

MINUTES
OCPL Board of Trustees' Meeting
March 19, 2025
Central Library, Board Room
4:00 p.m.

ATTENDING	M. Bilbo Coughlin L. Dyer S. Edelstein J. Hurst-Wahl E. James Mbuqe	E. Kochian B. Lane M. Mahar T. Mulvey
ABSENT	D. Dixie	E. Gonzalez
ALSO PRESENT	R. Battelle D. Dell M. Foster R. Gilbert V. Massulik	A. Perrine S. Rorer T. Walters Y. Williams K. Schellinger

WELCOME Mr. Edelstein called the meeting to order at 4:01 p.m.

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Two new members have been appointed to the Board of Trustees: Ms. Lane and Ms. James Mbuqe. All present Board members introduced themselves. Mr. Edelstein welcomed the new Board members.

PUBLIC COMMENT No Public Comment

CONSENT AGENDA Mr. Kochian moved the consent agenda, which includes the minutes and Executive Session minutes from the February 12, 2025 meeting.

Ms. Hurst-Wahl seconded; motion passed unanimously.

Mr. Edelstein mentioned that there will be changes to the agenda moving forward. He encouraged the Board members to make suggestions for ways to improve the agenda.

DISCUSSION

Executive Director Updates

Ms. Perrine discussed some upcoming changes to the Trustees' monthly Board Reports. They will be more targeted and there will be less to read.

Ms. Perrine talked about the Ossie Golden Award that is given by the Board of Trustees every year. She congratulated the winners B. Maggie Foster and Jessica Shaffer and thanked the Board for giving the award and reception.

Ms. Perrine reported on her recent trip to Albany for NYLA's Advocacy Day. Several library staff went as well. She encouraged the Trustees to consider going next year.

Ms. Perrine acknowledged all the work Mr. Walters, and his team have been doing to promote the library.

Ms. Perrine talked about some of the meetings she has gone to and some upcoming ones, as well as what the Board would like to see regarding these meetings. She felt the ones that are key and those that went along with the Strategic Pathways should be shared with the Board. Ms. Perrine mentioned her recent meeting with the Early Childhood Alliance of Onondaga County. She is planning on increasing our partnership there for early childhood literacy. She loves the program Thriving Not Just Surviving program for parents and feels having community and education is key. The Early Childhood Alliance wants to have these programs in places where there are already parents and children. Ms. Perrine would like to have a program in each quadrant of the city.

Ms. Perrine attended her first meeting of the Public Library Systems Directors Organization (PULISDO). She learned that they do bi-annual mini conferences and volunteered to help plan the one taking place in Utica this August. She feels making connections with other Directors is tremendously important.

Ms. Perrine attended one of the Safety and Security meetings run by Ms. Gilbert for the city branches. She felt it was one of the most eye-opening meetings she has ever been to and hearing things the staff deal with daily was key. She asked staff to let her know about potential policies, procedures and training they would like to have. In addition to talking about things that are happening, she feels we are also using that information to make things better.

Ms. Perrine is meeting with Cydney Johnson, Deputy County Executive for Physical Services biweekly, who has offered to introduce her to the directors and commissioners she needs to meet.

Ms. Perrine gave a few highlights from her Member Services report. Delivery is going great. She credited Mr. Walters for all the fun pictures she was able to include in the report.

Ms. Perrine talked about starting to implement the Strategic Plan. She spoke to her administrative team concerning quarterly goals for each Pathway spanning over the next 3 years. She also asked them to indicate position titles that oversee things instead of specific names of people. She will bring updates to the Board quarterly. Ms. Perrine pointed out some objectives for the Board listed under the Bolstering Leadership pathway. She asked the Board to come up with some goals for the next year and offered her assistance. She gave the example of putting together a list of liaisons.

Ms. Perrine spoke about the Institute of Museum and Library Services (IMLS) and its potential defunding. She explained that OCPL does not get direct federal funding. The NYS library gets money through the Grants to States program. They get 8 million dollars which is half their funding. It funds 55 of their 84 positions. This will affect us more in what the state library does, which includes obtaining aid from the state, construction grants, annual reports, as well as other grants. The state library oversees public library certificates and also confirms Director appointments as mandated by law. They answer any questions regarding things such as law or programs. Her concern is what a possible loss of staff would do to already slow processes. Ms. Perrine learned that the NYS Library is not allowed to advocate for themselves legally. She had a conversation with Ryan Perry from CLRC regarding this and they are going to talk to the State and the New York Library Association. She further explained that the NYS library's other funding comes from real estate properties sold. The proceeds from these sales go to various funds including state library funds. Ms. Perrine sent out a link from NYLA to the Board members for emailing their elected officials. She encouraged the Board members to advocate for the library and share this with their friends and family on their social media sites. She has also shared this with staff, so they will be able to answer patron questions appropriately. She will update when she has more information.

Ms. Hurst-Wahl gave some history regarding the state library.

Board President Update

Mr. Edelstein advised the Board to copy Ms. Perrine on all Board communication.

Mr. Kochian suggested a different format for the Financial Reports. Ms. Perrine will meet with Mr. Carter to come up with the best way to present the financial data. She encouraged the Board to make suggestions and let her know what they would like to see in the Financial Reports.

Mr. Edelstein mentioned that we can start doing presentations such as getting updates on Libby and Digital Resources, and how circulation works. He encouraged the Board to let him know if they have ideas for presentations. He will start compiling them.

Ms. Perrine mentioned that she would like to bring policies for first consideration coupled with presentations. She has been working with admin and staff on this.

