



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, March 12, 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, Subrata Paul, Jennifer Tessendorf, and Thomas Whitmore.

System Board Members Excused: Maureen Wheeler.

Also in Attendance: Ron Kirsop and Kelly Nemitz.

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 21: Jennifer Tessendorf moved to adopt the March 12, 2025 Agenda. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 22: Patrice Sampson-Bouchard moved to approve the Minutes of the January 8, 2025 Meeting. Thomas Whitmore seconded, and the motion passed unanimously.

Post Audit Communication

Caitlin Langmead from MMB+CO presented to the board on the OWWL Library System's financial audit and 990.

Finance Reports

MOTION 23: Thomas Whitmore moved to approve the Cash Activity Report. Judith McKinney seconded, and the motion passed unanimously.

MOTION 24: Judith McKinney moved to approve the Warrants from January 16, 2025 for a total of \$28,616.67; January 30, 2025 for a total of \$60,043.78; February 13, 2025 for a total of \$163,341.58; and February 26, 2025 for a total of \$5,959.66. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 25: Leslie Shaw moved to approve the YTD Report and Balance Sheet. Alissa Bub seconded, and the motion passed unanimously.

MOTION 26: Alissa Bub moved to approve the Audited Financial Statements from MMB. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 27: Jennifer Tessendorf moved to approve the Report to Audit Committee from MMB. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 28: Patrice Sampson-Bouchard moved to approve the Form 990 – 2024. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 29: Thomas Whitmore moved to approve the Annual Financial Report (AFR). Judith McKinney seconded, and the motion passed unanimously.

Central Library Report

MOTION 30: Leslie Shaw 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

Ron Kirsop reviewed the OWWLDAC Liaison Report.

Old Business

MOTION 31: Alissa Bub moved to approve the OWWL Library System Bylaws. Jennifer Tessendorf seconded, and the motion passed unanimously.

New Business

MOTION 32: Jennifer Tessendorf moved to approve the System Annual Report Assurances. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 33: Patrice Sampson-Bouchard moved to approve the Employee Handbook Updates – March 12, 2025. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 34: Judith McKinney moved to approve the Trustee Sexual Harassment Prevention Training Confirmation and Acknowledgment Forms. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 35: Leslie Shaw moved to approve the Policy Updates: Email Account and Use Policy, Selection and Reconsideration of Materials Policy (Title Change to: “Collection Management and Circulation Policy”), Systems Access and Confidentiality of Library Records Policy, and System and Member Library Relationship Policy. Alissa Bub seconded, and the motion passed unanimously.

MOTION 36: Alissa Bub moved to approve the Alliance Door Invoice – \$14,132.36. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 37: Jennifer Tessendorf moved to approve the Overdrive Non-Fiction Content Central Library – \$40,600.00. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 38: Patrice Sampson-Bouchard moved to approve the OverDrive Fiction Content Member Library Commitments – \$96,912.00. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 39: Thomas Whitmore moved to approve the Resolution on Supporting Competitive Compensation for Library Directors. Judith McKinney seconded, and the motion passed unanimously.

DISCUSSION: Subrata Paul updated the board on the Friends and Foundation of Rochester Public Library funding for member libraries.

DISCUSSION: Ron Kirsop updated the board on the Windows 10 End of Life letter that was recently sent to several member libraries and the concerns libraries upgrading computers by the October 2025 deadline.

DISCUSSION: Ron Kirsop updated the board on Library Advocacy.

DISCUSSION: Ron Kirsop updated the board on the System’s successful filing of E-Rate Form 471 for both Category One and Category Two funding.

Adjourn

MOTION 40: Leslie Shaw moved to adjourn the meeting at 6:31 PM. Judith McKinney seconded, and the motion passed unanimously.

Next Meeting: May 14, 2025 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System