

Onondaga County Public
*** Libraries**

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MINUTES

OCPL Board of Trustees' Meeting
November 16, 2022
Central Library, Board Room
4:00 p.m.

ATTENDING

S. Edelstein	E. Kochian
E. Kassis	T. Mulvey
J. Hurst-Wahl	C. Ondrako

ABSENT

L. Fetyko	B. Morgan-Baker
M. Mahar	

ALSO PRESENT

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

WELCOME

Ms. Hurst-Wahl called the meeting to order at 4:04 p.m.

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the October 19, 2022 meeting.

Ms. Ondrako seconded; motion passed unanimously.

**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 Highlights:

NYLA Conference: working on the notes to forward to the board.

President's Report:

➤ By-Laws: Revisions:

Ms. Hurst-Wahl gave a brief overview of her suggested additions /changes she has made on the meeting section of the by-laws for the Board's review.

Mr. Kochian noted that since one of the requirements for a Trustee is also to take a sexual harassment prevention training course, does the County provide one for the Trustees? Ms. Hurst-Wahl will obtain the various online resources available to the Board for this training.

City Branches Reports:

Ms. Hurst-Wahl commented on the individual branch reports provided to the board and the coordination of the layouts of the reports.

Ms. Marmor noted that every month the branch managers always submit complete reports to her. However, in the past the Board preferred a condensed version. Ms. Marmor felt it was important for each branch location to have a monthly report for the board going forward.

Mr. Kochian thanked Ms. Battelle for the additional member library usage data she provided in her report this month. He inquired about circulation, collections and attendance data along with how the members' evaluate themselves. Ms. Van Patten mentioned the Baldwinsville Library uses approximately ten different data points.

OCPL Finance Report:

Mr. Carter mentioned the purchasing deadline for 2022 is this week. This is to give enough time to obtain final requisitions and to close out any outstanding purchase orders and invoices.

Library Operations Report:

Ms. Hurst-Wahl commented on the library polling places being open from 6 a.m. to 9 p.m. to accommodate the community need. Ms. Maguire stated it is a team effort with staff, maintenance and security all working together to cover the hours.

Member Services Report:

Ms. Hurst-Wahl acknowledged that it is good to see staff attending conferences.

Member Council Report and OCSLD Report:

Ms. Hurst-Wahl mentioned how Skaneateles is looking for donors.

FOCL:

FOCL presented a flyer about their spring lecture authors.

Mr. Kochian commented on FOCL's new Library Look newsletter. Every subscriber will receive a fall and a spring newsletter at one of their chosen lectures for each of seasons.

Finance Committee Meeting:

Ms. Hurst-Wahl stated there was a recommendation made to add a treasurer's report to the agenda.

Ms. Ondrako noted the 990 form has been completed. She also mentioned the other items the Committee will be working on are the policies and procedures for how Trustees Fund purchases are approved and the execution of the spending of the said funds.

Mr. Kochian commented that Ms. Ondrako files the Trustees 990 form at no cost to the Board.

DISCUSSION

Topics:

a. 2023 Board Slate of Officers – Jill Hurst-Wahl

Ms. Hurst-Wahl presented the following Slate of Officers for 2023:

President: Jill Hurst-Wahl; Vice-president: Sam Edelstein; Secretary: Edda Kassis; and Treasurer: Christina Ondrako

The vote for the slate of officers will take place at the December meeting.

b. Board Officer Succession Planning – Jill Hurst-Wahl

Ms. Hurst-Wahl mentioned that the Board has for many years looked for one of their Board member's to have a finance background to help with the 990 form and other financial matters. However, that trustee position shouldn't have to do it forever and this is where a succession plan would come into play. There was discussion on how OCPL trustees are appointed by the County Executive by law through our charter.

c. Emergency Response Plan – Rebecca Maguire

Ms. Maguire explained that OCPL has been providing emergency preparedness/security training within the city libraries.

She obtained her emergency information from the American Libraries Association and the disaster planning from The Red Cross Ready Rating for her training purposes.

Each location has:

- Evacuation plans
- Emergency contact lists
- A reference sheet on how to handle various emergency situations
- County's On-alert system for weather/ emergency closings
- Emergency supplies for our archives/collection

- County's health and safety policies and procedures
 - Active shooter training
 - Workplace violence prevention
 - Right to know (hazardous materials)
- Library closing procedures for emergencies or scheduled maintenance

New Initiatives:

- AEDs (Automated External Defibrillators)
- Opioid Emergency Kits for workplace and patron use to take home (Health department would resupply)
- Red Emergency Binders to hold all the information
- First Aid Courses
- System-wide Emergency Readiness Committee
 - Review and provide a one sheet reference guide for event specific emergencies
 - Communications Plan

There was a discussion on the County's EAP (Employee Assistance Program) services available to staff. There are many contacts within this service for staff's use that are all strictly confidential.

Ms. Hurst-Wahl inquired about a business continuity for IT issues and internal system disasters.

Mr. Zabriskie responded that he does speak with Mr. Dell on the internal security the library has control over and what the County has control over. He mentioned while there isn't a formal manual set up for this, they can certainly create one.

Next steps/thoughts:

- An emergency/disaster planning manual in place for the December Board meeting.
- It will be an evolving manual as we add and hone our emergency/disaster plan policies and procedures.
- Suggested the County take a look at any plans we create for the manual that is not already in place.
- A county Health and Safety Representative will be part of the System-wide Emergency Readiness Committee.
- Would like an OCPL Board member representative for this Committee as well.

d. Reading Buddies – Christian Zabriskie

Mr. Zabriskie reviewed the handout on what an underwriter sponsorship for this program would entail.

MOTION (withdrawn)

Mr. Kochian made the following motion:

Resolved, That the OCPL Board of Trustees approves the expenditure of \$6,500 to be an underwriter for Reading Buddies, Season 2 that airs on PBS for 26 weeks.

Mr. Edelstein seconded, a discussion followed.

Discussion items:

- Evaluation/Feedback metrics whether from WCNY and/or Nielsen ratings
- Library part of a podcast with WCNY and building a great relationship with them
- Inquiry-Reading Buddies and our Summer Learning Program
- WCNY has provided programming grants and summer camps for kids in the library
- Need a better sense of what this means and how to define what our expectations are from this investment

While the Board felt this is a worthwhile partnership, it was decided not to expend any more Trustees' funds at this point in time. The Board Finance Committee will meet to review and get a better understating on the controls of the expenditures of the Trustees funds.

The motion was withdrawn and will be brought back to the table at the December board meeting for further discussion.

e. Tribal Library Proposal- Christian Zabriskie

Mr. Zabriskie reviewed the handout he presented to the Onondaga Nation. He explained he is now waiting upon the Nation to see if they would like to proceed with obtaining a public library space on the Nation.

f. Board Retreat – Christian Zabriskie & Jill Hurst-Wahl

Ms. Hurst-Wahl asked the Board their thoughts on having a board retreat in the spring.

What would a board retreat mean?

- A strategic plan
- A board assessment/Organizational assessment
- Work on by-law changes
- Setting board goals on what they would like to see
- Advocacy
- Training sessions

There was discussion if the retreat would be for board topics/goals or would it be a time for the board to meet with the executive director to discuss goals for the organization as a whole.

Ms. Hurst-Wahl will work on some possible dates and timeframes to present to the Board.

OTHER

Mr. Kochian commented on a newly released book.
Sketching Syracuse: A Tour of Syracuse with Urban Sketcher Bill Elkins

ADJOURNMENT

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

Ms. Hurst-Wahl adjourned the meeting at 5:37 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