

## MINUTES

OCPL Board of Trustees' Meeting  
December 13, 2023  
Central Library, Board Room  
4:00 p.m.

### ATTENDING

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

### ABSENT

S. Edelstein

### ALSO PRESENT

R. Battelle	A. Perrine
M. Carter	S. Rorer
D. Dell	T. Walters
R. Maguire	K. Schellinger
D. Marmor	

### WELCOME

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

### CONSENT AGENDA

Ms. Ondrako moved the consent agenda, which includes the minutes from the November 15, 2023 meeting.

Mr. Kochian 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.

Ms. Hurst-Wahl spoke briefly regarding goals for 2024 listed in the Branch/Central reports and the Executive Director's Report. These included statistical tracking and priority items.

#### Executive Director's Report:

Ms. Marmor publicly thanked Ms. Hurst-Wahl as president of the Board of Trustees. She expressed her pleasure working with Ms. Hurst-Wahl.

Ms. Marmor reported on the recent visit with Tor Loney from the State Library to our system. They toured some of the branch and member libraries. He spent some time sharing what he does and his role at the state library. Ms. Marmor felt that the state library has become more receptive to communication which is encouraging. She noted that the state construction projects from our system have passed the first review and are moving along to the next review. She felt the state has been willing to help to a larger extent.

Ms. Marmor spoke about attending the CLRC breakfast at Westhill High School. It was a well-attended positive advocacy event. Ms. Hurst-Wahl added that Westhill has a new school library, and the students did some posters about digital literacy. She felt it was a nice showing for people from state government, legislatures, state senators, governor's representative, and others.

Ms. Marmor reminded everyone to vote for the holiday window. It was designed by two employees from Soule Branch. She felt it was beautiful and best of all it is related to a book. Mr. Kochian asked how to vote. Mr. Walters explained there is a QR code that can be scanned taking you to the website for voting.

Ms. Mahar expressed interest in becoming involved with the Memory Café. She mentioned a lot of seniors that would like to use the libraries. Ms. Mahar has connections with the Alzheimer's Association and pointed out the amount of funding going into caregiving. Ms. Marmor stated that Ms. Battelle is heading it up and pulling it altogether.

#### President's Report:

Ms. Hurst-Wahl gave a huge thank you to everyone. She felt everyone she has dealt with in the past four years has been helpful.

Mr. Kochian expressed his appreciation for Ms. Hurst-Wahl and her handling of difficult situations.

#### Branch & Central Reports:

Ms. Hurst-Wahl asked Ms. Battelle to explain "genre-fying" as listed on the Central Library report. Ms. Battelle explained that it separates book collections into categories such as romance, sci-fi, and fantasy making it easier for patrons to browse those sections.

#### Library Operations:

Ms. Maguire discussed the Hazard Branch Renovation. An application for a NYS Construction grant has been submitted. The areas of consideration for renovation are the following:

- Updating the Teen Space
- Early Literacy Section in the Children's section
- Updating the Community Room
- Adding a Meeting Room Space

Mr. Kochian inquired about handicap accessibility. Ms. Maguire confirmed there was an elevator. Mr. Kochian further discussed the proposed meeting space. Ms. Marmor gave an example of the meeting space in Betts Library with the see through glass. She stated that more buildings are incorporating this type of meeting room space.

## **DISCUSSION ITEMS**

### Finance Committee Meeting

Mr. Mulvey discussed the following items from the recent Finance Committee Meeting.

- RFPs for strategic plan
- Recommendation of vendor
- Credit card use when using board funds

### Strategic Planning Consultants

Ms. Hurst-Wahl recapped the RFP responses from four vendors and what they had to offer as possible strategic planning consultants. Ms. Marmor, Ms. Battelle, and Ms. Morgan-Baker went through the documents and narrowed it down to two vendors. They followed up with the two remaining vendors. The documents were reviewed again by Ms. Marmor, Ms. Battelle, Ms. Morgan-Baker as well as the Finance Committee. One vendor was chosen. It fits within the budget with more things included. The process would be nine (9) months starting in 2024. The recommendation is the Stillwork Consulting Group with Heidi Holtz and team located in Fayetteville. Heidi has worked with OCPL, Fayetteville and a couple other libraries regarding strategic planning.

Mr. Kochian clarified that the contract will be with the board not Onondaga County. It will be approved by the Executive Director and Board President. Ms. Marmor expressed her thanks for all the support.

Mr. Mulvey asked Ms. Marmor to briefly summarize the expectation of the deliverables.

Ms. Marmor gave the following particulars:

- Will meet during week of Dec. 17 to create a timetable
- Go through the process with Heidi Holtz and team
- Assessment Phase – Would like to hear from stakeholders
- Discovery Phase – Will survey the board and staff members including 15 confidential one on one interviews. Will have 3 discovery sessions.
- Phase 3 – Planning phase – resulting in a strong draft plan. Will factor in change that is foreseen happening along the way.

