

MINUTES
OCPL Board of Trustees' Meeting
May 20, 2020
Virtual Zoom Meeting
4:00 p.m.

ATTENDING

V. Biesiada	J. Hurst-Wahl
T. Dodge	E. Kochian
S. Edelstein	R. Manning
R. Engel	B. Morgan-Baker

ABSENT

M. Tucci	C. Ondrako
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ALSO PRESENT

C. Zabriskie	O. Edwards	C. Seiter-Dewey
G. Cox	Q. Gardner	A. Thorna
T. Antoine	K. Hayduke	D. Thorna
L. Ballard	A. Horan	T. Williams
L. Bankert	C. Johnson	C. DiSanza
R. Battelle	R. Maguire	J. Milligan
J. Bleich	D. Marmor	K. Schellinger
M. Carter	V. Massulik	A. Travis
K. Coffta	M. McDermott	M. Van Patten
D. Dell	S. Modrow	G. Wisniewski
C. Diede	A. Perrine	L. Comito
D. Drobnyak	M. Roche	A. Snyder
R. Dunsmore	A. Schiavulli	

WELCOME

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

CONSENT AGENDA

Ms. Biesiada moved the consent agenda, which includes absences and the minutes from the April 22 and May 8, 2020 meetings.
Mr. Kochian seconded, motion passed unanimously.

FOCL

The Board welcomed Ms. Schellinger to her new position. Ms. Schellinger explained that FOCL's spring lecture series was originally rescheduled to take place in the summer months. However, they are now in the process of getting them to be presented virtually in the summer instead. This is a partnership with WNCY along with a few other platforms to be able to provide this to their subscribers. The schedule is as follows: Paula McLain, June 30th; Marlon James, July 8th; and Tayari Jones on August 11th.
Mr. Kochian inquired about the announcement of the upcoming season. Ms. Schellinger stated they did contract with the upcoming authors, but haven't made any decisions yet on the upcoming season.

EXECUTIVE DIRECTOR'S REPORT

Mr. Zabriskie gave an overview of the pandemic reopening planning documents the Board received.

- Staff: Leadership and Administration staff began coming back to work on May 18th and some of the general staff began on May 20th. Mr. Zabriskie has scheduled two library town hall meetings on May 21st one for Central and one for the branches.
- Takeout/Curbside Service: Central, Branches and Baldwinsville will begin this service on May 26th. Baldwinsville has agreed to tie their opening plan to OCPL's plan. Mr. Zabriskie has been visiting the city branch libraries along with other administrators checking in on staff and on the preparation for this new service.
- Communications: Mr. Zabriskie gave a shout out to the Communication's team for all their hard work in getting the librarian's choice menu option up and running on the website. As always, a patron can still place their own holds/reserves.
Mr. Zabriskie also gave a big thank you to Mr. Stefano for all his work with our safety and curbside signage. Ms. Coffta presented them in a webinar with about 700 people inquiring about these materials for their libraries. We have made them available electronically where each library would be able to drop in their logo and their particular information.
- Materials Quarantine: Every library has carved out spaces to quarantine materials for a week. When materials arrive they will go to a book truck and when the last item is placed it a garbage bag goes over it and it is marked with the date and time.
- PPE: Facemasks, gloves, hand sanitizer, and breath guards are in. Stanchions and thermometers are due to arrive soon. Member libraries that ordered breath guards will have them delivered this week.

Mr. Zabriskie shared OCPL's planning documents with R. David Lankes, professor and director for the School of Library and Information Science at the University of South Carolina. He mentioned Mr. Lankes will use this plan as a basis for some other conversations and to share with libraries in South Carolina. The Board complemented Mr. Zabriskie on his leadership and moving OCPL to the forefront. Mr. Zabriskie stated he has a hardworking staff and he has been humbled by this experience.

The Board inquired about the following topics:

- Staff Concerns: Ms. Biesiada inquired if there are any employees who refuse to come in or have serious concerns about returning to work. Mr. Zabriskie stated some have and they are working with each employee on a case-by-case situation.
- Suburban Libraries: Mr. Zabriskie thanked the suburban libraries for their work. He explained depending on a particular library's structure, that dictates when they can reopen to provide any services to the public. We need to be patient and support them during this difficult time. He also noted that OCPL is the first large system within the northeast for a city of this size to get curbside service up and running.
- Employee Taking Temperatures: Upon entering their library location every employee will have their temperature taken.
- ALA/NYLA Assistance: Mr. Manning inquired if any resources or assistance has been provided. Mr. Zabriskie mentioned NYLA has been helpful. Ms. Hurst-Wahl explained the State library doesn't see their role as

creating policy to be implemented across NYS, but rather supporting the individual libraries knowing that each library is different.

