



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, August 13, 2025

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

**System Board Members Present and In-Person:** Alissa Bub, Patrice Sampson-Bouchard, Rachel Lee, Leslie Shaw, Subrata Paul, Maureen Wheeler, and Thomas Whitmore.

**Also in Attendance:** Ron Kirsop, Kelly Nemitz, and Judith McKinney (via Zoom, non-voting, camera off), and Jessica DeMarte (OWWLDAC Liaison).

**Excused:** Jennifer Tessendorf

### **Call to Order**

Subrata Paul called the meeting to order at 5:00 PM.

### **Public Comment Period**

No public comment.

### **Oath of Office**

Subrata Paul appointed Rachel Lee (Wayne County) to the position of Trustee of the OWWL Library System Board and administered her oath of office. Rachel Lee is filling an unexpired term originally commencing January 1, 2023, and concluding December 31, 2025.

Ms. Lee's Oath of Office will be mailed to the Wayne County Clerk's office on August 14, 2025.

### **Adoption of the Agenda**

**MOTION 54:** Maureen Wheeler moved to adopt the August 13, 2025 Agenda. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 55:** Patrice Sampson-Bouchard moved to approve the Minutes of the May 14, 2025 Meeting. Thomas Whitmore seconded, and the motion passed unanimously.

### **Finance Reports**

**MOTION 56:** Thomas Whitmore moved to approve the Cash Activity Report. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 57:** Leslie Shaw moved to approve the Warrants from May 15, 2025 for a total of \$6,295.03; May 29, 2025 for a total of \$2,424.09; June 12, 2025 for a total of \$56,364.70; June 26, 2025 for a total of \$18,240.41; July 10, 2025 for a total of \$22,810.08; July 24, 2025 for a total of \$129,763.38; and August 7, 2025 for a total of \$28,282.07. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 58:** Maureen Wheeler moved to approve the YTD Report and Balance Sheet. Rachel Lee seconded, and the motion passed unanimously.

**MOTION 59:** Rachel Lee moved to authorize the Opening of Two Certificates of Deposit (\$500,000 Each) Using Received State Aid. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Central Library Report**

**MOTION 60:** 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 reviewed the OWWLDAC Liaison Report.

### **Old Business**

Ron Kirsop provided an update on the Windows 10 End of Life status on member library computers across the System.

### **New Business**

**MOTION 61:** Thomas Whitmore moved to approve the ProQuest – Ancestry Subscription \$32,769.86. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 62:** Alissa Bub moved to approve the FY 2026 Construction Aid Awards to Libraries. Leslie Shaw seconded.

*Vote:* Motion carried. Yes – Alissa Bub, Patrice Sampson-Bouchard, Leslie Shaw, Subrata Paul, Maureen Wheeler, and Thomas Whitmore (6). Abstain – Rachel Lee, citing a conflict of interest as a trustee of Ontario Public Library. No – 0.

**MOTION 63:** Leslie Shaw moved to approve the Executive Director’s Overnight Travel Request. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 64:** Maureen Wheeler moved to approve the Personnel Change Report. Rachel Lee seconded, and the motion passed unanimously.

**MOTION 65:** Rachel Lee moved to approve the following Policy Actions: Updated policies – Email Support and Use Policy, E-Rate Participation and Compliance Policy, System and Member Library Relationship Policy; and new policies – Minimum Standards Compliance Policy, Coordinated Outreach Services Advisory Group Policy. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

**MOTION 66:** Patrice Sampson-Bouchard moved to approve the Closing Construction Aid Assurances. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 67:** Thomas Whitmore moved to approve the Overdrive Invoice FFRPL Grant Commitments \$119,257.72. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 68:** Alissa Bub moved to approve the Update NYS Retirement Standard Work Day Resolution. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 69:** Leslie Shaw moved to dissolve the Coordinated Outreach Services Advisory Committee Bylaws that were replaced by the Coordinated Outreach Services Advisory Group Policy. Maureen Wheeler seconded, and the motion passed unanimously.

**MOTION 70:** Maureen Wheeler moved to enter the Executive Session to discuss a matter relating to the employment history and potential leave of a particular person. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

**MOTION 71:** Rachel Lee moved to exit the Executive Session. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Adjourn**

**MOTION 72:** Patrice Sampson-Bouchard moved to adjourn the meeting at 6:24 PM. Thomas Whitmore seconded, and the motion passed unanimously.

**Next Meeting:** The next meeting of the OWWL Library System Board will be held on September 24, 2025, at the OWWL Library System Headquarters. This date was changed due to the unavailability of some trustees.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System