

## MINUTES

OCPL Board of Trustees' Meeting  
May 21, 2025  
Central Library, Board Room  
4:00 p.m.

### ATTENDING

|                   |                |
|-------------------|----------------|
| M. Bilbo Coughlin | J. Hurst-Wahl  |
| L. Dyer           | E. James Mbuqe |
| S. Edelstein      | B. Lane        |
| E. Gonzalez       | M. Mahar       |

### ABSENT

|           |            |
|-----------|------------|
| D. Dixie  | E. Kochian |
| T. Mulvey |            |

### ALSO PRESENT

|             |                |
|-------------|----------------|
| J. Anderson | V. Massulik    |
| R. Battelle | A. Perrine     |
| J. Bleich   | S. Rorer       |
| M. Carter   | T. Walters     |
| D. Dell     | Y. Williams    |
| M. Foster   | K. Schellinger |
| R. Gilbert  | A. Schiavulli  |

### WELCOME

Mr. Edelstein called the meeting to order at 4:01p.m.  
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### PUBLIC COMMENT

No Public Comment

### CONSENT AGENDA

Ms. Hurst-Wahl moved the consent agenda, which includes the amended minutes from the March 19, 2025 meeting. A short discussion followed. It was noted that Resolution 25-09 needed to indicate the Strategic Pathway text had been modified to remove marketing language.

Mr. Gonzalez seconded; motion passed unanimously.

### PRESENTATION

Jesse Anderson gave a very informative presentation on OCPL's Delivery Department. He spoke about staffing, delivery routes, sorting materials, turnaround times and statistics. He incorporated a fun hands-on sorting activity for the Board members to try as well as answering any questions they had.

## DISCUSSION

### Executive Director Updates

Ms. Perrine gave some highlights from her report. She has incorporated a new format to make the operation and functions of OCPL a little easier to understand. The report focuses on things happening in the City, System, and Suburbs such as the Trustee Advisory Council (TAC) and Staff Development Day. Ms. Perrine also talked about the following:

- Needing Head Shots for the OCPL Website
- Tabling at CNY Pride Festival and Parade-Opportunities to walk in the parade.
- 2026 Budget – Ms. Perrine and the Admin team met with our liaison in Financial Operations to discuss things we need for next year. The Budget Memo will be sent out on June 27<sup>th</sup>. The return date to the County is July 18<sup>th</sup>. The Budget presentation is Sept. 12<sup>th</sup>. The budget will be adopted in mid-October. Ms. Perrine and Mr. Carter attended the Facilities Committee Meeting. The ability to purchase a replacement delivery vehicle was agreed upon and will be forwarded to Ways & Means. Once approved by the Legislature Mr. Carter will order the vehicle.
- Vacations in July- Ms. Hurst-Wahl recommended the Executive Committee meet in July. She noted the Finance Committee would need to meet, review the budget and approve it prior to the Executive Committee meeting. This will be voted on next month.
- Member Services Coordinator-Ms. Perrine reintroduced Ms. Schiavulli, who previously worked in the position. Ms. Perrine is excited to have her back.
- Board Liaisons-Each Board member would be assigned to a few Suburban Libraries to show Board support. Ms. Perrine would like to update the list and will be sending an email.
- Ossie Golden Award-Ms. Perrine thanked the Board for their support. She would like to change the voting process for next year and suggested an Executive Session so the whole board can be involved.
- Organizational Work Chart-Ms. Perrine has changed some staff supervising assignments. Communications will now fall under Ms. Gilbert. Ms. Massulik who oversees our website, will fall under Automation. Ms. Alejandre, Administrative Aide, will fall under Mr. Carter.
- White Branch Centennial-Celebrating 100 years. Taking place July 1<sup>st</sup> 1-4 p.m. Invitations have gone out.

Ms. Perrine acknowledged that Ms. Schellinger, FOCL Executive Director, is resigning her position. Ms. Perrine thanked her for all she has done for OCPL and wished her well.

