

**MINUTES**

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

**ATTENDING**

L. Fetyko	E. Kochian
J. Hurst-Wahl	B. Morgan-Baker
E. Kassis	T. Mulvey

**ABSENT**

S. Edelstein	C. Ondrako
M. Mahar	

**ALSO PRESENT**

C. Zabriskie	R. Maguire
G. Cox	D. Marmor
R. Battelle	A. Perrine
J. Bleich	A. Schiavulli
D. Dell	T. Walter
B. Foster	A. Tassone
N. Jyothi Kapu	G. Wisniewski
K. Lighton	

**WELCOME**

Ms. Hurst-Wahl called the meeting to order at 4:10 p.m.

**CONSENT AGENDA**

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

Ms. Fetyko 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:

❖ ALA LibLearnX  
Conference Highlights:

➤ Trauma Informed Libraries Presentation

- Being cognizes of what goes into library work
- He was one of the presenters and did a lot of counseling with some folks there
- Futurism Thinking
  - Dealing with out of the box thinking
  - Strategic Planning
- Indigenous Authors
  - Firsthand look at the importance of representation in children and adult authorship
- Trade Floor
  - Was limited with only the larger vendors attending. So not much in the way of new products

Mr. Zabriskie continued by stating there were many programs that overlapped so it made it difficult to completely attend a whole program when one wanted to participate in more than one because of this structure.

#### ❖ FOCL Financial Proposals

- Telescope Lending Program:  
Mr. Zabriskie explained how this lending program would potentially work for patrons to borrow. There would be one for each city branch location.

There was a discussion on the following:

- How long they could be checked out for
  - ◆ Would depend on the interest
- How would we recoup our loses or replacement components
  - ◆ Patron would be charged as a lost item
- Travel cases for them
  - ◆ No, there isn't anything that works very well for it
- Training staff in advance on their use
  - ◆ Potential partnerships with astronomy clubs
  - ◆ Utilization of the jet packs

Eventually, Mr. Zabriskie would like to extend a lending library to include tools and musical instruments.

- OCPL Book Bike:  
Mr. Zabriskie explained what the Haley tricycle solar electric bike would be used for within our library communities.

Examples:

- Rolling story times

- Possibly loaning it to other libraries within our system
- To promote library events
- The ability to sign people up for cards remotely
- Use at the Everson, street fairs and parks
- Free book giveaways for different events

The board inquired on how it will be staffed and any plans set for how this would be used.

Mr. Zabriskie stated it would be staffed by OCPL staff volunteers during one's normal working day. In speaking with the library's union representative, his understanding is that the union is fine with it as long as it is on a volunteer basis and that it would not impede on their everyday responsibilities at one's respective work location.

He commented that this is not intended to be out every day, but just as another means to reach out our library communities.

## **MOTION**

*Resolution: 23-02*

Ms. Fetyko made the following motion:

**RESOLVED**, that the OCPL Board of Trustees approves the total expenditure of up to \$9,250 from FOCL's donation to the OCPL Board of Trustees Fund to cover the purchases for the telescope lending program (\$2,250) and the book bike program (\$7,000).

Mr. Kochian seconded, motion passed unanimously.

### ❖ Strategic Planning

Mr. Zabriskie noted he began forming a strategic planning group and some email communications has been shared with this group for their review. However, the group has not formally met yet.

He gave the following highlights:

- 3 year time line
  - 1<sup>st</sup> year: Research process: involve one-on-one meetings with staff, and various stakeholders
  - 2<sup>nd</sup> year: Writing expectation deadlines
  - 3<sup>rd</sup> year: Getting everyone on board

The Board had the following comments:

- Timeline may be too long

- Hiring a consultant who specializes in strategic planning to help facilitate and keep everyone on track throughout the process
- A consultant wouldn't be the one writing the Plan
- It would be very beneficial to have an outside person to check in and help keep things moving forward
- A consultant would also help take a heavy burden off of staff who are already trying to maintain all the services we currently provide
- Suggestion to check with Liverpool on the consultant they used for their strategic planning process and get their feedback on any pitfalls they experienced
- Defining our parameters: Is it defined by our charter?
- Need a definition of what this strategic plan would encompass
- Creating a process that is very agile and adaptable
- Concern that the County is already running down a path in a number of areas and making sure we stay on that path as well

In conclusion, the board would like to review Ms. Morgan-Baker's prior research on what she has put together and discuss training that would need to be done with the strategic planning group before moving forward.

## **OTHER**

Mr. Kochian inquired about any updates regarding the Makerspace area being more readily available to the public.

Mr. Zabriskie commented that due to so many incidents occurring when it was open all the time and not enough staff to cover the hours it isn't practical or safe to have it widely open at this point in time.

In the meantime, Ms. Battelle and staff came up with a viable solution. The staff has been holding many classes/programs in that space, so it is getting used on a regular basis while being in a more controlled environment.

Ms. Battelle stated the plan is to get some of the outdated equipment updated and then open one day a week.

The Board expressed an interest in an inventory list of the outdated items so they have a better understating of the financial cost in replacing those items.

Mr. Mulvey asked about the types of security issues.

Ms. Battelle mentioned it is a combination of patron behaviors and the lack of the appropriate amount of dedicated staff needed to assist in all the different facets of the equipment in order to keep it a space safe for everyone.

### Other Reports:

Ms. Hurst-Wahl would like a 2022 overview report compiled so it could be given out to the community and also keeps the library within our minimum standards requirement.

