

**MINUTES**  
OCPL Board of Trustees' Meeting  
January 19, 2022  
ZOOM Virtual Meeting  
4:00 p.m.

**ATTENDING**

S. Edelstein	M. Mahar
L. Fetyko	B. Morgan-Baker
E. Kassis	T. Mulvey
J. Hurst-Wahl	C. Ondrako
E. Kochian	

**ABSENT**

B. Morgan-Baker

**ALSO PRESENT**

C. Zabriskie	A. Horan	C. Diede
G. Cox	K. Lighton	H. Matzel
R. Battelle	R. Maguire	J. Milligan
L. Ballard	A. Edelman	S. Reckhow
M. Carter	D. Marmor	K. Schellinger
L. Cox	V. Massulik	A. Travis
D. Dell	A. Perrine	M. Van Patten
R. Dunsmore	A. Schiavulli	G. Wisniewski
K. Hayduke	A. Bernat	

**WELCOME**

Ms. Hurst-Wahl called the meeting to order at 4:02 p.m.

**CONSENT AGENDA**

Mr. Kochian moved the consent agenda, which includes the minutes from the December 15, 2021 meeting.

Ms. Ondrako seconded; motion passed unanimously.

**ORGANIZATIONAL**

Ms. Hurst-Wahl covered the following organizational meeting topics:

- Notice of Meetings
- Liaison List to Suburban Libraries
- Board Committees
  - 1) Continue
    - a. Strategic Planning
    - b. Finance Committee
  - 2) Sunset
    - Government Relations Committee

This committee doesn't fit in with the Board bylaws and is being replaced as a committee of the Member Council. It is now referred to as the Communications and Government Relations Committee. Mr. Kochian is the board representative on this committee.

### 3) Review

Board Management, Development & Recruitment

Ms. Hurst-Wahl will review the different tasks of this committee and its purpose for the Board.

#### ➤ Work Outlined in December President's Report

Ms. Hurst-Wahl stated she will be going through the list she provided to the Board and will reach out to the Board on the various items that need to be worked on throughout the year, e.g., updating the Board's bylaws and policies.

## PRE-READS/ COMMENTS

Ms. Hurst-Wahl inquired if there were any comments from the Board regarding any of the pre-reads they received.

### Executive Director's Report:

#### ➤ Petit Branch Project:

Mr. Zabriskie gave an update on the Legislature's County Facilities committee giving their approval for \$950,000 for the Petit Branch community room project. The next step is getting approval from the Ways and Means Committee and then to the full Legislature.

Ms. Hurst-Wahl inquired about what this cost will cover.

Mr. Zabriskie stated it would go towards the construction of the project along with additional state funding. The total cost of this project would be \$1,544,229.

He also mentioned that Han Phan a designer/architect from Facilities department has drawn up a plan and does excellent work. Once it has been approved by the Legislature, Ms. Hurst-Wahl would like the Board to see any draft drawings Mr. Zabriskie may have.

#### ➤ Lunch Hour Grievance:

Ms. Hurst-Wahl inquired about any resolution on this grievance. Mr. Zabriskie mentioned it was a clarification issue on the interpretation of the timeframe language, that has been resolved.

### Member Council:

Ms. Hurst-Wahl commented that many committees are coming out of this group. Ms. Hurst-Wahl noted in the report the announcement of Jessica Rice as the new director of the LaFayette library.

### City Branches:

- Continues to be new hires within the city branches
- Compliments given on the creative programming going on  
Such as: Hazard's drive-in movies
- Central's Report: shows that things are looking up

### Library Operations Report:

- Incident Reports:  
Ms. Kassis inquired if any medical training such as CPR is offered to employees and if there is any debriefing after an incident has been reported. Ms. Maguire replied most medical incidents need an ambulance called for the patron in distress with the medics taking care of the patron's medical needs. She does reach out to all staff involved with any incident report and inquires if they are in need of any type of support/services.

Mr. Zabriskie mentioned the library partners with the County to offer Narcan training for any interested library employee within the system.

### OCPL Finance Report:

Mark Carter reported that since we are still processing invoices for 2021, the final figures 2021 won't be available until March.

### Member Services Report:

- Delivery Vans:  
Mr. Kochian would like to understand the condition of our delivery vehicles, since they are such a crucial part of our system services. He kindly requested a report for next month's meeting that would provide this information, in order to prepare for proper financing for them. Mr. Carter responded he has a spreadsheet on our delivery vehicles' repairs and costs.

### Trustees Finance Committee Report:

Ms. Hurst-Wahl commented that Ms. Ondrako and Mr. Kochian are working on the history, restrictions and limitations of the Trustees' funds. These funds do not grow quickly because they are invested to be stable.

