



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, January 8, 2025

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

**System Board Members Present and In-Person:** Alissa Bub, Patrice Sampson-Bouchard, Judith McKinney, Leslie Shaw, Maureen Wheeler, and Thomas Whitmore.

**System Board Members Excused:** Subrata Paul and Jennifer Tessororf.

**Also in Attendance:** Ron Kirsop, Kelly Nemitz, and Jessica DeMarte (OWWLDAC Liaison).

### **Call to Order**

Alissa Bub called the meeting to order at 5:02 PM.

### **Public Comment Period**

No public comment.

### **Adoption of the Agenda**

**MOTION 1:** Judith McKinney moved to adopt the January 8, 2025 Agenda. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 2:** Patrice Sampson-Bouchard moved to approve the Minutes of the November 13, 2024 Meeting. Thomas Whitmore seconded, and the motion passed unanimously.

### **Oath of Office**

Alissa Bub administered the Oath of Office to Maureen Wheeler (Livingston County) serving a three-year term beginning January 1, 2025 through December 31, 2027; Leslie Shaw (Wayne County) serving a three-year term beginning January 1, 2025 through

December 31, 2027; and Ronald Kirsop, serving as Executive Director under renewable contract from January 1, 2025 through December 31, 2027.

Jennifer Tessendorf was absent and filed her Oath of Office on January 9, 2025.

### **Audit Presentation**

Caitlin Langmead and Jeff Sipes from MMB+CO presented to the board on the OWWL Library System's upcoming financial audit.

### **Finance Reports**

**MOTION 3:** Thomas Whitmore moved to approve the Cash Activity Report. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 4:** Leslie Shaw moved to approve the Warrants from November 14, 2024 for a total of \$122,554.17; November 27, 2024 for a total of \$48,182.07; December 12, 2024 for a total of \$78,531.11; December 19, 2024 for a total of \$22,977.40; December 26, 2024 for a total of \$3,467.00; and December 31, 2024 for a total of \$122,442.77. Maureen Wheeler seconded, and the motion passed unanimously.

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

### **Central Library Report**

**MOTION 6:** Patrice Sampson-Bouchard moved to approve the Central Library Report. Thomas Whitmore seconded, and the motion passed unanimously.

### **Executive Director Report**

Ron Kirsop reviewed the Executive Director's Report.

### **OWWLDAC Liaison Report**

Jessica DeMarte from Perry Public Library delivered the OWWLDAC Liaison Report.

### **Old Business**

No old business.

### **New Business**

**DISCUSSION:** Annual Trustee Document Review – Board Members signed the Trustee Ethics Statement, Whistleblower Policy, and Conflict of Interest Forms. They were also

reminded of the deadline to complete the Sexual Harassment Prevention Training requirement.

**MOTION 7:** Patrice Sampson-Bouchard moved to approve the Transfer of Reserve Funds. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 8:** Thomas Whitmore moved to approve the 2025 Budget Amendments. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 9:** Leslie Shaw moved to approve the FOIL Subject Matter List. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 10:** Maureen Wheeler moved to approve the System Satisfaction Survey. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 11:** Judith McKinney moved to approve the 2022-2024 Strategic Plan Review. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

**MOTION 12:** Patrice Sampson-Bouchard moved to approve the 2025-2026 Strategic Goals. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 13:** Thomas Whitmore moved to approve the Executive Director's Overnight Travel Request to Advocacy Day 2025 – February 4 to 5, 2025. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 14:** Leslie Shaw moved to approve the 2025 Legal Updates to the Employee Handbook. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 15:** Maureen Wheeler moved to adopt the Email Account Policy. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 16:** Patrice Sampson-Bouchard moved to approve the Policy Updates: Computer Support Policy, Conflict of Interest Policy, Delivery Policy, Freedom of Information Law Policy, Pest Management Policy, Receipt and Deposit of Funds Policy, Selection and Reconsideration of Materials Policy, System and Member Library Relationship Policy, System Trustee Education Policy, System Branding, Logos, and Assets Usage Policy. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 17:** Thomas Whitmore moved to approve the Personnel Change Report. Leslie Shaw seconded, and the motion passed unanimously.

**DISCUSSION:** OWWL Library System Bylaws – The Board discussed potential edits to the OWWL Library System Bylaws. These will be added to the March 12, 2025 meeting agenda under old business.

**MOTION 18:** Leslie Shaw moved to approve the Quote for Delivery Van – \$55,100. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 19:** Maureen Wheeler moved to approve the Quote for Siding, Stone and Windows – \$105,600. Judith McKinney seconded, and the motion passed unanimously.

**Adjourn**

**MOTION 20:** Patrice Sampson-Bouchard moved to adjourn the meeting at 6:40 PM. Thomas Whitmore seconded, and the motion passed unanimously.

**Next Meeting:** March 12, 2025 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System