### President's Report:

- Board Committees
  - For board review
- Board Training
  - April 29<sup>th</sup>
  - Ms. Fetyko, Mr. Zabriskie and Ms. Hurst-Wahl will meet to discuss topics
- Trustees Advisory Committee
  - Banned Book Training on March 28<sup>th</sup> from 5:30-7:30 via ZOOM

## **DISCUSSION**

### Topics:

#### a. Library Card Policy

Mr. Zabriskie provided the Board with the revised Library Card Policy with one line amended.

#### Juvenile Library Cards - section

Previous statement:

“Any child from birth onward may be registered for a library card by their parent or guardian.”

Amended:

“Any child from birth onward may be registered for a library card by any responsible adult.”

The whole version of the policy is attached to the minutes.

#### b. Not-for Profit Accelerator/Incubator Update

Ms. Morgan-Baker reviewed her information she put together listing all the local organizations who already provide this type of service to the community and what each one entails.

### Organizations:

- The Gifford Foundation
- Nourishing Tomorrow's Leaders (NTL)
- POWER
- ADVANS
- CNY Community Foundation
- Nonprofit Essentials Workshop Series
- Resilia
- Staff Advancement Initiative
- The leadership Classroom (TLC)

- The Southside Innovation Center
- Upstate Minority Economic Alliance
- Jon Ben Snow

Mr. Zabriskie reviewed his updated handout on what his envisions this service to entail within the Central Library.

Highlights:

- Assets the library can offer
  - Office Space
  - Computers, Networking and Printing
  - Training
  - Foundation Grant Center Support
  - Networking
- Models - 2 principle models under consideration
  - NFP in Residence
  - NFP Co-working Space
- Steps Forward
  - Board/Organizational Buy-in
  - Stakeholder conversations
  - Establish Advisory Committee
  - Develop Content
  - Networking Opportunities
  - Establish Mentors
  - Advertise/ Market Services
  - Recruit

Ms. Morgan-Baker recommended Mr. Zabriskie to speak with people at the Community Foundation and the Gifford Foundation as they are one of the first two places someone would go to start looking for funding. See what they offer so we are not duplicating efforts that they already provide or have in place and inquire where the library could fill in the gaps, such as the Foundation Center.

Ms. Hurst-Wahl commented that there isn't a lot of co-working space in the County, but is not sure what private organizations may provide within the county.

## **OTHER**

Mr. Zabriskie mentioned an organization called Moms for Liberty which is based out of Florida recently organized local chapter here. They are a highly organized entity that advocates for parental control over book banning efforts and curriculum control.

Ms. Hurst-Wahl inquired about where we are in the process from the previous approval for incarcerated story time project.

Mr. Zabriskie explained we were not allowed access partly due to the lack of communication from the sheriff's office. We are now trying to pivot and reach out to the military for those who are serving overseas for the use of those assets. Mr. Zabriskie will keep the Board apprised of any updates on this process.

**ACKNOWLEDGMENT** The Board congratulated Ms. Bleich on her recent promotion as the White Branch Manager.

**ADJOURNMENT** Ms. Hurst-Wahl concluded the meeting at 5:27 p.m.

Respectively Submitted,

Gail M. Cox  
Administrative Assistant

1: Attachment

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org) Christian Zabriskie, Executive Director

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



## Onondaga County Public Library Board Policy

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### Library Card Registration Policy

(1<sup>st</sup> Consideration: 9/17/22; 2<sup>nd</sup> Consideration  
10/19/22 of new revised- attached)  
Resolution #: 22-26  
Date Approved: 10/19/22; **rev Mar 2023**  
Review Date: October 2025

#### **Library Card Registration Requirements**

Library cards are issued to applicants who are present in the library and who verify both name and address. A photo ID is preferred but not required, a piece of mail can act as secondary proof of address.

#### **Juvenile Library Cards**

~~Any child from birth onward may be registered for a library card by their parent or guardian.~~ **Any child from birth onward may be registered for a library card by any responsible adult.** This adult must produce ID (photo ID preferred) and a secondary address verification such as an item of mail.

Parents have the responsibility for a child's card and any financial obligations incurred on it until the child's 18th birthday. If the child becomes an emancipated minor then they shall assume responsibility for all fees associated with the card. Persons who are emancipated minors are able to get a card with ID and address verification.

Adoptive and Foster Families who are awaiting final documentation or are transitional housing for children may apply for a temporary library card without associating a child and adult account. These cards are issued for 3 months and may be reissued on a case by case basis at the discretion of branch management.

#### **Online Library Card Registration**

Patrons may apply for a card online through the OCPL website. These cards allow for limited interaction with the library's catalog and holdings. Patrons must finalize their card registration in person before receiving full access to library materials and collections.

#### **Name Changes**

Individuals who have changed their name for whatever reason including being members of the trans community may change their preferred name at any time upon request. Staff should use the "Preferred Name" field and do not require any documentation to do so. Patrons who are getting a new card and



whose names have changed from what is on their legal documentation may use their preferred name at registration.

Patrons should never be required to be “dead-named” by the library and staff are encouraged to be creative in finding solutions to this issue.

### **Library Cards for In-System Residents**

Individuals are entitled to an Onondaga County Public Library Card if they reside in the System’s service area, or they reside in a school district whose taxes support an OCPL member library, or if they go to school or own property within the System’s service area.

This card can be used at the Central Library, city branches, and all suburban member libraries. It can be used remotely to access digital content, use databases, and download materials. Digital resources and access to them varies from library to library and may be restricted to each library’s registered patrons.

### **Free OnPass Library Cards for Out of System Residents**

Individuals who reside in Out of System Areas may obtain an OnPass library card from the Central Library and the city branches and from any suburban member library that participates in the OnPass Program

The OnPass allows those who live outside of the Onondaga County Public Library System to have borrowing privileges at all participating libraries including being able to place holds on materials from participating libraries. OnPass borrowers have access to the digital content that is available to Central Library cardholders.