

Onondaga County Public
*** Libraries**

Learn * Explore * Create

MINUTES

OCPL Board of Trustees' Meeting

October 19, 2022

Central Library, Board Room

4:00 p.m.

ATTENDING

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

ABSENT

C. Ondrako

ALSO PRESENT

| | |
|--------------|----------------|
| C. Zabriskie | A. Schiavulli |
| G. Cox | A. Thorna |
| R. Battelle | T. Walters |
| K. Hayduke | J. Polly |
| R. Maguire | K. Schellinger |
| D. Marmor | A. Travis |
| V. Massulik | M. Van Patten |
| A. Perrine | |

WELCOME

Ms. Hurst-Wahl called the meeting to order at 4:05 p.m.

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the September 21, 2022 meeting.

Mr. Kochian reiterated his concerns from last month about the projected survey on double taxation by the State of New York. He made a comment on how it is a little insidious and he has concerns about the effects it would have on our System if this comes to fruition. He is just cautioning everyone to be mindful if/when this survey comes out.

Mr. Zabriskie said that this legislation has not yet passed. It would be an unfunded mandate for the Department of Taxation and Department of the Education. In speaking with various constituents, Mr. Zabriskie stated the consensus is that it looks like it would cost more to try to mandate something of this nature than what they would gain from it. As it stands, no work has started on this.

Ms. Fetyko seconded; motion passed unanimously.
(Mr. Edelstein and Mr. Mulvey were not present at the time of the vote.)

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:

Mr. Zabriskie was asked to elaborate on the System Retreat and the LeMoyne partnership with Soule Branch Library.

System Retreat:

- Held a planning and design session where each participant placed their ideas on post-it notes
- He consolidated those down and shared those ideas with the members
- Next step: Taking some of those raw ideas and obtain further feedback on them
- Next step: Get together in smaller groups and see if there are commonalities for the ideas that came up
- Next Step: Identify one or two ideas that would help further our programs and initiatives

The Board's Strategic Planning Committee is very interested in seeing the questions and the ideas that came out of the System Retreat session. Mr. Zabriskie stated he would forward that information on to them.

LeMoyne Partnership:

Mr. Zabriskie reported he has spoken with the head of planning and finances and the head librarian at LeMoyne regarding various partnership ideas.

As has occurred under previous directors, LeMoyne College approached him early in his tenure regarding their interest in acquiring the Soule Branch Library. Since then, OCPL has built a stronger relationship with them and this is not a current topic of conversation.

The Board had a brief discussion on the following topics:

- The logistics of who owns the branch libraries
- How Capital Improvement Plans are run through the County with the City's approval
- The impact of the community and all the various stakeholders
- Is there a strategic plan around something of this nature?
- Maintenance and security audits being done at all the branch libraries

Mr. Zabriskie touched on the following topics that are his strategic directions.

- Issues within the organization
 - Older issues that may not necessarily be best practices
- Develop our physical plan
- Provide safe libraries for the staff and their communities
- Encourage creativity and curiosity in staff
 - Develop a culture of positive failure
- Continue to grow and expand the library to new spaces within our community

Emergency Procedures:

Ms. Hurst-Wahl asked are there any other procedures we need to put in place in addition to emergency response procedures.

Mr. Zabriskie explained that Ms. Maguire has been going to the branch libraries to review sight lines, emergency procedures, and evacuations procedures. He doesn't necessarily feel that OCPL needs any more procedures in place. However, the Board made the following comments and suggestions:

- To explore more expansive procedures on disaster/emergency response.
- Suggested it would be something to talk about with other library systems at the upcoming NYLA conference.
- There are many things that a document of this nature would be very useful. Such as: the hacking incident, snow days/weather related emergencies, gun violence etc. and the protocols on how we communicate and what we do.
- The County instructed each county department to come with a disaster plan during COVID
- It was suggested we try to accomplish something a bit more definite and concrete
- A lot of government agencies have a required primary contact. Does the library have one as well? That may be another piece to outline in the document.
- The Plan should include a piece on how we take care of the emotional and wellbeing of staff.
- Ms. Hurst-Wahl asked Mr. Zabriskie to bring information on this topic to the November meeting and he agreed. Mr. Mulvey advocated for a plan being developed quickly with an outline in November and a completed plan in December.
- Document Title: OCPL Emergency Response Manual.

President's Report:

Ms. Hurst-Wahl wanted to clarify that she gave positive thoughts on the library's budget, while other people gave negative comments on other parts of the County budget. Mr. Kochian thanked Ms. Hurst-Wahl for representing the library at the public hearing and for the positive comments.

Branches/Central:

Branches:

Ms. Hurst-Wahl commented on the teen TREK kits. Ms. Marmor explained that teens fill out a form on what they like to read and a kit is put together for that individual teen.

