

MINUTES

OCPL Board of Trustees' Meeting
January 21, 2026
Central Library, Board Room
4:00 p.m.

ATTENDING

M. Bilbo Coughlin	E. Kochian
S. Edelstein	B. Lane
E. Gonzalez	M. Mahar
J. Hurst-Wahl	T. Mulvey
E. James Mbuqe	

ABSENT

D. Dixie	L. Dyer
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ALSO PRESENT

R. Battelle	V. Massulik
M. Carter	A. Perrine
D. Dell	S. Rorer
R. Gilbert	A. Schiavulli

WELCOME

Mr. Edelstein called the meeting to order at 4:01 p.m.

PUBLIC COMMENT

No Public Comment

CONSENT AGENDA

Mr. Gonzalez moved the consent agenda, which includes the minutes from the December 17, 2025 meeting.

A short discussion followed regarding Board attendance.

Ms. Lane seconded; motion passed unanimously.

DISCUSSION

Executive Director Updates

Ms. Perrine gave some highlights from her report.

- CLRC Legislative Breakfast – Ms. Perrine created an Advocacy Committee to help staff prepare to speak to legislators. They met for a prep session prior to the Legislative Breakfast. There was role playing and staff discussion revolving around possible conversations with legislators. It was very successful. The Legislative Breakfast was well attended by OCPL staff. We will be working to partner more with CLRC in the future.
- Winter Wonderland Contest – Central Library won 1st place. Thank you to staff member Evan Miholland for the work put into creating the winning window display.
- Advocacy – Ms. Perrine was offered an opportunity to attend the National Library Legislative Day in Washington D.C. which has a very limited number of openings country-wide. It will take place in February.
- Annual Reviews

Executive Director – Ms. Perrine will document for the Board

- Things she has worked on
- Her accomplishments
- Work in progress
- Help where needed

Staff Reviews – Managers will do annually in December

- Quarterly – Staff will give managers a list of
 - Things they did
 - Things they want to do
 - Things they didn't do but were supposed to
 - Questions they have
- Staff Survey – Will be sending to Board for feedback.
- Yearly Stats – Will be sending to Board
- Board Liaison List – Was sent to Board. If there are any questions, please reach out to Ms. Perrine or Ms. Schiavulli who are happy to assist.
- Security Incidents – Staff/patron safety is paramount. Dangerous incidents have been on the rise.

Current Security Team

- Unarmed Security Guard
- Community Engagement Team
- Will be adding a County Approved Armed Security Guard for a 90-day trial period.

The County will be assisting with

- Acquiring walkie talkies
- Bringing on a consultant – To talk about security strategies and make recommendations

Policies and Procedures – Policy Committee will look at other department's policies and procedures and create a security policy for the library.

Meetings – In the process of setting up meeting with the union, their safety and security representative, county personnel, county safety

Risk Assessments – Will set up at branch libraries

Incident Statistics – Reported quarterly

- Incident Reports – Emailed to staff and CET with patron Barring letters. A copy is placed in the patron account (if known) as well.

Security Meetings – Monthly at Central

- Review incidents
- Barring – Talk about temporary and permanent barring guidelines
- Suggested forming Threat Assessment Team that would
 - Review dangerous patrons
 - Behaviors – what to look for
 - Salem-Keizer Method – suggest possible implementation. Security Committee will explore.

Mental Health Crisis Partners – in place to help deal with issues.

Future conversations are planned at Member Council on ways to improve information sharing between suburban and city libraries.

Police Response Time

- Is based on certain criteria – threat assessment

Mental Health Assistance for Staff

- Making debriefing policies
- Staff dealing with serious incidents allowed to go home with pay
- Employee Assistance Program

A short discussion followed.

Ms. Hurst-Wahl mentioned an article she read about “polycrisis” in society, multiple crises that occur simultaneously. She acknowledged the impact it has on patrons as well as staff.

NARCAN – The library offers staff training. Narcan is available at every library although staff are not required to administer it. CET administers it most often.

Homelessness and Vulnerable Populations in the library – The Department of Social Services, Mental Health, Child and Family Services would like to work with the library. A meeting with Health and Human Services will be set up to discuss this.

Mr. Edelstein suggested contacting libraries in other counties to see how they are handling these types of issues.

Board President Updates

Mr. Edelstein addressed the committees that are now up and running. He would like to get some dates on the calendar and will attend meetings when he is able. He mentioned there are trainings available on Open Meetings Law. If there are any questions, please reach out to him.

Document Management – Mr. Edelstein talked about needing a central place to store new policies and documents that the committees are creating and sharing. He suggested looking into Google for Non-Profits as a possible solution. He encouraged the board to send him their thoughts and ideas.

Committee Reports

- Policy Committee – 1st Consideration – Code of Ethics
There was a short discussion regarding the adoption of the County's Code of Ethics as applicable to the Board of Trustees. If anyone has any questions or ideas, please send them to Mr. Edelstein or Ms. Perrine. Mr. Mulvey offered to review the proposed resolution prior to the next board meeting.
- Finance Committee Updates – Ms. Lane gave some updates. The committee talked about the QuickBooks transition in their recent meeting.

The reconciliation issues have been solved. Mr. Carter will work on finishing 2025 reconciliations before the next committee meeting.

Ms. Lane's main goal is to restart some financial transparency with the trustee funds. She would like to put together a summary of financial activity for 2025 and email it to the Board before the next meeting. Contact Ms. Lane with any questions. Reports will be sent out monthly going forward.

Ms. Lane is going to contact the representative for the Trustee Investment account to come and speak at the March Board meeting.

FOCL Updates – Sara Tucker

Ms. Perrine gave some updates for Ms. Tucker who was unable to attend.

- Next FOCL lecture – March
- Charity Monday – February 16th at Harvey’s Garden 5:00-8:00pm. A percentage of the proceeds will go to FOCL

RESOLUTIONS

Resolution: 26-01

Ms. James Mbuqe moved the following resolution:

Resolved, That the OCPL Board of Trustees approves to remove Timothy Mulvey, OCPL Board Treasurer effective immediately; and add Brianah Lane, OCPL Board Treasurer; retain Amanda Perrine, Executive Director; Sam Edelstein, OCPL Board President, René Battelle, Administrator for Public Services and Special Initiatives; as authorized to sign checks drawn on the Trustees accounts including, the transfer of funds to/from all Trustees accounts.

A short discussion followed.

M. Lane seconded; motion passed unanimously.

Resolution: 26-02

Mr. Mulvey moved the following resolution:

Resolved, That the OCPL Board of Trustees accepts the grant funds of \$1,966.19 from CLRC for a Catalyst Grant for Betts Branch to support a new “Level Up @ Betts Library” project to enhance community engagement with young people at the library through interactive gaming.

Ms. Hurst-Wahl seconded; motion passed unanimously.

Resolution: 26-03

Ms. Lane moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the grant application submission for a Literacy Coalition 2026 Literacy Champion Grant at Beauchamp, Betts, Mundy, and White Branch Libraries up to \$10,000 to go towards a pilot Summer Book Buddies program at OCPL.

Ms. Perrine gave some background on the Book Buddies program.

Ms. Mbuqe seconded; motion passed unanimously.

ADJOURNMENT

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

Mr. Edelstein adjourned the meeting at 5:25 p.m.

Respectively Submitted,

Sharon Rorer
Administrative Assistant

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Phone 315-435-1900 Fax 315-435-8533 www.onlib.org Amanda Perrine, Executive Director

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