

MINUTES

OCPL Board of Trustees' Meeting
December 14, 2022
Central Library, Board Room
4:00 p.m.

ATTENDING

M. Mahar	B. Morgan-Baker
E. Kassis	T. Mulvey
J. Hurst-Wahl	C. Ondrako
E. Kochian	

ABSENT

S. Edelstein	L. Fetyko
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ALSO PRESENT

C. Zabriskie	D. Marmor
G. Cox	V. Massulik
R. Battelle	R. Neshor
M. Carter	A. Perrine
R. Dunsmore	A. Schiavulli
B. Foster	T. Walters
R. Maguire	A. Travis

WELCOME

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

AMENDED AGENDA

Ms. Hurst-Wahl made an addition to the agenda. Executive session will be added at the end.

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the November 16, 2022 meeting.

Ms. Kassis seconded; motion passed unanimously.
(Ms. Mahar was not present at the time of the vote.)

PRE-READS

Ms. Hurst-Wahl acknowledged and thanked everyone involved for the additional pre-reads for each branch library.
She mentioned that the Board doesn't need to discuss all the pre-reads at a meeting, but did ask if there were any comments from the Board.

The Board had the following comments:

- Enjoy reading them and knowing what is going on within all the branches
- Ms. Hurst-Wahl took a poll to see what Board members would prefer a hardcopy of the monthly board packet
- Mr. Kochian offered his time and resources to review the Petit Community Room project bid.

A discussion followed on the following topics:

- RFP/bidding process
- Review the RFP to see if something can be scaled back
- Begin looking at the most important aspects of the project in 2023
- Possibly complete the project in phases over a span of a couple of years
- Research other funding sources

Executive Director's Highlights:

Library Journal Summit:

Ms. Hurst-Wahl thanked Mr. Zabriskie for the information on his presentation at the Library Journal Summit in early December.

NYLA Conference:

Mr. Zabriskie stated the NYLA Conference went well and there was a nice representation of OCPL in attendance. He will forward his notes on what he attended/presented to the Board.

Town Hall Meeting-City Branches:

Ms. Morgan-Baker asked for more detail information on what was discussed at the virtual OCPL: City Town Hall meeting held on December 9.

Mr. Zabriskie stated the meeting was a half an hour long and the topics/questions discussed were:

- Digital Navigators
- Wireless logon
- Personnel – Payroll position

Mr. Kochian inquired about the surplus in our payroll line and the possibility of a fulltime librarian position dedicated to the makerspace area. Mr. Zabriskie mentioned we are in the process for some hires within the branches and we are not set up for that particular position at the moment. He stated that he would need to look to see what we have available as funded positions.

President's Report:

Mr. Mulvey asked about the status of the Board vacancies. Ms. Hurst-Wahl reported she knows of approximately five people who have expressed an interest. She explained the board application process within the County and how the County Executive reviews the applications and makes any recommendations to the Legislature for approval.

Board Treasurer's Report:

Ms. Ondrako reported on the Board Finance Committee's minutes from their last meeting. She noted the resolution they have proposed for the Board's consideration.

OCSLD Report:

Ms. Travis presented the new officers of the Onondaga County Suburban Library Directors.

Alyssa Ali, President	(Manlius Library)
Charles Diede, Vice-president	(Community Library of DeWitt and Jamesville)
Jenny Burke, Secretary	(Maxwell Library)
Laura Ravera, Treasurer	(Minoa Library)

DISCUSSION

Topics:

a. Board by-law revisions of sections 3 and 4 – Jill Hurst-Wahl

Ms. Hurst-Wahl asked for motion for the revisions in section 3 & 4 of the Board by-laws.

Ms. Ondrako made the following motion:

RESOLVED, that the OCPL Board of Trustees approves the proposed revisions of sections 3 and 4 of the Board bylaws.

Mr. Mulvey seconded, motion passed unanimously.
(Ms. Mahar was not present at the time of the vote.)

b. Emergency Response Plan – Rebecca Maguire and Christian Zabriskie

Ms. Maguire explained what she has put together in OCPL's Emergency Response Plan Manual for central and branches to date. With the suggestion from Ms. Foster, she followed FEMA's recommendations on the types of categories this type of staff resource should contain.