Petit Book Sale:

Ms. Marmor explained when a library gathers donations they place them in a book sale for that library. We have been doing this for a number of years and found having a book sale during an annual event such as the Westcott Street Fair proves to be a positive return. She is trying to establish an annual event at each branch location where they would also host a book sale event.

Mr. Mulvey inquired on how book sale funds are handled. Ms. Marmor explained the funds would go into the Trustees fund for each respective branch to use for future programming needs. Ms. Cox provided information on the how a branch can request funds to use. She noted that there is an older Board resolution which outlines this process, which she will try to locate.

Central:

Mr. Kochian would like to know what percentage of Central's materials in circulation go out to other library locations.

Member Services Report:

Ms. Schiavulli commented they are in the process of hiring a new part-time driver.

Member Director's Report:

Liverpool: Susan Reckhow is the interim director.

Solvay: Dawn Marmor as part of her part-time work there is considered the acting head.

FOCL:

Ms. Schellinger thanked Mr. Zabriskie and Ms. Maguire on the use of FOCL's donation towards the Aunt Flow dispensers placed within all the city libraries. Next Lecture author is Casey McQuiston on November 15th.

OTHER

Mr. Edelstein asked about the personnel hiring process. Ms. Marmor explained the process and the challenges we face with some positions.

DISCUSSION

Topics:

a. Library Card Registration Policy- 2nd Consideration

Mr. Zabriskie explained no changes have been made since last month. The question of how to address a patron who doesn't have a permanent address will be dealt with on a case-by-case situation.

MOTION

Resolution: 22-26

Mr. Kochian made the following motion:

Resolved, That the OCPL Board of Trustees approves the Revised Library Card registration Policy.

Ms. Fetyko seconded; motion passed unanimously.

Library Card Registration Policy

Library Card Registration Requirements

Library cards are issued to applicants who are present in the library and who verify both name and address. A photo ID is preferred but not required, a piece of mail can act as secondary proof of address.

Juvenile Library Cards

Any child from birth onward may be registered for a library card by their parent or guardian. This adult must produce ID (photo ID preferred) and a secondary address verification such as an item of mail.

Parents have the responsibility for a child's card and any financial obligations incurred on it until the child's 18th birthday. If the child becomes an emancipated minor then they shall assume responsibility for all fees associated with the card. Persons who are emancipated minors are able to get a card with ID and address verification.

Adoptive and Foster Families who are awaiting final documentation or are transitional housing for children may apply for a temporary library card without associating a child and adult account. These cards are issued for 3 months and may be reissued on a case by case basis at the discretion of branch management.

Online Library Card Registration

Patrons may apply for a card online through the OCPL website. These cards allow for limited interaction with the library's catalog and holdings. Patrons must finalize their card registration

in person before receiving full access to library materials and collections.

Name Changes

Individuals who have changed their name for whatever reason including being members of the trans community may change their preferred name at any time upon request. Staff should use the “Preferred Name” field and do not require any documentation to do so. Patrons who are getting a new card and whose names have changed from what is on their legal documentation may use their preferred name at registration.

Patrons should never be required to be “dead-named” by the library and staff are encouraged to be creative in finding solutions to this issue.

Library Cards for In-System Residents

Individuals are entitled to an Onondaga County Public Library Card if they reside in the System’s service area, or they reside in a school district whose taxes support an OCPL member library, or if they go to school or own property within the System’s service area.

This card can be used at the Central Library, city branches, and all suburban member libraries. It can be used remotely to access digital content, use databases, and download materials.

Digital resources and access to them varies from library to library and may be restricted to each library’s registered patrons.

Free OnPass Library Cards for Out of System Residents

Individuals who reside in Out of System Areas may obtain an OnPass library card from the Central Library and the city branches and from any suburban member library that participates in the OnPass Program

The OnPass allows those who live outside of the Onondaga County Public Library System to have borrowing privileges at all participating libraries including being able to place holds on materials from participating libraries. OnPass borrowers have access to the digital content that is available to Central Library cardholders.

b. Resolution by the Onondaga County Public Library Board of Trustees – 2nd Consideration/Resolution

Ms. Hurst-Wahl reviewed the policy for holding a hybrid Board meeting under extraordinary circumstances and what processes are involved.

- c. Procedures for Extraordinary Circumstances Videoconferencing
Pursuant to Public Officers Law § 103-a – 2nd
Consideration/Resolution

No changes have been made since last month.

- d. Reading Buddies, Season 2

Mr. Walter elaborated on what the sponsorship of a season cost would cover. Mr. Zabriskie will forward a document detailing sponsorship information to the Board.

- e. Onondaga Nation-Tribal Library

Mr. Zabriskie noted the library is trying to make deeper connections with the Onondaga Nation.