Ms. Ondrako mentioned the Finance committee met and are looking at opportunities to see if any of the funds can be used for a broader impact for the library. The plan is to come before the Board to review line by line each fund and make a long-range plan to make the most impact, while keeping in line with the specific donation restrictions/limitations.

Mr. Kochian added that he is not satisfied on where we are on the investments. The Committee will be looking to see where we could possibly invest differently to make a bit more funds. He also noted that many of these gifts were actually given

to Syracuse Public Library before we merged into OCPL and we have to keep the bequests intentions in mind.

### FOCL:

Ms. Bernat spoke that a written report will be provided next month on the upcoming Spring Lecture Series. She gave an update on the following topics:

- FOCL's main mission is to support the libraries and present the Gifford Lecture Series
  - In their 27<sup>th</sup> season, and have been very successful in bringing world class authors and has been lauded as the premier Lecture Series in the country
  - Our authors not only do the lecture, but also an outreach program event within the community
  - Lectures were reimaged during the pandemic and went virtual thanks to FOCL's executive director, Ms. Schellinger
  - FOCL received a NYS state grant for \$100,000 to increase their capacity building and to extend their reach in the community
1. Brainstorming session was held in the summer with Angela Douglas to discuss on how to do things differently and to find new ways to support the library
  2. Hired Heidi Holtz from Stillwork Consulting to look at their mission and work on a Lifecycle Assessment

## **DISCUSSION**

Topic: Process for Reviewing OCPL Policies:

Mr. Zabriskie made the following comments on his policy spreadsheet he gave to the Board:

- He stated we can get a cycle started on reviewing them
- He will bring policies that need to be revised to the Board for their review
- Board will give their comments and then vote on the policy the following month

Ms. Hurst-Wahl mentioned that the Board would see a policy twice, but it is the staff that work on any updates/drafts that is needed beforehand. Some may also need to go to the county's law department for review as well, before they come to the Board. This is a multiple month process for each policy.

Mr. Zabriskie reviewed some outdated policies to possibly sunset:

### Community Profiles Policy:

This was put in place for POLARIS, our integrated library software to create community profiles. We no longer use this feature.

### Path to Excellence:

While this is a good document, it is very out of date. It does however, makes some recommendations for some other documents and policies, he will just mine from it

and this could be pulled out of circulation.

Public Comment Policy:

This policy was put in place in 2011 and this standard is no longer in practice. So this policy could be sunset, along with the Intent to Speak form that goes with it.

Review Language:

- Copyright Policy
- Website Terms and Conditions

Mr. Edelstein asked the question of prioritization. If there are any thoughts on what should come first. Mr. Zabriskie stated he has a couple of new policies he would like to establish first such as:

- Materials Reconsideration Policy: being its own policy, instead of being a part of the Collection Management Policy
- Services to Vulnerable Adults Policy: even though we are covered by our general policy, he would like to create a new policy for how we deal with them in various circumstances
- Tutors Use in the Library Procedure/Policy: a procedure not to have them behind a closed door

Ms. Hurst-Wahl informed the Board there are other policies that govern OCPL, but they are County policies, e.g., personnel policies. She also noted that we should keep in mind about diversity, inclusion, accessibility and equity as we look at our policies.

## **PRESENTATION**

Katie Hayduke, Acquisitions Manager

Ms. Hayduke gave background information on herself and her 16-year career within OCPL. She explained what her position as acquisition manager entails:

- Handles acquisitions and purchasing of OCPL's centralized collection
- There are a total of 5 selectors, including herself
- Orders adult fiction materials for central and branches
- Works with a lot of vendors and sales representatives
- Handles digital services including e-content materials and any questions with Overdrive
- Goals in this position: wants to see the materials budget hit the one million dollar mark
- Works with Mark Carter who helps her to understand the funding process
- Works with Dane Dell in learning all about Technical Services and other features in Polaris she wasn't familiar with previously

Mr. Kochian stated what an asset she is to OCPL. He would like some information on the average cost of a book today compared to 5-10 years ago for advocacy purposes.

There was a question on what materials Central and each branch location receives. Ms. Hayduke stated she currently tries to give what each location requests for their

community, in addition to the bestsellers they would automatically receive.

**OTHER**

Ms. Hurst-Wahl noted that we now have a live closed caption transcription service for our virtual meetings.

**ADJOURNMENT**

Mr. Kochian moved to adjourn the meeting. Mr. Mulvey seconded.

Ms. Hurst-Wahl adjourned the meeting at 5:13 p.m.

Respectively Submitted,

Gail M. Cox  
Administrative Assistant

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Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch