

MINUTES

OCPL Board of Trustees' Meeting
November 15, 2023
Central Library, Board Room
4:00 p.m.

ATTENDING

S. Edelstein	B. Morgan-Baker
J. Hurst-Wahl	T. Mulvey
E. Kochian	C. Ondrako

ABSENT

L. Fetyko	E. Kassis
M. Mahar	

ALSO PRESENT

D. Marmor	B. Foster
S. Rorer	K. Lighton
R. Battelle	R. Maguire
J. Bleich	A. Perrine
M. Carter	T. Walters
D. Dell	K. Schellinger
B. Foster	

WELCOME

Ms. Hurst-Wahl called the meeting to order at 4:07 p.m.

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the October 18, 2023 meeting.

Ms. Morgan-Baker 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 Report:

Mr. Edelstein inquired about staffing needs and goals as well as aligning with current financials. Ms. Marmor felt staffing was in a good spot. Interviews are being scheduled for current openings. There is a good substitute librarian base. Ms. Marmor shared her goals for the coming year.

- Take a closer look at staffing across city locations based on layout
- Staffing study
- Working with staffing managers to assess needs

- Look at creative ways to put staff in place to meet needs

The staffing is part of the larger Strategic Plan. Ms. Marmor further stated her aim is to create a stable well-functioning administrative team that filters down through the organization.

There was a discussion on how new hires will affect the budget and the ability of the organization to ask for additional positions in the next budget year.

Mr. Mulvey inquired about the website scheduling software. Ms. Marmor stated the current software is being discontinued. She is looking into a new service with web revision. Quotes are being drawn up from several companies. The goal is to have the software in place sometime in Spring 2024, , before summer reading events are scheduled.

FOCL:

Ms. Schellinger spoke about their Annual Appeal Fundraiser. This will be promoted on social media as well as traditional mailings. Ms. Hurst-Wahl inquired about the recent featured author, Brendon Slocum. Ms. Schellinger said he was great. Highlights of the lecture were recounted. Mr. Kochian suggested using the kiosks around the Civic Center for large FOCL Author posters. Ms. Schellinger agreed to explore the possibility.

Finance Report:

Mr. Mulvey inquired about the remaining budget for the year. Mr. Carter explained the different budget lines as well as how they relate to surplus funds within the Central, Branch and System segments. He further explaining how it's reconciled in the following year. Replacing a delivery vehicle and computers using the year end fund balance are currently pending approval.

DISCUSSION

Topics:

a. 2024 OCPL Board of Trustees Slate of Officers

Ms. Hurst-Wahl presented the following Slate of Officers for 2024: President: Sam Edelstein; Vice-president: Tim Mulvey; Secretary: Ed Kochian; and Treasurer: Christina Ondrako

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

b. Strategic Plan

Ms. Hurst-Wahl gave a recap on the four proposals received. Two proposals seemed to not be aligned with what was wanted due to cost and other matters. Two proposals required more looking into. Ms. Marmor and Ms. Battelle spoke with both organizations and felt good

about both. Ms. Marmor expressed that Ms. Morgan-Baker has also been extremely helpful in this process. Ms. Marmor stated that one group stood out for meeting our needs because of their flexibility. Ms. Marmor also supported the way they would structure the project. Ms. Marmor feels she has a good recommendation to make and would like to start this process in January.

Ms. Marmor stated she contacted the Community Foundation in terms of funding. Mr. Mulvey also spoke with their president and was told they were focusing on mergers and smaller board projects than ours. Ms. Marmor talked about contacting other foundations further down the line. Further discussion followed regarding the allocation of funds for the Strategic Plan.

MOTION

Ms. Morgan-Baker made the following motion:

Resolution: 23-25

Resolved, that the OCPL Board of Trustees recommends an allocation from Board funds up to \$60,000 for the Board to contract with a Strategic Planning Consultant for the completion of a strategic plan for OCPL.

Mr. Kochian seconded; motion passed unanimously.

The Board expressed interested in looking at the final proposal with a brief synopsis explaining why the company was recommended.

RESOLUTIONS

Mr. Mulvey moved the following resolution:

Resolution: 23-21

Resolved, that the OCPL Board of Trustees approves to add René Battelle, Administrator for Public Service and Special Initiatives effective immediately; and retain Dawn Marmor, Executive Director; 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.

Mr. Kochian seconded; motion passed unanimously.

Ms. Ondrako moved the following resolution:

Resolution: 23-22

Resolved, that the OCPL Board of Trustees approves the grant application to the CNY Arts GRACE grant in the amount of \$1,000 to fund Petit Branch library's Summer Music Series. More info: "The Petit Library Summer Music Series is a three part series featuring musicians from the Syracuse area. Performances will feature musicians and music from different genres, eras, and backgrounds, promising attendees an

opportunity to experience new and familiar music. Come join Petit Library and spend the long summer days listening to music on our lawn. Performances will be outdoors, weather permitting"

Mr. Kochian seconded; motion passed unanimously.

Mr. Kochian moved the following resolution:

Resolution: 23-23

Resolved, that the OCPL Board of Trustees accepts the grant funds of \$10,000 from the M & T Charitable Foundation to support the 2024 Summer Learning Program

Mr. Mulvey seconded; motion passed unanimously

Mr. Mulvey moved the following resolution:

Resolution: 23-24

Resolved, that the OCPL Board of Trustees approves the recommended revisions to the OCPL Board Bylaws.

Ms. Morgan-Baker seconded; motion passed unanimously

OTHER

Mr. Kochian thanked Ms. Battelle for her recent tour of the library for a group of international students from Shanghai he brought in. It was very well received.

ADJOURNMENT

Ms. Morgan-Baker moved to adjourn the meeting. Ms. Ondrako seconded.

Ms. Hurst-Wahl adjourned the meeting at 4:58 p.m.

Respectively Submitted,

Sharon L. Rorer
Administrative Assistant

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