

Onondaga County Public  
**\* Libraries**

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Learn \* Explore \* Create

**MINUTES**

OCPL Board of Trustees' Meeting  
January 18, 2023  
Central library, Board Room  
4:00 p.m.

**ATTENDING**

S. Edelstein	E. Kochian
L. Fetyko	B. Morgan-Baker
T. Mulvey	C. Ondrako

**ABSENT**

E. Kassis	M. Mahar
J. Hurst-Wahl	

**ALSO PRESENT**

C. Zabriskie	D. Marmor
G. Cox	V. Massulik
R. Battelle	A. Perrine
M. Carter	A. Schiavulli
R. Dunsmore	T. Walters
B. Foster	M. Van Patten
R. Maguire	

**WELCOME**

Mr. Edelstein called the meeting to order at 4:05 p.m.

**CONSENT AGENDA**

Ms. Fetyko moved the consent agenda, which includes the minutes from the December 14, 2022 meeting.

Mr. Kochian seconded; motion passed unanimously.

Executive Director's Report:

Mr. Zabriskie reviewed his strategic planning outline and the various stakeholders that would need to be involved in the process.

Ms. Morgan-Baker apologized for being remised about getting this to move forward over the last year. She commented that since we have already surveyed the staff last year, we wouldn't need to do that part again. We can roll that information into the plan. She felt the plan should be completed in less than three years.

A discussion followed regarding:

- What personal and professional resources the director already has in place
- Any notes on previous feedback he may have received
- Board's involvement in supporting and using their resources and skillsets to move this plan forward
- Breaking the plan down into internal and external components
  - How and where they intertwine
- Working on gathering a tentative list of the various stakeholder teams and sharing that information with the Board
- Delegation of the various sections of the plan to the teams set in place to work on alongside the director
- Keeping the Board informed along the way during the whole process

#### President's Report:

Mr. Edelstein reviewed the president's report.

- Board Retreat is tentatively scheduled for April 29<sup>th</sup>
  - Ms. Fetyko stated she would offer to help plan and organize this retreat.
- Board Committees
- Board Liaison List
- Board Vacancies

#### Board Treasurer's Report:

Ms. Ondrako mentioned that the Finance Committee met in January to review and refine the processes associated with Trustees funds.

This month there is a slight delay in the reconciliations process and it will be out shortly.

#### Member Council:

Ms. Van Patten noted the new officers of the Member Council are:

Amanda Perrine, Soule - President

Heather Matzel, Fayetteville - Vice President

Kim Lighton, Betts and Nikki Marquis, Skaneateles are the two members-at-large at large rotating as secretary and scribing.

#### City Branches:

Kudos to Amy Bader and Evan Milholland for creating Central Library's winter wonderland window display and taking 3<sup>rd</sup> place in the Downtown's Committee Winter Wonderland Contest.

### Member Services Report:

Mr. Zabriskie thanked Ms. Schiavulli and her team for keeping track of bin data movement within the libraries along with the fast turnaround time of items being in transit.

Ms. Schiavulli thanked Ms. Battelle and her team for always filling in when they are short in the sorting room.

Mr. Kochian inquired about the status on the delivery vans. He mentioned we should be thinking about any replacements we may need for the upcoming 2024 budget. Mr. Zabriskie mentioned that we are keeping records on the vans and we make sure we are rotating them properly.

Mr. Zabriskie mentioned the possibility of adding the purchase of a bookmobile van in the upcoming budget year. Mr. Kochian stated while he is a big advocate for a bookmobile as well, that the condition and potential need for replacement of our delivery vans would take precedence.

### Communications:

Mr. Walters reported on the following collaborations the libraries are/will be doing:

- Library Day at the Syracuse Crunch game on January 16<sup>th</sup>
  - Doing something similar with the Syracuse Mets this season
- Marching again in the St. Patrick's Day parade
- Highlighting a different library for the library's biweekly podcast
- February doing a piece on Beauchamp's Sankofa Room
- Black History month events

Mr. Zabriskie thanked the communications and outreach teams for their passion and drive with these collaborations.

## **DISCUSSION**

### Topics:

#### a. NYS Minimum Standards

Mr. Zabriskie explained how state aid is given and distributed to library systems and the minimum standards that have to be met in order to receive the fully allocated state aid funding.

We have to comply with the following minimum standards:

- Minimum hours of operation is 60 hours per week
- Board approved policies for the operation of the library reviewed every 5 years

Mr. Edelstein asked if there are things the board should be thinking about or prepping for going forward.

Mr. Zabriskie mentioned if we can stay at a more full staff capacity it makes us a more stable organization when unexpected issues occur.

b. NYS Maintenance of Effort (MOE)

Mr. Zabriskie explained the MOE is much harder for the organization to control. It has to do with the funding from a library's municipality that gives funding to a library. He stated that the State uses this funding information to hold government officials accountable in keeping up with their funding. So if there is a significant change in that funding, the State library also amends their funding amount as well.