Below is the list of sections/categories and the type of information that would fit under each:

- General Information

MOTION

Resolution: 22-32

- Emergency Contact List
- Fire Alarm Notifications
- Closing guidelines
- Floor plans: Including Emergency exits
- Additional resources
- Natural Hazards
 - Meteorologist related: weather
 - Geological related: earthquakes
 - Biological related: pandemic disease, foodborne illnesses
 - Onondaga County's Emergency Management Plan
- Human Cause/Accidents Hazards
 - Workplace accidents
 - Workplace violence
 - Intentional acts: bomb threats, cyber attacks
- Technological Hazards
 - Informational technology: utilities, power outages, HVAC etc.
 - Where to locate MSDS binder: chemical informational sheets
 - Fire and explosion procedures
 - Loss of connectivity, software and application failure, lost/ corrupted data etc.
- Building Evacuation Plans
 - Building evacuation plans
 - Closing procedures and checklist
 - VOIP phones: auto attendant
 - Signage: Closed
- Support and Recovery
 - County's EAP (Employees Assistance Program) services
- Communications
 - ALA Guide to Communication Information Resources and Tools
 - ALA Crisis Communication Guide
 - Disaster Response Team

- Pre-approved responses ready for certain situations

Ms. Maguire continued by stating the first measure one would take is to define the crisis, so one can determine what type of action to take.

She is also planning to have conversations with the member libraries to cover system-wide types of situations/communications.

Ms. Kassis suggested adding information regarding personal health and safety.

A discussion followed on:

- Shelter in place supplies
- Emergency binder access in the building but also to those in charge for their car/offsite
 - Electronic version also be provided
- Procedures that are in place for staff/patron evacuations
 - Annual fire drills
 - Assembly locations for each city library
 - Accompanying unattended minors
- Notification procedures to city and county officials

The Board expressed their appreciation for all of Ms. Maguire's efforts and they look forward to learning more as things are updated and progress.

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

Based on the responses Ms. Hurst-Wahl received from the Board April 29th is looking to be the best date for holding the Board Retreat Ms. Hurst-Wahl will be in communications with the Board to finalize/confirm the date.

STAFF PRESENTATION

Ms. Dunsmore gave a presentation reminiscing on the many things that were happening within the world and OCPL during her 32 year career.

Career Highlights:

1990: She began her career at Central- Local History/Genealogy at the Galleries

1995: She became the reference librarian at Central

1999: Moved to the Children's World area at Central

2004: Moved to White Branch Library as the branch manager

2022: Retiring from White Branch

MOTION

Mr. Kochian made the following motion:

Resolution: 22-33

RESOLVED, That the OCPL Board of Trustees acknowledges and thanks Renate Dunmore for her 32 years of service to OCPL and wishes her well in her retirement.

Resolution: 22-27

Mr. Kochian moved the following resolution:

RESOLVED, That the OCPL Board of Trustees elects Jill Hurst-Wahl to the office of President; Sam Edelstein to the office of Vice-President; Edda Kassis to the office of Secretary; and Christina Ondrako to the office of Treasurer of OCPL Board of Trustees for the year 2023.

Mr. Mulvey seconded; motion passed unanimously.
(Ms. Ondrako was not present at the time of the vote.)

Resolution: 22-28

Ms. Morgan-Baker moved the following resolution:

RESOLVED, That the OCPL Board of Trustees approves the following expenditures from the Unrestricted Board Designated Fund for fiscal year 2023:

- \$150 for 2023 Cathedral Square Neighborhood Assoc. membership;
- Up to \$530 for 2022/2023 CenterState CEO membership;
- \$60 for 2023 NY Council of Nonprofits, Inc. (NYCON) membership;
- \$3,100 for the 2023 NYLA organizational membership (\$2500) and the Library Trustee Association Section rider (\$600), which provides membership to OCPL Board of Trustees;
- Up to \$1,900 for the 2023 excelsior membership to the New York Alliance of Library Systems (NYALS) to provide enhanced collaborative advocacy at the state-level for NY's 72 library systems;
- \$750 for the 2023 Ossie Golden/Trustees' Award (\$500 for one recipient or divided equally among multiple recipients) and reception (\$250);
- \$5,000 for the Executive Director's Travel, Training, and Meeting Account;
- \$1,000 to the Director's Community Relations Account;

- \$300 for Retirement/Service Awards; and
- \$6,500 to sponsor 26 weeks of Reading Buddies produced by WCNY, which includes two mentions per episode, 10 promotional mentions per week connected with PBS Kids, 15 messages per week connected with WiCkNeY Kids, banner ad on WCNY Digital; and mentions in the WCNY E-Guide and Connect Magazine.

