

MINUTES

OCPL Board of Trustees' Meeting
April 19, 2023
Central Library, Board Room
4:00 p.m.

ATTENDING

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

ABSENT

L. Fetyko

ALSO PRESENT

D. Marmor	K. Hayduke
G. Cox	C. Johnson
R. Battelle	R. Maguire
J. Bleich	A. Perrine
M. Carter	T. Walters
D. Dell	K. Schellinger
B. Foster	A. Travis

WELCOME

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

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the March 15, 2023 meeting.

Ms. Morgan-Baker seconded; motion passed unanimously.

RESOLUTION

Resolution: 23-07

Mr. Kochian moved the following amended resolution:

RESOLVED, That the OCPL Board of Trustees approves to remove Christian Zabriskie, former OCPL Executive Director; and retain and Jill Hurst-Wahl, OCPL Board President; Dawn Marmor, Interim Executive Director; and Christina Ondrako, OCPL Board Treasurer authorized to sign checks drawn on the Trustees accounts including, the transfer of funds to/from all Trustees accounts.

Mr. Mulvey 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:

Ms. Marmor covered the following topics in her report:

- ❖ Member Services Coordinator position: Moving really quickly with filling this position as it is a very important position for the system
- ❖ Communications: Moving to complete the staffing for the Public Information Specialist and Public Service Assistant positions
- ❖ State Annual Report: it is moving along and can vote upon it in May
- ❖ Literacy Coalition: we are approaching the end of the 1 year pilot agreement and need to evaluate their use of our library space

Mr. Kochian inquired about Amanda Schiavulli's position and the exit interview process.

Ms. Marmor mentioned the County has an exit interview process in place for all employees that leave the organization. The completed form gets reviewed by the department head and then is filed that employee's personnel file.

The Board inquired if they can speak to Ms. Schiavulli about her thoughts pertaining to the Strategic Planning. Ms. Hurst-Wahl stated the Board can invite her to a Strategic Planning focus group to get her thoughts.

Staff Day: Mr. Mulvey inquired about what this year's Staff Day entails. Ms. Marmor gave the following overview:

- ❖ Will be held at the Zoo on Friday, May 5th
- ❖ Begin the day with a light breakfast and opening remarks
- ❖ Keynote Speaker: Jill Hurst-Wahl
 - Topic: With, Connect, Ally, Support
- ❖ Lunch will be provided
- ❖ Time set aside to visit the Zoo and for a Zoo animal presentation
- ❖ Lightning talk sessions in the afternoon
- ❖ Dealing with the Media: presentation by Tom Walters
- ❖ Day will close with Staff Association raffles and staff service awards

President's Report:

Ms. Hurst-Wahl showed the board the Ossie Golden Trustees' Award engraved pewter bowl.

She also mentioned she would like to keep moving forward with updating the Board's bylaws. She is looking to update the Executive Committee section next.

Board Treasurer's Report:

Ms. Ondrako mentioned that the Finance Committee is proposing to meet in May or June.

OCSLD:

Ms. Travis thanked Ms. Foster and Mr. Carter for attending the last OCSLD meeting. Mr. Carter explained the budget process and Ms. Foster filled them in on outreach opportunities.

Mr. Kochian and Ms. Mahar both expressed how it is very important to get budget conversations started with OCPL very early on before an upcoming budget season, even though there isn't always much they can change.

FOCL:

Ms. Schellinger mentioned the postponed lecture series of Garry Trudeau has been rescheduled for May 2nd.

FOCL will close out this lecture season with author, Jill Lapore on May 9th.

She also stated that the new season information will go out in an email to their current subscribers.

2024 Budget

Mr. Carter stated he has been getting some insight on the 2024 budget process. The County will be using the same Performa process as used in the last couple of years. He added that OCPL administration has been meeting to discuss the upcoming 2024 budget.

Branch & Central Reports

Ms. Hurst-Wahl commented on the increase in activity with circulation, programs and patrons coming into the city libraries.

OTHER

NYS Minimum Standards

Ms. Hurst-Wahl mentioned she has been in conversations with Ms. Marmor on what standards OCPL needs to update in order to be in compliance with NYS minimum standards.

Maintenance of Effort

Ms. Marmor is still working on the State waiver paperwork for getting OCPL in compliance for the loss of hours we were open during the pandemic.

CNY Arts Grant

Ms. Hurst-Wahl mentioned we were approved for a \$5,000 grant for Native American programs for city libraries.

PRESENTATION

Carol Johnson, Petit Branch Manager

Ms. Johnson gave a PowerPoint presentation on the following information about the Petit Branch Library.

- ❖ Located in the Syracuse University area, Westcott neighborhood
- ❖ It was founded in 1912 and the current building was built in 1961
- ❖ Petit has many unique spaces
 - Outdoor patio was constructed in 2000, where patron can purchase a memorial engraved brick
 - Petit garden
 - Ceramic mural on the outside wall of the building
- ❖ Westcott Street Fair
 - Petit's annual book sale is held during this time in the fall
- ❖ Library is focusing on the state of recovery from the pandemic
 - Digital circulation has increased tremendously
 - Hold for materials have exceeded pre-pandemic numbers
 - In-house circulation and attendance is continuously increasing to pre-pandemic numbers

- Number of borrowers is higher in 2022 than in 2019
- Last month approximately 1,000 Petit items were sent to other libraries within the system
- ❖ Partnering with neighborhood groups
- ❖ Proposed community room expansion
 - Addition proposed is just over 2,000 square feet
 - Expansion is on hold since bids came in too high
 - Working on how to move forward with this project

There was discussion on the Petit Community Room expansion project timeline and the next steps to keep this project moving forward. Mr. Kochian offered his services to work on this with the County and County Facilities and gave an update of their 1st meeting.

OTHER ITEMS

Mr. Mulvey noted as the Board liaison to the East Syracuse library, he was invited to attend their annual board meeting. They spoke about their trustees' funds and their expansion project. Mr. Mulvey felt it may be helpful to OCPL's Board Finance Committee to get member boards' perspective on how they manage or what their limitations are on what they can do with their trustees' bequest funds.

OCPL Website

There was a discussion on updating the OCPL website.

- ❖ Making it more user friendly
- ❖ Determine what we would like to see on the website and what are our needs
- ❖ Research other library/library system websites
- ❖ Possibility to use it as two separate functions
 - One for staff to use as an intranet resource
 - Second, as the public interface use
- ❖ Funding would come from the operating budget and would have to ask the County for the funding
- ❖ Suggestion in the possibility of using board funds for consulting services and to help write the RFP for this project
- ❖ It will be a process that will take some time to complete

Board Retreat

Ms. Hurst-Wahl reviewed the agenda for the upcoming Board retreat being held on April 29th. She will send it out to those attending.

ADJOURNMENT

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

Ms. Hurst-Wahl adjourned the meeting at 5:10 p.m.

Respectively Submitted,

Gail M. Cox
Administrative Assistant