Ms. Dyer suggested taking photographs of Board members. Ms. Perrine will speak with Communications to set up times for photos.

One of Ms. Perrine's goals is to meet with each Board member which she has already begun to do. One of the things that has come up in conversation at these meetings is the need for more frequent communication from Ms. Perrine. This could be in the form of emails every other week on Fridays relaying general information for example. She would like suggestions from the Board.

Ms. Lane inquired about the Code of Conduct that was discussed at the last Board meeting. Ms. Perrine explained that in NY state, policies are to be reviewed every 5 years unless there is a big change and a reason to bring them in for review. The Code of Conduct has not reached the 5-year mark yet. The 2nd consideration has been pulled for now. In addition, it also mentions other policies within the Code of Conduct Policy that need to be reviewed and updated before the Code of Conduct Policy can be brought back for consideration.

Security Camera Policy – 1st Consideration

Ms. Gilbert viewed several security camera policies including ones from ALA and West Monroe County Library before creating one for OCPL. She gave some details on the new Security Camera Policy. The cameras are in the process of being updated as part of a phased plan. One new update is that footage will be accessible from the Central location. Previously the footage was only accessible at each Branch location. Ms. Gilbert wanted to make sure our policy indicated that footage would only be accessed when incidents occurred and felt it would be helpful to spell out what the cameras are used for and what they are not. Ms. Perrine pointed out that we are not monitoring what is being listened to, read, or watched. Staff performance is not being monitored unless theft is suspected. Mr. Edelstein also would like to add to the policy that there is no facial recognition or biometric recognition in camera footage. Ms. Hurst-Wahl inquired about some cameras outside the libraries. Dr. Dell explained that some of the Branches have surveillance cameras from the Syracuse Police Department. The street cameras outside our Central location belong to the County. Ms. Hurst-Wahl and Mr. Mulvey inquired about the procedure for police access to camera footage. Ms. Perrine explained they would need a subpoena or court order to see it. She mentioned that the footage is stored for 30 days. Mr. Edelstein asked if there was a specific data retention period.

Mr. Mulvey explained that the library does not have an affirmative obligation to have a retention policy but thought it was prudent to maintain some level of data retention.

RESOLUTIONS

Resolution: 25-06

Ms. Dyer moved the following resolution:

Resolved, That the OCPL Board of Trustees elects Sam Edelstein to the office of President; Mary Bilbo Coughlin to the office of Vice-President; Ed Kochian to the office of Secretary; and Tim Mulvey to the office of Treasurer of OCPL Board of Trustees for the remainder of the year 2025.

Mr. Edelstein gave some details on this resolution. A brief discussion followed.

Mr. Kochian seconded; motion passed unanimously.

Resolution: 25-07

Ms. Lane moved the following resolution:

Resolved, That the OCPL Board of Trustees approves to remove Dawn Marmor former Executive Director effective immediately; and add Amanda Perrine, Executive Director; retain Sam Edelstein, OCPL Board President, Timothy Mulvey, OCPL Board Treasurer; René Battelle, Administrator for Public Services and Special Initiatives as authorized to sign checks drawn on the Trustees accounts including, the transfer of funds to/from all Trustees accounts.

A short discussion followed.

Ms. Bilbo Coughlin seconded; motion passed unanimously.

Resolution: 25-08

Mr. Mulvey moved the following resolution:

Resolved, That the OCPL Board of Trustees accepts the grant funds of \$10,000 from the American Library Association for a Public Library Association (PLA) Digital Literacy Workshop Incentive that would use PLA's DigitalLearn training materials between December 2024 and May 2025 to help adults in the community gain digital literacy skills.

Ms. Hurst-Wahl seconded; motion passed unanimously.

Resolution: 25-09

Ms. Bilbo Coughlin moved the following resolution:

Resolved, that the OCPL Board of Trustees accepts the Strategic Pathways document.

Mr. Edelstein gave some details about the Strategic Pathways document for the new Board members. A short discussion followed regarding reviewing and developing DEI policies as well as use of appropriate language. (The text had also been modified to remove

marketing language. -Amended 5/21/25)

Ms. James Mbuqe seconded; motion passed unanimously.

Resolution: 25-10

Mr. Kochian moved the following resolution:

Resolved, That the OCPL Board of Trustees approves to support the expenditure up to \$500, to cover the cost of refreshments for the Trustee Advisory Committee receptions throughout the year. The first one takes place at Marcellus Free Library.

Mr. Kochian gave some background information on the Trustee Advisory Committee. Ms. Perrine mentioned that in New York State all Trustees must do two hours of training per year and attending one of the Trustee Advisory Committee receptions is an opportunity for Trustee training.

Ms. Dyer seconded; motion passed unanimously.

OTHER

Mr. Kochian expressed his thoughts on the recent FOCL lecture featuring author Shawn A. Cosby. He was fabulous. Mr. Kochian shared a quote from Mr. Cosby when asked what libraries mean to him. He said, "Libraries are the last bastion against misinformation." Mr. Edelstein, who also attended the lecture, encouraged the Board to read his books.

Mr. Mulvey encouraged the Board to support FOCL and shared that they have a benefit honoring Mr. Kochian coming up at the end of April, which also benefits the library.

ADJOURNMENT

Mr. Mulvey moved to adjourn the meeting. Ms. Hurst-Wahl seconded.

Mr. Edelstein adjourned the meeting at 5:04 p.m.

Respectively Submitted,

Sharon Rorer
Administrative Assistant

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494
Phone 315-435-1900 Fax 315-435-8533 www.onlib.org Amanda Perrine, Executive Director

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