

Onondaga County Public
*** Libraries**

Learn * Explore * Create

MINUTES
OCPL Board of Trustees' Meeting
February 19, 2020
Central Library, Board Room
4:00 p.m.

ATTENDING

T. Dodge	B. Morgan-Baker
J. Hurst-Wahl	C. Ondrako
E. Kochian	M. Tucci

ABSENT

V. Biesiada	R. Engel
S. Edelstein	R. Manning

ALSO PRESENT

C. Zabriskie	R. Maguire
G. Cox	V. Massulik
R. Battelle	A. Schiavulli
M. Carter	A. Thorna
K. Coffta	J. Milligan
D. Dell	A. Perrine
C. Diede	M. Van Patten
K. Hayduke	G. Wisniewski
D. Marmor	

WELCOME

Ms. Hurst-Wahl called the meeting to order at 4:00 p.m.

CONSENT AGENDA

Ms. Ondrako moved the consent agenda, which includes the minutes from the January 15, 2020 meeting.
Ms. Tucci seconded, motion passed unanimously.

**EXECUTIVE
DIRECTOR'S REPORT**

Mr. Zabriskie gave an overview on the following topics:

Meetings:

- State of the County and the City
- Igna Barnello from LeMoyne
- FOCL
- Storytime and various internal meetings

Actions:

- Prepared statement/best practices for First Amendment Audits
 - a) There was mention of a first amendment auditor in the region
- Preparations for Diversity Fellowship in Administration
 - a) Position: paid part-time position
 - b) Qualifications: recent library grad student or one who is in a MLS graduate school

- c) Location: Central
- d) Duration: 1 year
- e) Hours: 15 hours per week
- f) Duties: public service points and working with administration
- g) Experience: exposure as a front line librarianship and to leadership/administrative work

Bookmobile:

- County funded
- Branding: included in cost and have a local business do the wrap
- Timeframe: if approved would take one year from time of order
- Discussion on short/long term costs
- Discussion on size, weight load capacity and expense of running the generator

Tech Backpacks:

- State of the County announced \$150,000 towards more tech backpacks
- Funding source has not yet been determined
- Inquiry on data stats on the tech backpacks that are in circulation now

Branches:

- White: reviewing the feasibility study
- Beauchamp Renovation: doing a reassessment from the original design created a couple of years back

Statistical Data:

- Currently reviewing best practices and profiled other libraries of comparable cities' library leadership
 - a) Looking for commonalities
 - b) Trying to establish direction for our strategic plan
 - c) Establishing cohort for future conversations including security and community building

Motion:

Resolution: 20-03

Mr. Dodge made the following motion:

Resolved, That the OCPL Board of Trustees affirms their desire to acquire a bookmobile.

Mr. Kochian seconded, the motion passed unanimously.

**PRESIDENT'S REPORT/
DISCUSSION**

Ms. Hurst-Wahl discussed the following topics:

- Monthly meeting with Deputy County Executive Donnelly
 - a) Discussed her priorities for the current year which included:
 - Bookmobile
 - Data
 - Library message and the board communications
 - Board vacancies

- What data and information will help us understand the impact of our libraries, as well as the direction they are taking?
 - a) Data: discussion on the types of data to be collected and the duration of the various stats that are being provided

Ms. Marmor explained the data she compiled for the branches for the month of January. Ms. Hurst-Wahl commented on the data regarding the heavy usage of Petit branch and how it doesn't have a community room or space for patrons for communication purposes it shows the need for some kind of attention.

Ms. Marmor was asked to continue compiling the data for the next few months. Ms. Hurst-Wahl thanked Ms. Marmor for the colorful chart regarding the city branches.

- What information do we want to communicate to our constituents?
 - a) Will be discussed at a future meeting
- Sharing meeting pre-reads with our member directors
 - a) Discussion on the various monthly reports are included for member directors in addition to the agenda and resolutions that are posted on the website

OCPL SYSTEM REPORTS

- 1) MOU Committee: no report
- 2) OCSLD (Onondaga County Suburban Library Directors):
Ms. Milligan reported on the following suburban library locations:
Onondaga Free: has new teen space
Maxwell: won a grant from ALA to hold a series of programs with seniors and teens on the institute of American history.
Baldwinsville: Ms. Van Patten mentioned that the public library section of PLA will host a one day conference at the Holiday Inn at Electronics Parkway on June 5th.
- 3) Transit Report:
Mr. Dell reviewed the monthly transit report to the Board.
- 4) Budget:
Mr. Carter explained the County is still conducting their yearend budget information.

BOARD COMMITTEES

Ms. Hurst-Wahl mentioned she will email the Board on the various board committees and each Board member's interest.

BOARD COMMITTEE REPORTS

Government Relations

Mr. Dodge reviewed the past and future activities of the committee.

Finance

No report.

Strategic Planning

Ms. Morgan-Baker stated she is planning on having the strategic planning survey ready by April 1st.

Board Development/
Recruitment

Ms. Hurst-Wahl commented on the following topics:

Training:

- OCPL System Libraries Board Training will be held on May 1
- OCPL Board of Trustees Training will be held on May 2
- Jerry Nichols will be available for both days to facilitate the training
- No change in cost

Executive Committee:

Ms. Hurst-Wahl stated they discussed creating regular review structure for the director.

CITY LIBRARIES REPORT

Ms. Marmor covered the following topics:

City Libraries: Another clerical staff meeting is being scheduled for the end of March or early April to get back to basics training, especially for the new staff.

Staffing: Completed interviews: Librarian III's positions at Petit, Betts, and Paine; Inventory Control Supervisor; and Beauchamp's Librarian I children's position.

Interviews are currently being scheduled for Hazard's Librarian I children's position and part-time clerical positions at Syracuse Northeast Community Center library.

She reviewed the part-time staff who were recently hired at the various city branch and satellite locations.

Security Report: Ms. Hurst-Wahl thanked Mr. Diede for the report. She inquired about the types of incidents reported and how it would be helpful to have it a table format. Mr. Diede explained the various types of incidents that are reported.

FOCL

No Report

ADJOURNMENT

Mr. Dodge moved to adjourn the meeting.

Ms. Hurst-Wahl adjourned the meeting at 5:20 p.m.

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