He explained through his research on tribal libraries, the State has tribal library funding which would provide \$70,000 a year if the Onondaga Nation chose to have a library. It would be driven by the members of the nation. They would have their own Board of Trustees appointed by the council.

Mr. Zabriskie mentioned he has started some preliminary conversations with the Nation to see what their interest might be and where they would want to go on this.

What he would propose is a progressive building model. It would begin fairly small in a room possibly in their Administrative Center. We would assist them in applying for a charter from the state library. Once they are chartered, they would be eligible to become a member of the OCPL system.

Obviously, we would only move forward on this if the Onondaga Nation is interested. He just wants to be able to present to them a solid proposal.

The Board had the following thoughts/recommendations/suggestions:

- Find a grant writer since \$70,000 wouldn't be enough to make it sustainable
- Great opportunity to see how we gauge success, and how we understand if it is successful or not
- Keep in mind, if this gains momentum to always think of what our capacity is and the workload on the staff and the director itself
- If this moved forward and the Nation chose to be a member of the System, they would have to sign an MOU agreement like all the other members and pay to be part of the system.

- f. Connection between OCPL and OCM BOCES (SORA)
Mr. Zabriskie explained how we have partnered with OCM BOCES. They have an e-book service called SORA. We were able to open up our Overdrive catalog and integrate it with SORA. So now any school that opted to participate in this collaborative effort, their students will now be able to access our electronic materials through their SORA account. Overdrive and SORA are owned by the same company.
- g. Ideas for an OCPL Board Retreat
Ms. Hurst-Wahl asked for ideas the Board would like to see covered at a board retreat. She mentioned some boards just have an extension of their Board meeting, while others have it as a separate training session. There was a suggestion if a retreat was going to be held at the Central Library to have a tour of the library as part of the retreat. Due to time, this discussion was held over to the November meeting.

RESOLUTIONS
Resolution: 22-23

Mr. Kochian moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the 2023 Legal Holiday Calendar as proclaimed by County Executive J. Ryan McMahon II to be observed in accordance with present Federal and New York State Law and Library Closings as follows:

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|------------------------|----------|------------------------|
| New Year’s Day | Monday | January 2 (Observed) |
| Martin Luther King | Monday | January 16 |
| Lincoln’s Birthday* | Monday | February 13 |
| Washington’s Birthday | Monday | February 20 |
| Memorial Day | Monday | May 29 |
| Juneteenth | Monday | June 19 |
| Independence Day | Tuesday | July 4 |
| Labor Day | Monday | September 4 |
| Columbus Day* | Monday | October 9 |
| Veteran’s Day | Friday | November 10 (Observed) |
| Thanksgiving Day | Thursday | November 23 |
| Day After Thanksgiving | Friday | November 24 |
| Christmas Day | Monday | December 25 |

*Lincoln’s Birthday and Columbus Day will be observed as floating holidays for all non-institutional personnel. All county departments that are scheduled to be open on February 13 will remain open for business as well as on Monday, October 9.

Library Closings

Saturdays

May 27 Memorial Day Weekend
September 2 Labor Day Weekend

Sundays

January 1 New Year’s Day
April 9 Easter
May 28 Mem. Day Weekend
June 18, 25 Summer
July 2, 9, 16, 23, 30 Summer

| | |
|----------------------|-------------------|
| August 6, 13, 20, 27 | Summer |
| September 3 | Labor Day Weekend |
| December 24 | Christmas Eve |
| December 31 | New Year's Eve |

Evenings (facilities close at 5 p.m.)
 Wednesday, November 22 Thanksgiving Eve

Other
 Friday, May 5 Staff Development Day

Mr. Edelstein seconded; motion passed unanimously.

Resolution: 22-24

Ms. Morgan-Baker moved the following resolution:

Resolution by the Onondaga County Public Library Board of Trustees¹

WHEREAS, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

WHEREAS, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Onondaga County Public Library Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

WHEREAS, Section 103-a(2)(a) requires the Onondaga County Public Library Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

WHEREAS, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

WHEREAS, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

WHEREAS, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being

¹ Text from Committee on Open Government and Stephanie Cole Adams, J.D. Additional text has been included on when this law will sunset.

conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

WHEREAS, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Onondaga County Public Library webpage within five business days, and transcribed upon request; and

WHEREAS, Section 103-a(2)(h) requires that members of the public be permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

BE IT RESOLVED, that the Onondaga County Public Library Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and

BE IT FURTHER RESOLVED that for so long as the board of trustees elects to utilize videoconferencing to conduct its meetings. The library will maintain an official website; and

BE IT FURTHER RESOLVED that, consistent with the library’s mission to serve its community, the trustees’ use of videoconferencing share utilize technology to permit access to members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA); and

BE IT FURTHER RESOLVED that the board of trustees will review the status of the amendment to Section 103 of the Open Meetings Law prior to its scheduled expiration July 1, 2024; and be it further

RESOLVED, that the Onondaga County Public Library Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Mr. Kochian seconded; motion passed unanimously.

