitmore seconded, and the motion passed unanimously.

New Business

MOTION 102: Thomas Whitmore moved to approve the 2025 Proposed Budget. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 103: Jennifer Tessendorf moved to approve the 2025 Board Meeting Schedule. Judith McKinney seconded, and the motion passed unanimously.

MOTION 104: Judith McKinney moved to approve the 2025 Committee Assignments. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 105: Deborah Nagle moved to approve the 2025 Slate of Officers. Alissa Bub seconded, and the motion passed unanimously.

MOTION 106: Alissa Bub moved to approve the COSAG Appointments. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 107: Thomas Whitmore moved to approve the Cooperative Costs and System Funded Resources to Member Libraries. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 108: Jennifer Tessendorf moved to appoint the Annual Organizational Actions. Judith McKinney seconded, and the motion passed unanimously.

MOTION 109: Judith McKinney moved to approve the FY 2025 System Construction Project Assurances. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 110: Deborah Nagle moved to approve the Livingston County Construction Grant. Alissa Bub seconded, and the motion passed unanimously.

MOTION 111: Alissa Bub moved to approve the Equinox Invoice (Evergreen), \$65,722.24. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 112: Thomas Whitmore moved to approve the Alliance Door & Hardware Deposit, \$14,132.46. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 113: Jennifer Tessendorf moved to approve the NYLA Scholarship Amendment. Judith McKinney seconded, and the motion passed unanimously.

MOTION 114: Judith McKinney moved to approve the Deferred Compensation Resolution. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 115: Deborah Nagle moved to approve the NYS Retirement Invoice, \$77,238. Alissa Bub seconded, and the motion passed unanimously.

MOTION 116: Alissa Bub moved to approve the System and Member Library Relationship Policy. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 117: Thomas Whitmore moved to enter Executive Session to Discuss the Executive Director's Evaluation. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 118: Jennifer Tessendorf moved to exit Executive Session. Judith McKinney seconded, and the motion passed unanimously.

MOTION 119: Judith McKinney moved to approve the Personnel Change Report. Deborah Nagle seconded, and the motion passed unanimously.

MOTION 120: Deborah Nagle moved to approve the Executive Director Evaluation. Alissa Bub seconded, and the motion passed unanimously.

MOTION 121: Alissa Bub moved to approve the Executive Director Employment Agreement. Thomas Whitmore seconded, and the motion passed unanimously.

Adjourn

MOTION 122: Thomas Whitmore moved to adjourn the meeting at 6:29 PM. Jennifer Tessendorf seconded, and the motion passed unanimously.

Next Meeting: January 8, 2025 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System