



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, January 14, 2026

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, Patrice Sampson-Bouchard, and Thomas Whitmore.

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

Excused: Judith McKinney

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 1: Alissa Bub moved to adopt the January 14, 2026 Agenda. Thomas Whitmore seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 2: Thomas Whitmore moved to approve the Minutes of the November 12, 2025 Meeting. Rachel Lee seconded, and the motion passed unanimously.

Oath of Office

MOTION 3: Rachel Lee moved to confirm the Oath of Office statements, mailed December 8, 2025, for: Subrata Paul, term January 1, 2026 through December 31, 2028; Rachel Lee, term January 1, 2026 through December 31, 2028; and Judith McKinney, term January 1, 2026 through December 31, 2028. Jennifer Tessendorf seconded, and the motion passed unanimously.

Financial Reports

MOTION 4: Jennifer Tessendorf moved to approve the Cash Activity Report. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 5: Patrice Sampson-Bouchard moved to approve the Warrants from November 13, 2025 for a total of \$242,767.83; November 26, 2025 for a total of \$25,321.70; December 11, 2025 for a total of \$78,907.45; December 23, 2025 for a total of \$56,718.94; December 24, 2025 for a total of \$3,135.04; and January 8, 2026 for a total of \$25,927.97, for a combined total of \$432,778.93. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 6: Alissa Bub moved to approve the YTD Report and Balance Sheet. Thomas Whitmore seconded, and the motion passed unanimously.

Central Library Report

MOTION 7: Thomas Whitmore moved to approve the Central Library Report. Rachel Lee 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 updated the board on the 2025 Minimum Standard Compliance status for member libraries and the conversation at the November OWWLDAC meeting regarding the System and Member Library Relationship Policy.

New Business

MOTION 8: Thomas Whitmore moved to approve the Transfer of Reserve Funds. Rachel Lee seconded, and the motion passed unanimously.

MOTION 9: Rachel Lee moved to approve the 2026 Budget Amendments. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 10: Jennifer Tessendorf moved to approve the FOIL Subject Matter List. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 11: Patrice Sampson-Bouchard moved to approve the System Satisfaction Survey. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 12: Leslie Shaw moved to approve the Policy Committee's recommended actions to update the Systems Access and Confidentiality of Library Records Policy, the System and Member Library Relationship Policy, the Procurement Policy, the Disposal and Sales of Surplus or Donated

Items Policy, and the Delivery Service Policy; to adopt the Financial Support Policy; and to revoke the Mileage and Scholarship Reimbursement to Member Libraries Policy. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 13: Maureen Wheeler moved to establish the 2027–2031 Plan of Service Ad Hoc Committee and appoints Thomas Whitmore to serve as the chair of the committee. Alissa Bub seconded, and the motion passed unanimously.

MOTION 14: Alissa Bub moved to approve the Livingston County Capital Improvement Grant. Thomas Whitmore seconded, and the motion passed unanimously.

MOTION 15: Thomas Whitmore moved to approve the 2025 Asset Disposal List. Rachel Lee seconded, and the motion passed unanimously.

MOTION 16: Rachel Lee moved to approve the Executive Director Overnight Travel Request. Jennifer Tessendorf seconded, and the motion passed unanimously.

MOTION 17: Jennifer Tessendorf moved to approve the Overdrive Invoice \$36,339.94. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 18: Patrice Sampson-Bouchard moved to approve the Coordinated Outreach Service Advisory Group Appointments. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 19: Leslie Shaw moved to approve the Employee Handbook – 2026. Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 20: Maureen Wheeler moved to approve the Personnel Change Report. Alissa Bub seconded, and the motion passed unanimously.

MOTION 21: Alissa Bub moved to approve the Delivery Van Purchase. Thomas Whitmore seconded, and the motion passed unanimously.

Adjourn

MOTION 22: Thomas Whitmore moved to adjourn the meeting at 6:35 PM. Rachel Lee seconded, and the motion passed unanimously.

Next Meeting: The next meeting of the OWWL Library System Board will be held on March 11, 2026, at the OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System