Resolution: 22-25

Mr. Kochian moved the following resolution:

**Procedures for Extraordinary Circumstances Videoconferencing
Pursuant to Public Officers Law § 103-a²**

² Based on a sample from the Committee on Open Government.

In compliance with Public Officers Law (POL, Chapter 56) § 103-a(2)(a), the Onondaga County Public Library Board of Trustees (OCPL Board), following a public hearing, authorized by resolution on [insert date] the use of videoconferencing as described in POL §103-a.

The following procedures are hereby established to satisfy the requirement of POL § 103-a(2)(b) that any public body which in its discretion wishes to permit its members to participate in meetings by videoconferencing from private locations – under extraordinary circumstances – must establish written procedures governing member and public attendance.

1. Onondaga County Public Library Board of Trustees shall be physically present at any meeting of the OCPL Board unless such member is unable to be physically present at one of the designated public meeting locations due to extraordinary circumstances.
2. For purposes of these procedures, the term “**extraordinary circumstances**” includes disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting.
3. If a member is unable to be physically present at one of the designated public meeting locations and wishes to participate by videoconferencing from a private location due to extraordinary circumstances, the member must notify the **OCPL Board President** no later than **four business days prior** to the scheduled meeting in order for proper notice to the public to be given. If extraordinary circumstances present themselves on an emergent basis within four days of a meeting, the OCPL Board shall update its notice as soon as practicable to include that information. If it is not practicable for the OCPL Board to update its notice, they may reschedule its meeting.
4. If there is a quorum of members participating at a physical location(s) open to the public, the OCPL Board may properly convene a meeting. A member who is participating from a remote location that is not open to in-person physical attendance by the public **shall not count toward a quorum** of the OCPL Board but **may participate and vote if there is a quorum of members at a physical location(s)** open to the public.
5. Except in the case of executive sessions conducted pursuant to POL § 105, the OCPL Board shall ensure that its members can be **heard, seen, and identified** while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon. This shall include the use of first and last name placards physically placed in front of the members or, for members participating by videoconferencing from private locations due to extraordinary circumstances, such members must

ensure that their full first and last name appears on their videoconferencing screen.

6. The minutes of the meetings involving videoconferencing based on extraordinary circumstances pursuant to POL § 103-a shall include which, if any, **members participated by videoconferencing from a private location** due to such extraordinary circumstances.
7. The public notice for the meeting shall inform the public: (i) that extraordinary circumstances videoconferencing will (or may) be used, (ii) where the public can view and/or participate in such meeting, (iii) where required documents and records will be posted or available, and (iv) the physical location(s) for the meeting where the public can attend.
8. The OCPL Board shall provide that each open portion of any meeting conducted using extraordinary circumstances videoconferencing **shall be recorded and such recordings posted or linked on the OCPL website within five business days** following the meeting, and shall remain so available for a minimum of five years thereafter. Such recordings shall be transcribed upon request.
9. If members of the OCPL Board are authorized to participate by videoconferencing from a private location due to extraordinary circumstances, the OCPL Board shall provide the **opportunity for members of the public to view such meeting by video, and to participate in proceedings by videoconference in real time where public comment or participation is authorized.** The OCPL Board shall ensure that where extraordinary circumstances videoconferencing is used, it authorizes the same public participation or testimony as in person participation or testimony.
10. Open meetings of the OCPL Board conducted using extraordinary circumstances videoconferencing pursuant to the provisions of POL § 103-a shall utilize technology to **permit access by members of the public with disabilities** consistent with the 1990 Americans with Disabilities Act (ADA), as amended, and corresponding guidelines. For the purposes of this guideline, “disability” shall have the meaning defined in Executive Law § 292.
11. The in-person participation requirements of POL § 103-a(2)(c) shall not apply during a state disaster emergency declared by the governor pursuant to Executive Law § 28 or a local state of emergency proclaimed by the chief executive of a county, city, village or town pursuant to § 24 of the Executive Law if the Onondaga County Public Library Board of Trustees determines that necessitating the emergency declaration would affect or impair the ability of the Onondaga County Public Library Board of Trustees to hold an in-person meeting.

12. These procedures shall be conspicuously posted on the Onondaga County Public Library website.

Mr. Mulvey seconded; motion passed unanimously.

ADJOURNMENT

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

Ms. Hurst-Wahl adjourned the meeting at 5:35 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 Christian Zabriskie, Executive Director

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