



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, May 14, 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, Maureen Wheeler, and Thomas Whitmore.

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

Call to Order

Subrata Paul called the meeting to order at 5:01 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 41: Alissa Bub moved to adopt the May 14, 2025 Agenda. Leslie Shaw seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 42: Leslie Shaw moved to approve the Minutes of the March 12, 2025 Meeting. Judith McKinney seconded, and the motion passed unanimously.

Finance Reports

MOTION 43: Judith McKinney moved to approve the Cash Activity Report. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 44: Patrice Sampson-Bouchard moved to approve the Warrants from March 13, 2025 for a total of \$34,371.75; March 25, 2025 for a total of \$6,777.46; April 10, 2025 for a total of

\$39,908.68; April 24, 2025 for a total of \$60,296.58; and May 8, 2025 for a total of \$47,086.31. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 45: Thomas Whitmore moved to approve the YTD Report and Balance Sheet. Maureen Wheeler seconded, and the motion passed unanimously.

Central Library Report

MOTION 46: Maureen Wheeler moved to approve the Central Library Report. Jennifer Tessendorf seconded, and the motion passed unanimously.

Executive Director Report

Ron Kirsop reviewed the Executive Director's Report.

OWWLDAC Liaison Report

Jessica DeMarte reviewed the OWWLDAC Liaison Report.

Old Business

No old business.

New Business

MOTION 47: Jennifer Tessendorf moved to approve the Transfer \$55,100.00 from the Vehicle Reserve to Unrestricted General Operations to reimburse for the purchase of a 2025 Ford Transit Van used for delivery services from Bob Johnson Ford on 4/24/2025. Alissa Bub seconded, and the motion passed unanimously.

MOTION 48: Alissa Bub moved to approve the Bob Johnson Ford Van Purchase – \$55,100. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 49: Leslie Shaw moved to approve the Policy Updates: State Aid for Library Construction Aid Policy (merged policy replacing Construction Aid Policy and Reduced Match Eligibility Requirements Policy), Social Media Policy (updated), System and Member Library Relationship Policy (updated), Support for Trustee Education Requirements Policy (new), E-Rate Participation and Compliance Policy (new). Judith McKinney seconded, and the motion passed unanimously.

MOTION 50: Judith McKinney moved to enter the Executive Session for the purpose of discussing the employment history of a particular person and matters leading to potential termination of a particular employee as permitted under Article 7, Section 105(1)(f) of the New York State Public Officers Law. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 51: Patrice Sampson-Bouchard moved to exit the Executive Session. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 52: Thomas Whitmore moved to approve the Personnel Change Report. Maureen Wheeler seconded, and the motion passed unanimously.

Adjourn

MOTION 53: Maureen Wheeler moved to adjourn the meeting at 6:23 PM. Alissa Bub seconded, and the motion passed unanimously.

Next Meeting: July 9, 2025 at OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System