



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES

Wednesday, May 13, 2026

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present: Leslie Shaw, Maureen Wheeler, Subrata Paul, Patrice Sampson-Bouchard, and Judith McKinney.

Also in Attendance: Ron Kirsop and Kelly Nemitz.

Excused: Alissa Bub, Rachel Lee, and Thomas Whitmore

Call to Order

Subrata Paul called the meeting to order at 5:05 PM.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 41: Patrice Sampson-Bouchard moved to adopt the May 13, 2026 Agenda. Leslie Shaw seconded, and the motion passed unanimously.

Approval of the Minutes

MOTION 42: Leslie Shaw moved to approve the amended Minutes of the March 11, 2026 Meeting. Maureen Wheeler seconded, and the motion passed unanimously.

Financial Reports

MOTION 43: Maureen Wheeler moved to approve the Cash Activity Report. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 44: Judith McKinney moved to approve the Warrants from March 19, 2026 for a total of \$129,674.93; April 2, 2026 for a total of \$3,482.52; April 16, 2026 for a total of \$29,113.25; April 30, 2026 for a total of \$6,311.86; and May 6, 2026 for a total of \$960.31, for a combined total of \$169,542.87. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 45: Patrice Sampson-Bouchard moved to approve the YTD Report and Balance Sheet. Leslie Shaw seconded, and the motion passed unanimously.

Central Library Report

MOTION 46: Leslie Shaw moved to approve the Central Library Report. Maureen Wheeler seconded, and the motion passed unanimously.

Executive Director Report: Ron Kirsop reviewed the Executive Director's Report.

Old Business

MOTION 47: Maureen Wheeler moved to approve the Resolution on Required Systems Access and Email Security Training for Current Account Holders. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

Full resolution language attached at the end of these minutes.

New Business

MOTION 48: Judith McKinney moved to approve the Direct Access Plan 2027-2031. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 49: Patrice Sampson-Bouchard moved to approve the Correctional Service Agreement. Leslie Shaw seconded, and the motion passed unanimously.

MOTION 50: Leslie Shaw moved to approve the Policy Actions (Computer Support Policy (Update); Name, Branding, and Identity Use Policy (Adopt); System Branding, Logos, and Assets Usage Policy (Revoke); Systems Access and Confidentiality of Library Records Policy (Update)). Maureen Wheeler seconded, and the motion passed unanimously.

MOTION 51: Maureen Wheeler moved to approve the Overdrive Invoice Totaling \$109,709.50. Judith McKinney seconded, and the motion passed unanimously.

MOTION 52: Judith McKinney moved to approve the NYS Retirement Standard Work Day Resolution Form. Patrice Sampson-Bouchard seconded, and the motion passed unanimously.

MOTION 53: Patrice Sampson-Bouchard moved to approve the Executive Director's Overnight Travel Request. Leslie Shaw seconded, and the motion passed unanimously.

Adjourn

MOTION 54: Leslie Shaw moved to adjourn the meeting at 5:48 PM. Maureen Wheeler seconded, and the motion passed unanimously.

Next Meeting: The next meeting of the OWWL Library System Board will be held on July 8, 2026, at the OWWL Library System Headquarters.

Respectfully submitted,

Ronald Kirsop
Executive Director
OWWL Library System

RESOLUTION: REQUIRED SYSTEMS ACCESS AND EMAIL SECURITY TRAINING FOR CURRENT ACCOUNT HOLDERS TO PROTECT PATRON DATA AND PRIVACY

WHEREAS, the OWWL Library System and its member libraries share responsibility for meeting the legal requirements and ethical obligations to protect patrons' personally identifiable information and maintain the integrity of information systems, including email, Evergreen, and any system that may contain or provide access to patron data; and

WHEREAS, consistent security training is an essential safeguard against unauthorized access, credential misuse, and data breaches; and

WHEREAS, access to System accounts, including email, Evergreen, and other information systems maintained by the OWWL Library System that may contain or provide access to patron data, is restricted to Authorized Users who have completed required training and signed the local Systems Access and Confidentiality of Library Records Acknowledgment Form; and

WHEREAS, the required "Systems Access and Confidentiality of Library Records" and "Email Security Training" courses are brief, requiring approximately fifteen to thirty minutes each, are delivered through the Staff Academy on Niche, and are provided at no cost to participants;

NOW, THEREFORE, BE IT RESOLVED, that all current holders of OWWL email accounts and System accounts (including but not limited to Evergreen and other information systems maintained by the OWWL Library System) who have not previously completed the required "Systems Access and Confidentiality of Library Records" and "Email Security Training" courses shall complete both trainings by September 30, 2026; and

BE IT FURTHER RESOLVED, that failure to complete the required training sessions by September 30, 2026, will result in a password reset for associated OWWL email accounts and related System accounts; and

BE IT FURTHER RESOLVED, that password resets implemented under this resolution are security measures intended to protect System information systems and patron data, and are not disciplinary in nature; and

BE IT FURTHER RESOLVED, that because of the seriousness of securing and protecting patron personally identifiable information, account access will not be restored without a written request submitted by the library director to the OWWL Library System Executive Director that includes: a justification for why the required training sessions were not

completed by September 30, 2026; documentation confirming the account holder has signed the local Systems Access and Confidentiality of Library Records Acknowledgment Form required under the Systems Access and Confidentiality of Library Records Policy; and confirmation that all current Authorized Users at the library have been reviewed for compliance with the Systems Access and Confidentiality of Library Records Policy, including that signed acknowledgment forms are on file for each Authorized User. The OWWL Library System Executive Director shall respond to any such request within ten business days of receipt.

Approved by the OWWL Library System Board of Trustees on May 13, 2026