



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, September 24, 2025

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Alissa Bub, Rachel Lee, Leslie Shaw, Subrata Paul, Maureen Wheeler, Jennifer Tessendorf, and Thomas Whitmore.

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

Excused: Judith McKinney, Patrice Sampson-Bouchard

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 73: Jennifer Tessendorf moved to adopt the September 24, 2025 Agenda. Maureen Wheeler seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 74: Maureen Wheeler moved to approve the Minutes of the August 13, 2025 Meeting. Leslie Shaw seconded, and the motion passed unanimously.

Finance Reports

MOTION 75: Leslie Shaw moved to approve the Cash Activity Report. Alissa Bub seconded, and the motion passed unanimously.

MOTION 76: Alissa Bub moved to approve the Opening of a 30-day CD totaling \$200,000. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 77: Thomas Whitmore moved to approve the Warrants (list of bills paid). Rachel Lee seconded, and the motion passed unanimously.

MOTION 78: Rachel Lee moved to approve the YTD Report and Balance Sheet. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 79: Jennifer Tessendorf moved to approve the 2025 Proposed Amended Budget. Maureen Wheeler seconded, and the motion passed unanimously.

Central Library Report

MOTION 80: Maureen Wheeler moved to approve the Central Library Report. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 81: Leslie Shaw moved to approve the 2025 Central Library Amended Budget. Alissa Bub 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

MOTION 82: Alissa Bub moved to approve the Updated FY 2026 Construction Aid Awards to Libraries. Thomas Whitmore seconded, and the motion passed unanimously.

New Business

MOTION 83: Thomas Whitmore moved to approve the Approve Staff Health Insurance Rates (2026). Rachel Lee seconded, and the motion passed unanimously.

MOTION 84: Rachel Lee moved to approve the Approve Staff Salaries (2026). Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 85: Jennifer Tessendorf moved to approve the Approve Holiday Schedule (2026). Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 86: Leslie Shaw moved to approve the Executive Director's Evaluation Plan. Alissa Bub seconded, and the motion passed unanimously.

MOTION 87: Alissa Bub moved to approve the Communications Allowance Pilot Program. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 88: Thomas Whitmore moved to approve the Equinox Invoice – \$65,722.24. Rachel Lee seconded, and the motion passed unanimously.

MOTION 89: Rachel Lee moved to approve the Appoint Judith McKinney to the Nominating Committee to develop the 2026 Slate of Officers. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 90: Jennifer Tessendorf moved to approve the Member Library Scholarship Award Recipient report. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 91: Maureen Wheeler moved to approve the “Reach Out, Read On: Alternative Delivery Grant” Award Recipient report. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 92: Leslie Shaw moved to approve the 2025 Proposed Evergreen Cost Shares. Alissa Bub seconded, and the motion passed unanimously.

MOTION 93: Alissa Bub moved to approve the OverDrive Invoice – Fiction Content \$40,394. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 94: Thomas Whitmore moved to approve the OverDrive Invoice – Non-Fiction Content \$40,600. Rachel Lee seconded, and the motion passed unanimously.

MOTION 95: Rachel Lee moved to approve the Personnel Change Report. Jennifer Tessendorf seconded, and the motion passed unanimously.

Adjourn

MOTION 96: Jennifer Tessendorf moved to adjourn the meeting at 6:00 PM. Maureen Wheeler seconded, and the motion passed unanimously.

Next Meeting:

The next meeting of the OWWL Library System Board will be held on November 12, 2025, at the OWWL Library System Headquarters.

The Annual Meeting of the OWWL Library System Board of Trustees will also be held on November 12, 2025, at the OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System