

MINUTES
OCPL BOARD OF TRUSTEES' MEETING

October 17, 2018
Central Library, Board Room
4:00 p.m.

ATTENDING

V. Biesiada	E. Kochian
T. Dodge	R. Manning
R. Engel	D. Stack
J. Hurst-Wahl	M. Treier

ABSENT

B. Morgan-Baker	M. Tucci
C. Ondrako	

ALSO PRESENT

J. Park	D. Dell
G. Cox	R. Dunsmore
D. Buckingham	D. Marmor
M. Carter	J. Brooks
K. Coffta	G. Wisniewski

WELCOME

Mr. Kochian called the meeting to order at 4:00 p.m.

CONSENT AGENDA

Ms. Biesiada moved the consent agenda, which includes the minutes from the September 19, 2018 meeting.
Mr. Manning seconded, the motion carried unanimously.

EXECUTIVE DIRECTOR'S REPORT

Ms. Park reviewed her report to the Board.

She covered the following topics:

- 2019 Executive Budget: We didn't take a cut in staffing and we changed 4 job positions to more relevant titles and also kept the branch manager position on the roster.
- Breastfeeding Room: Ms. Park and Ms. Whitney met with Kathy Mogle from the Health Dept. to discuss the possibility of creating a breastfeeding space for the public to use.
- Central Renovation Finishing Touches: Ms. Park mentioned we still have some upgrades that need to be completed at the Central Library such as:
 - Fire door upgrade
 - AV system and projection system
 - Sorting and delivery area upgrades
 - Another sound studio on level 1
 - Window film on the level one floor looking into the Galleries.

- Preservation studio on level 3 to turn old videos into a digital format etc.
- Kidspace entrance makeover
- Update: Ms. Park would like to pursue.
- Board Docs: Ms. Park, Ms. Coffta and Ms. Cox participated in an online demo of Board Docs, which is very costly. Demos for other document systems are being setup to compare services and costs.
- Sorting and Delivery: Mr. Dell mentioned we are stabilizing and our turn-around time is now 3 days.
- Personnel: Ms. Hurst-Wahl inquired about the Librarian 4 position progress. Ms. Park would like to change the role of that particular position and will be discussing her thoughts with the Administration.
- Logistics: Mr. Kochian mentioned he spoke with Mike Faronu from USPS to discuss some logistic options for the delivery service..

ACTION/DISCUSSION

Resolution: 18-27

Action Items

Mr. Dodge moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the 2019 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:

New Year's Day	Tuesday	January 1
Martin Luther King	Monday	January 21
Lincoln's Birthday*	Tuesday	February 12
Washington's Birthday	Monday	February 18
Memorial Day	Monday	May 27
Independence Day	Thursday	July 4
Labor Day	Monday	September 2
Columbus Day*	Monday	October 14
Veteran's Day	Monday	November 11
Thanksgiving Day	Thursday	November 28
Day After Thanksgiving	Friday	November 29
Christmas Day	Wednesday	December 25

*Lincoln's Birthday and Columbus Day will be observed as floating holidays for all non-institutional personnel. All county departments will remain open for business on Tuesday, February 12 and Monday, October 14.

Library Closings

Saturdays

- May 25 Memorial Day weekend
- August 31 Labor Day weekend

Sundays

April 21	Easter
May 26	Mem. Day Weekend
June 16, 23,30	Summer
July 7, 14, 21, 28	Summer
August 4, 11, 18, 25	Summer
September 1	Labor Day weekend

Evenings (facilities close at 5 p.m.)

Wednesday, November 27	Thanksgiving Eve
Tuesday, December 24	Christmas Eve
Tuesday, December 31	New Year's Eve

Other

Friday, May 3	Staff Development Day
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Mr. Manning seconded, the motion carried unanimously.

Discussion Items

1) 1st Consideration: Policy Development Policy

Mr. Dodge made the following motion for 1st consideration:

Resolved, That the OCPL Board of Trustees approves the 1st consideration of the Policy Development Policy.

Ms. Stack seconded, the motion carried unanimously.

A discussion followed with suggested revisions. The Policy will be brought back to the Board for a 2nd consideration.

2) 1st Consideration: Privacy and Confidentiality Policy

Ms. Hurst-Wahl made the following motion for 1st consideration:

Resolved, That the OCPL Board of Trustees approves the 1st consideration of the Privacy and Confidentiality Policy.

Mr. Manning seconded, the motion carried unanimously.

A discussion followed with suggested revisions. The Policy will be brought back to the Board for a 2nd consideration.

FOCL

Ms. Brooks reported on the following items:

- Frank Bruni Lecture went very well
- Next 2 Lectures:
 - October 29th Lecture: Rainbow Rowell
 - Nov 12th Lecture: Diane Abu-Jaber
- Comp Tickets: Libraries in the OCPL system may have 2 tickets to raffle
- Annual Appeal: will be held in November
- FOCL is asking libraries to share FOCL's events in their newsletters to help broaden their outreach

- 2019-2020 Lecture Series: will be FOCL's 25th Lecture Series Anniversary
- Ms. Biesiada thanked Ms. Brooks for doing such a wonderful job with FOCL

OCSLD

Ms. Wisniewski gave the following updates:

- NOPL: Budget passed
- Baldwinsville: CLRC library of the year
- Liverpool: Booksale went very well and she spoke about lockdown procedures and staff training
- Lockdown Training Procedures: how to train your staff should an incident occur. They are looking for some sort of overall training.
- NYS Sexual Harassment Law: NYS states we need to have training annually with staff and a reporting mechanism in place for all employees. Ms. Park stated this is a county policy and they are working on it and the State has extended the training to next fall.

COMMITTEE REPORTS

Government Relations

Mr. Dodge reviewed the past and future activities of the committee.

Board Dev. & Recruitment

Ms. Biesiada presented the 2nd draft of the job announcement for the executive director search.

Motion:

Resolution: 18-28

Ms. Biesiada made the following motion:

Resolved, that the OCPL Board of Trustees approves the amount of up to \$5,000 to cover the cost of the Executive Director's Search.

Mr. Manning seconded, the motion carried unanimously.

PRESIDENT'S REPORT

Mr. Kochian shared an article about Charles Fletcher Lummis on his journey that led him to become a library director.

Motion:

Ms. Hurst-Wahl made the following motion:

Resolved, That the OCPL Board of Trustees go into executive session to discuss banking matters.

Ms. Stack seconded, the motion carried unanimously.

ADJOURNMENT

Mr. Dodge moved to adjourn the meeting.

Mr. Kochian adjourned the meeting at 5:20 p.m.

Gail M. Cox
Administrative Assistant