Total: \$19,290

Mr. Kochian seconded, a brief discussion followed.

Ms. Hurst-Wahl reviewed this year's annual expenditures. She inquired about staff training. Ms. Zabriskie stated for some it is very difficult for staff to pay up front to attend training opportunities and then get reimbursed.

Ms. Mahar mentioned her department was experiencing the same thing. The County provided them with a travel card and another card for registration purposes to help with these type of situations.

The motion passed unanimously.

(Ms. Ondrako was not present at the time of the vote.)

Resolution: 22-29

Mr. Kochian moved the following amended resolution:

RESOLVED, That the OCPL Board of Trustees approves the following expenditure from funds previously donated by FOCL and held in the Unrestricted Board Designated Fund for fiscal year 2023:

Up to \$12,000 to cover the expenses for location rental, refreshments and speakers for 2023 Staff Development Day (\$8,000) and for the System Retreat (\$4,000) for 2023.

Ms. Morgan-Baker seconded; motion passed unanimously.
(Ms. Ondrako was not present at the time of the vote.)

The Board had a discussion on how FOCL's donations are received and the process on how those funds are expended.

Resolution: 22-30

Mr. Kochian moved the following resolution:

RESOLVED, That the OCPL Board of Trustees approves the grant application submission to the CLRC Initiative Grant for up to \$2000 for a system-wide StoryWalk Project which includes the purchase of an industrial laminator to not only create StoryWalks, but to create a lending library of StoryWalks

Ms. Mahar seconded; motion passed unanimously.
(Ms. Ondrako was not present at the time of the vote.)

Resolution: 22-31
(Tabled)

Mr. Mulvey moved the following resolution:

RESOLVED, that the Onondaga County Public Library Board of Trustees will authorize disbursement of Board of Trustee funds as part of the regularly scheduled Board of Trustee meetings. A list of disbursements approved by management and ready for disbursement (either physical check or other method) should be provided to the Board of Trustees as part of their monthly packet. The Board of Trustees will review and authorize disbursements, with such authorization documented in the meeting minutes; and, be it further

RESOLVED, that should an emergent matter arise and a check or electronic payment must be issued before the next scheduled Board of Trustees meeting the requested payment details and supporting documentation should be provided to both the Finance Committee Chair and Board President for approval. No disbursement shall be made without approval either at the monthly meeting or by the Finance Committee Chair or Board President; and, be it further

RESOLVED, that bank reconciliations should be performed within 2 weeks of month end and provided to and circulated at the monthly Board of Trustees meeting for review, should there not be a meeting that month the reconciliation and supporting statements should be provided to the Finance Committee Chair and the Board President; and, be it further

RESOLVED, that the Board of Trustees will annually approve a planned budget of spending from Board of Trustees funds and throughout the year will work with the Executive Director, management, and staff to identify other library needs and initiatives to fund. No longer should the budget approval result in any record keeping within QuickBooks.

Mr. Kochian seconded, a discussion followed.
(Ms. Ondrako was not present at the time of the vote.)

Mr. Mulvey explained this is a recommendation from the Finance Committee for the Board to have a better handle in the administration of the Trustees funds and authorization of the expenditure of such funds. The Board decided to table this resolution until the next Board meeting.

EXECUTIVE SESSION Ms. Morgan Baker made the following motion:

BE IT RESOLVED, that per Section 105 of the Public Officers Law, this board shall now move into executive session for purpose of discussing the employment history of a particular person with Christian Zabriskie also in attendance.

Mr. Kochian seconded, motion passed unanimously.
(Ms. Ondrako was not present at the time of the vote.)

The Board entered into executive session at 5:35.

At 6:11 pm, Mr. Kochian made the motion to leave executive session.
Ms. Morgan-Baker seconded, motion passed unanimously.
No action taken.
Board reconvened open session.

ADJOURNMENT Mr. Mulvey moved to adjourn the meeting. Ms. Mahar seconded.

Ms. Hurst-Wahl adjourned the meeting at 6:12 p.m.

Respectively Submitted,

Gail M. Cox
Administrative Assistant

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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