- Housekeeping: Mr. Dodge inquired about the up-keep in keeping the libraries clean. Mr. Zabriskie noted even though we will be losing many maintenance staff to retirements in June, they have been staying on top of things. County Facilities works with a company that sprays to disinfect other county departments and they are looking into having this done for the libraries as well.
- Shakespeare-in-the-Park: Ms. Biesiada inquired if this has moved forward yet. Mr. Zabriskie mentioned they perform abridged versions live every Thursday at 2:00 p.m. and will be expanding to Tuesdays at 9:00 p.m. Ms. Luddy from our communication's team has taken this under her wing. Together they have designed a streamline of their entire summer season through the library's website. We are also prominently listed on their posters as a sponsor for their summer season.
- WIFI: We are looking to expand this service.

PRESIDENT'S REPORT/ DISCUSSION

Ms. Hurst-Wahl mentioned the County Executive spoke in his briefing today about our take-out service at the city branches and the Baldwinsville library.

Ms. Hurst-Wahl spoke on the following topics:

- 1) Suburban Libraries: these independent libraries have many pressures around this pandemic. Including from their Boards, their local governments and their communities. This is a complicated decision for them on when to reopen, since many are waiting for guidance. OCPL's Board members may want to reach out to your liaison library to check in and show our support.
- 2) Open Meetings Law: Ms. Hurst-Wahl has been reviewing the Open Meetings Law again and Governor Cuomo's executive order for online meetings during this pandemic. Open Meetings Law states that ZOOM meeting recordings be made available on our website and she thinks ZOOM would be able to transcribe them as well. There is nothing that states how long they should be available. She feels one year would be fine. We will reassess in June, depending on what the executive order will be and then the Board can decide from there.
- 3) What are our thoughts about the impact of COVID-19 on OCPL?

The Board discussed the following thoughts/concerns:

- Financial implications depending on the County's budget deficit
- Impact of the early retirement incentive
- Staffing, reopening protocols and safety measures
- Once the libraries are open to the public, how will we handle the flow of all the families and their children who have no other place to grow and learn with no summer programming and no summer school
- What will our new normal look like after there is a vaccine
- Virtual resources and services staying predominant in the future
- Lessons learned and action reports that have been generated from this pandemic

OCPL SYSTEM REPORTS

- 1) MOU Committee: Mr. Kochian mentioned the charge methodology is still an issue. Mr. Zabriskie commented the suburban libraries are waiting upon him and his team for a more itemized breakdown of what they receive for their membership. Hopefully, we will get back on track with this within a couple of months.

2) OCSLD (Onondaga County Suburban Library Directors):

Ms. Milligan gave an electronic report to the Board.

1) Budget:

Mr. Carter explained how the financials are doing and how the County is looking at the following cost savings measures:

- Retirement incentive
- Hiring freeze
- Staffing cuts
- Austerity budgets being set in place

Mr. Carter and Ms. Rorer have placed orders to the County for supplies and materials due to COVID-19 that will come from county funding.

4) 1st Quarter Forecast:

Mr. Carter has been working with Mr. Kohler from the Department of Management and Budget to get a better sense of our budget. According to this particular forecast we are looking at a 1.2 million dollar savings with the bulk of the savings coming from the salary line items. However, this is not set in stone. They also took into account a reduction in revenue of \$134,000 in case we don't receive this funding from the state.

BOARD COMMITTEES

Strategic Planning

Ms. Hurst-Wahl mentioned with everything happening we will be starting over with the Strategic Plan. She asked the Board to think about where they see OCPL within the next 12-18 months.

- Looking forward to us thriving
- Changing our metrics of how the library will be measured
- Additional Fundraising - out of need
- Library becoming a bigger hub for families
- Strategic Planning Roadmap instead of an actual Strategic Plan of where we want to be within the next year or so.

CITY LIBRARIES REPORT

Mr. Kochian noted in the city libraries report given to the Board, that Ms. Battelle located ten more tech backpacks to handout to city school children.

ADJOURNMENT

Mr. Dodge moved to adjourn the meeting.

Ms. Hurst-Wahl adjourned the meeting at 5:17 p.m.

Gail M. Cox
Administrative Assistant

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Phone 315-435-1900 Fax 315-435-8533 www.onlib.org Christian Zabriskie, Executive Director

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