OWWL Library System

Board Meeting Minutes
Wednesday, November 12, 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, Judith McKinney, Patrice Sampson-Bouchard, and Thomas Whitmore.

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

Excused: Jennifer Tessendorf

Call to Order

Subrata Paul called the meeting to order at 6:00 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 97: Judith McKinney moved to adopt the November 12, 2025 Agenda. Leslie Shaw seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 98: Leslie Shaw moved to approve the Minutes of the September 24, 2025 Meeting. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Financial Reports

MOTION 99: Patrice Sampson-Bouchard moved to approve the Cash Activity Report. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 100: Thomas Whitmore moved to approve the Warrants from October 2, 2025 for a total of $49,185.64; October 16, 2025 for a total of $65,157.05; and October 31, 2025 for a total of $136,048.22. Rachel Lee seconded, and the motion passed unanimously.

MOTION 101: Rachel Lee moved to approve the YTD Report and Balance Sheet. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 102: Maureen Wheeler moved to approve the two Tom Ghysel invoices totaling $24,475.00 and $83,000.00. Alissa Bub seconded, and the motion passed unanimously.

MOTION 103: Alissa Bub moved to approve the NYS Retirement 2026 invoice totaling $91,760.00. Judith McKinney seconded, and the motion passed unanimously.

MOTION 104: Judith McKinney moved to approve the Universal Package invoice totaling $25,789.35. Leslie Shaw seconded, and the motion passed unanimously.

Central Library Report

MOTION 105: Leslie Shaw moved to approve the Central Library Report. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 106: Patrice Sampson-Bouchard moved to approve the 2026 Central Library Budget. 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

No old business.

New Business

MOTION 107: Thomas Whitmore moved to approve the 2026 Proposed Budget. Rachel Lee seconded, and the motion passed unanimously.

MOTION 108: Rachel Lee moved to approve the 2025 Minimum Standard Assurances to DLD. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 109: Maureen Wheeler moved to approve the 2026 Board Meeting Schedule. Alissa Bub seconded, and the motion passed unanimously.

MOTION 110: Alissa Bub moved to approve the 2026 Committee Assignments. Judith McKinney seconded, and the motion passed unanimously.

Finance Committee: Jennifer Tessendorf, Chair, and Patrice Sampson-Bouchard.
Personnel Committee: Judith McKinney, Chair, and Alissa Bub.
Policy Committee: Maureen Wheeler, Chair, Leslie Shaw, and Rachel Lee.
Construction Aid Committee: Thomas Whitmore, Chair, and Alissa Bub.
Audit Committee: Judith McKinney, Chair.

MOTION 111: Judith McKinney moved to approve the 2026 Appointment of Officers. Leslie Shaw seconded, and the motion passed unanimously.

President: Subrata Paul
Vice President: Alissa Bub
Secretary: Thomas Whitmore
Treasurer: Jennifer Tessendorf

MOTION 112: Leslie Shaw moved to approve the Cooperative Costs and System Funded Resources to Member Libraries for FY 2026. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 113: Patrice Sampson-Bouchard moved to approve the 2026 Organizational Actions. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 114: Thomas Whitmore moved to approve the Policy Review: System and Member Library Relationship Policy as amended, along with the Coordinated Outreach Services Advisory Group Policy, the Computer and Technology Support Policy, the System and Member Library Relationship Policy, and the Support for Trustee Education Requirements Policy. Rachel Lee seconded, and the motion passed unanimously.

MOTION 115: Rachel Lee moved to approve the New Policies: Code of Ethics Policy and the Website Terms of Use Policy. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 116: Maureen Wheeler moved to approve the 2025 Service Agreement to Correctional Facility Libraries. Alissa Bub seconded, and the motion passed unanimously.

MOTION 117: Alissa Bub moved to approve the Resolution: Commitment to System Integrity, Data Security, and Patron Privacy. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 118: Leslie Shaw moved to approve the Coordinated Outreach Services Aid Awards. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 119: Patrice Sampson-Bouchard moved to enter the Executive Session to discuss the Executive Director's performance evaluation. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 120: Alissa Bub moved to exit the Executive Session. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 121: Maureen Wheeler moved to approve the Executive Director's Evaluation. Alissa Bub seconded, and the motion passed unanimously.

MOTION 122: Alissa Bub moved to approve the Personnel Change Report. Leslie Shaw seconded, and the motion passed unanimously.

Adjourn

MOTION 123: Patrice Sampson-Bouchard moved to adjourn the meeting at 8:07 PM. Thomas Whitmore seconded, and the motion passed unanimously.

Next Meeting:

The next meeting of the OWWL Library System Board will be held on January 14, 2026, at the OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System