Ms. Marmor feels that having a plan in place is very important for the organization in the long term. Ms. Hurst-Wahl added that the plan factors in the effect of the board not just the library. Ms. Marmor commented that since the company is local, they are invested in the public library system. Ms. Hurst-Wahl pointed out that all public libraries in New York State must abide by “Minimum Standards.” Having a strategic plan is one of those standards.

## **MOTION**

*Resolution: 23-29*

Ms. Fetyko made the following motion:

**RESOLVED**, That the OCPL Board of Trustees approves the hiring of Stillwork Consulting Group as our strategic planning consultant.

Mr. Kochian seconded: motion passed unanimously.

## **RESOLUTIONS**

*Resolution: 23-26*

Ms. Morgan-Baker moved the following resolution:

**RESOLVED**, That the OCPL Board of Trustees elects Sam Edelstein to the office of President; Tim Mulvey to the office of Vice-President; Ed Kochian to the office of Secretary; and Christina Ondrako to the office of Treasurer of OCPL Board of Trustees for the year 2024.

Ms. Fetyko seconded; followed by a discussion.

Ms. Hurst-Wahl clarified that this is voted on every year, and it is not our practice that the Vice-President becomes President.

The motion passed unanimously.

*Resolution: 23-27*

Ms. Fetyko moved the following resolution:

**RESOLVED**, That the OCPL Board of Trustees approves the following expenditures from the Unrestricted Board Designated Fund for fiscal year 2024:

- \$150 for 2024 Cathedral Square Neighborhood Assoc. membership;
- Up to \$530 for 2023/2024 CenterState CEO membership;
- \$60 for 2024 NY Council of Nonprofits, Inc. (NYCON) membership;
- \$3,100 for the 2024 NYLA organizational membership (\$2500) and the Library Trustee Association Section rider (\$600), which provides membership to OCPL Board of Trustees;
- Up to \$2,500 for the 2024 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 2024 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;
- \$2,000 to the Director's Community Relations Account; and
- \$300 for Retirement/Service Awards

**Total: \$14,390**

Ms. Morgan-Baker seconded; followed by a discussion.

Mr. Mulvey inquired about membership to CenterState and their benefits. Ms. Marmor explained that it is a business leadership and economic development organization. Historically we have been members and attend their events regarding development and things happening within the city. They are dedicated to retaining and growing talent which has a spin-off benefit to us.

Mr. Mulvey asked if libraries belong to the Chamber of Commerce. Ms. Perrine stated that the member directors are encouraged to join and be

active in their Chamber of Commerce. She felt it was very important to be active in the community.

Ms. Hurst-Wahl asked Ms. Marmor to expound on each membership and their benefits. Ms. Marmor summarized the following:

- Cathedral Square Neighborhood Assoc. - Neighborhood TNT for that area of the city. We have been members a very long time.
- NY Council of Nonprofits, Inc. (NYCON) – Advocacy group. Mr. Mulvey added they do work for non-profits. They do merger modifications to certificates incorporation. They are a resource and have trainings.
- NYLA – Promotes libraries in New York.
- New York Alliance of Library Systems (NYALS) – Heavily involved in advocacy at a state level. Meets monthly. Discusses common issues and concerns. They have different advocacy initiatives and training opportunities.

Ms. Marmor mentioned that we pay for some of our memberships out of the operating budget such as Central Library Resource Council (CLRC) and Public Library System Director Organization (PULISDO).

- Ossie Golden – An award that recognizes employees.
- Retirement/Service Awards – Employees are recognized at Staff Development Day for their years of service.

Mr. Kochian asked what the membership cost was for CLRC. Ms. Marmor stated it was \$750. Ms. Hurst Wahl added that CLRC provides training and grants as well as advocacy.

The motion passed unanimously.

*Resolution: 23-28*

Ms. Fetyko moved the following resolution:

**RESOLVED**, That the OCPL Board of Trustees approves the following expenditures from funds previously donated by FOCL and held in the Unrestricted Board Designated Fund for fiscal year 2024:

Up to \$8,000 to cover the expenses for location rental, refreshments, and speakers for 2024 Staff Development Day and up to \$4,000 for 2024 System Retreat expenditures.

Mr. Kochian seconded; followed by a discussion.

Ms. Marmor discussed the advantage of having an “up to” figure for Staff Development Day. The goal is to make it a fun day as well as providing continuing education by bringing a speaker into the program and giving

an opportunity to network. Planning starts in 2024.

The motion passed unanimously.

**MOTION**

*Resolution: 23-30*

Mr. Mulvey moved the following resolution:

**RESOLVED**, That the OCPL Board of Trustees recognizes and appreciates the outstanding term that Ms. Hurst-Wahl served as president of this board and that she is to be congratulated on steering us through some very difficult times as well as for her very efficient and effective leadership for this organization's board.

Mr. Kochian seconded: motion passed unanimously.

**ADJOURNMENT**

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

Ms. Hurst-Wahl adjourned the meeting at 4:49 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