



# OWWL LIBRARY SYSTEM

## BOARD MEETING MINUTES

Wednesday, March 11, 2026

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

### **Attendance**

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

**Also in Attendance:** Ron Kirsop and Kelly Nemitz.

**Excused:** Maureen Wheeler

### **Call to Order**

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

### **Public Comment Period**

No public comment.

### **Adoption of the Agenda**

**MOTION 23:** Jennifer Tessendorf moved to adopt the March 11, 2026 Agenda. Leslie Shaw seconded, and the motion passed unanimously.

### **Approval of the Minutes**

**MOTION 24:** Leslie Shaw moved to approve the Minutes of the January 14, 2026 Meeting. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

### **Post Audit Communication**

Caitlin Langmead from MMB+CO presented to the board on the OWWL Library System's financial audit and 990.

### **Financial Reports**

**MOTION 25:** Patrice Sampson-Bouchard moved to approve the Cash Activity Report. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 26:** Judith McKinney moved to approve the warrants from January 22, 2026 for a total of \$7,427.39; February 5, 2026 for a total of \$190,876.18; February 19, 2026 for a total of \$54,421.67; and March 5, 2026 for a total of \$28,663.94, for a combined total of \$281,389.18. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 27:** Alissa Bub moved to approve the YTD Report and Balance Sheet. Rachel Lee seconded, and the motion passed unanimously.

**MOTION 28:** Rachel Lee moved to approve the Audited Financial Statements from MMB. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 29:** Thomas Whitmore moved to approve the Report to Audit Committee from MMB. Jennifer Tessendorf seconded, and the motion passed unanimously.

**MOTION 30:** Jennifer Tessendorf moved to approve the Form 990 – 2025. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 31:** Patrice Sampson-Bouchard moved to approve the Annual Financial Report (AFR). Judith McKinney seconded, and the motion passed unanimously.

### **Central Library Report**

**MOTION 32:** Alissa Bub 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.

### **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.

All libraries have confirmed they are in compliance with the 2025 Minimum Standards.

### **New Business**

**MOTION 33:** Rachel Lee moved to approve the Trustee Sexual Harassment Prevention Training Confirmation and Acknowledgment Forms. Thomas Whitmore seconded, and the motion passed unanimously.

**MOTION 34:** Thomas Whitmore moved to accept Jennifer Tessendorf's Resignation from the OWWL Library System Board of Trustees effective March 12, 2026. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 35:** Jennifer Tessendorf moved to appoint the Patrice Sampson-Bouchard to the role of Treasurer. Leslie Shaw seconded, and the motion passed unanimously.

**MOTION 36:** Leslie Shaw moved to approve the Alissa Bub as backup check signatory. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

**MOTION 37:** Patrice Sampson-Bouchard moved to approve the Assembly Aid (Bullet Aid) invoices include the Wyoming Library Assembly Aid invoice for \$20,000 and the Red Jacket Library Assembly Aid invoice for \$30,000. Judith McKinney seconded, and the motion passed unanimously.

**MOTION 38:** Judith McKinney moved to approve the updated Email Account and Use Policy. Alissa Bub seconded, and the motion passed unanimously.

**MOTION 39:** Alissa Bub moved to approve the OverDrive Invoice \$42,286.50 – Nonfiction. Rachel Lee seconded, and the motion passed unanimously.

### **Adjourn**

**MOTION 40:** Thomas Whitmore moved to adjourn the meeting at 6:28 PM. Jennifer Tessendorf seconded, and the motion passed unanimously.

**Next Meeting:** The next meeting of the OWWL Library System Board will be held on May 13, 2026, at the OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop  
Executive Director  
OWWL Library System