Due to COVID and staff being furloughed because of it, it did affect our municipality funding amounts. So we need to file a waiver with the State.

Mr. Zabriskie explained the State waiver process in order not lose any potential state aid funding.

The Board had the following inquiries:

- Timeline in getting the waiver completed and approved
  - The waiver paperwork is due as soon as possible once we actually receive the final letter from the State that we have been declined a certain funding amount and what we need to provide to them to receive a waiver
  - While the paperwork is intense and exhausting, once submitted the approval is relatively quick
- Isn't there an exception due to the state of emergency because of the pandemic
  - That is what the library will be stating in the waiver process

The Board will be kept apprised as we work through this process.

## RESOLUTIONS

*Resolution: 22- 31*

Ms. Ondrako moved the following amended resolution:

**BE IT RESOLVED**, that the Onondaga County Public Library (OCPL) Board of Trustees will annually approve a budget or spending plan from Board of Trustees funds. Further, throughout the year they will work with the Executive Director, management and staff to identify other library needs and initiatives to fund.

- This budget/spending plan serves as an approval for the disbursement of recurring known fee items identified within the spending plan, such as membership for NLYA or CenterState CEO
- The budget/spending plan serves to earmark funds for anticipated items such as training or other initiatives determined by management and the board.
- Other initiatives and expense requests may arise during the year and will come to the board for approval before disbursements are made. This includes, but is not limited to expenditures associated with grant awards

- OCPL Board of Trustees authorizes OCPL management to disburse branch funds held within OCPL Board of Trustees account consistent with OCPL disbursement processes that include supervision, oversight and the segregation of duties in place at OCPL. Further OCPL management will continue to monitor their available balances and provide semiannual communication with branches of their available balance; and, be it further

**RESOLVED** that should an emergent matter arise and a check or electronic payment must be issued before the next scheduled Board of Trustees meeting the Executive Committee and/or the Board president and/or treasurer may provide approval to be ratified at the next board meeting; and, be it further

**RESOLVED** that bank reconciliations should be performed within 2 weeks of month end and provided to and circulated amongst the board monthly during the Board of Trustees meeting for review, should there not be a meeting that month the reconciliation and supporting statements should be provided to the Finance Committee Chair and the Board President. On a quarterly basis QuickBooks generated financials will be provided for review by the Finance Committee.

Ms. Fetyko seconded, the motion passed unanimously.

*Resolution: 23- 01*

Mr. Kochian moved the following resolution:

**RESOLVED**, That the OCPL Board of Trustees approves to remove Mark Carter, Administrative Director effective immediately; and retain Christian Zabriskie, Executive Director; Dawn Marmor, Administrator for Branch/Central Services; Jill Hurst-Wahl, OCPL Board President; and Christina Ondrako, OCPL Board Treasurer authorized to sign checks drawn on the Trustees accounts including, the transfer of funds to/from all Trustees accounts.

Ms. Morgan-Baker seconded; motion passed unanimously.

## OTHER

Mr. Zabriskie reviewed his outline describing the scope it would take to start up an OCPL not-for-profit incubator.

Topics to be addressed:

- Who Qualifies
- Selectors
- Application Process
- Resources
- Central Issues

The Board had the following comments/questions/concerns:

- Does this relate to the goals the director has set up?
  - It is a part of the director's goals and it would be part of OCPL's strategic planning

- Any models of this type of thing in another library systems?
  - No, there are a lot of small business incubators, but not aware of any library systems that have specifically done a not-for-profit incubator
- What is this? What are we supplying? In general what are we trying to achieve?
  - We would host a not-for-profit residence that would be at the library approximately 1 to 1 ½ years.
  - We would provide them with office space and equipment at one of our library spaces where they can utilize our Foundation Grants Center and other resources.
  - This would develop a means for a not-for-profit entity within the community to fulfill their mission and better the community. Its purpose would be to assist/mentor other not-for-profit startups.

Ms. Morgan-Baker mentioned that Syracuse University's SSIC just put in for a huge grant for non-profit and profit startups. She will share the contact information she has for them with the director.

It was also noted that the Community Foundation and the United Way also provide this type of service and they would be a good resource to reach out to as well.

The Board felt they still need a better sense of what the library will be gaining from all the cost and staff time behind this initiative. The Board asked the director to think about the questions posed to him and send his thoughts and responses to the Board for their review and discussion at a future board meeting.

## ADJOURNMENT

Ms. Fetyko moved to adjourn the meeting. Mr. Mulvey seconded.

Mr. Edelstein adjourned the meeting at 5:06 p.m.

Respectively Submitted,

Gail M. Cox  
Administrative Assistant

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org) Christian Zabriskie, Executive Director

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