### 1<sup>st</sup> Consideration – Collection Development Policy

Ms. Perrine stated that she is focusing on collection this quarter. Next month Ms. Hayduke, our Acquisitions Manager, is going to talk about the lifecycle of the ebook. She has put together a new Collection Management Policy along with Ms. Shoemaker. Ms. Hayduke is on vacation but will be at the meeting next month to answer any questions. Ms. Hurst-Wahl suggested gifts and donations go through the same vetting process as acquisitions. She expressed her concern regarding the CNY Author's collection being exempt from some of the selection criteria. Ms. Perrine explained that books can be declined even if they are donated by a CNY author. In addition, the book must go through Ms. Hayduke and Ms. Shoemaker before being accepted. Ms. Hurst-Wahl suggested either using the same selection criteria or at least noting what parts of selection criteria will be used. Please email any other comments or edits to Ms. Perrine.

### Executive Coaching

Mr. Edelstein stated that one of the things talked about in the interview process with candidates was the desire to have access to an Executive Coach. Mr. Edelstein feels this is a priority for Ms. Perrine to be as successful as possible. Ms. Perrine has researched and considered a few coaches as well as some additional suggestions from other individuals. Ms. Perrine felt two stood out and presented her findings to the Board. One coaching company had 10 session packages which is about 6 months for a reasonable rate. These sessions would be on Zoom. The other coaching company recommended an 18-month program. It includes a weeklong retreat, 18 months of leadership coaching every other week, 360 Degree assessment right before the retreat, meeting with a group of peers, sessions with board members. The cost was more expensive. Ms. Perrine let the Board know her preferences. Should the Board decide on the latter company, Ms. Perrine proposed staying 5 years. If she were to leave earlier, she offered to buy out a fifth of the price for every year up to the 5-year mark. A short discussion followed.

## **RESOLUTIONS**

### *Resolution: 25-11*

Ms. Lane moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the submission of the 2024 State Annual Reports for the Onondaga County Public Library: for Public and Association Libraries and the Onondaga County Public Library: for Public Library Systems.

Ms. Hurst-Wahl seconded; motion passed unanimously.

### *Resolution: 25-12*

Mr. Gonzalez moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the revised Security Camera Policy.

A short discussion followed.

Ms. Lane seconded; motion passed unanimously.

*Resolution: 25-13*

Ms. Dyer moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the grant application submission for a CLRC Access & Digitization Grant for \$8,254. This will go toward digitizing a portion of the paper copies of the Syracuse New Times in Central Library's Local History & Genealogy Department.

Mr. Gonzalez seconded; motion passed unanimously.

*Resolution: 25-14*

Ms. Hurst-Wahl moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$8254 from CLRC for an Access & Digitization Grant. This will go toward digitizing a portion of the paper copies of the Syracuse New Times in Central Library's Local History & Genealogy Department.

Mr. Gonzalez seconded; motion passed unanimously.

*Resolution: 25-15*

Ms. Bilbo Coughlin moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the following expenditure from the Unrestricted Board Designated Fund: \$3390 for the 2025 NYLA organizational membership (\$3000) and the Library Trustee Group (\$390), which provides membership to OCPL Board of Trustees. This was an increase of \$300 for the 2025 membership dues after the previous vote.

Ms. Hurst-Wahl seconded; motion passed unanimously.

*Resolution: 25-16*

Ms. Lane moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$2100 from the American Heart Association. This grant was applied for by the American Heart Association. These funds will help White Branch purchase a refrigerator to store healthy foods for programs presented by the American Heart Association on healthy eating.

Mr. Gonzalez seconded; motion passed unanimously.

*Resolution: 25-17*

Ms. James Mbuqe moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the grant application submission to the Westcott Area Cultural Coalition (WACC) Grant in the amount of \$850 to fund Petit Branch Library's summer music series.

Ms. Hurst-Wahl seconded; motion passed unanimously.

*Resolution: 25-18*

Mr. Gonzalez moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$850 from the Westcott Area Cultural Coalition (WACC) Grant to fund Petit Branch Library's summer music series.

Ms. James Mbuqe seconded; motion passed unanimously.

## **ADJOURNMENT**

Ms. Hurst-Wahl moved to adjourn the meeting. Ms. Bilbo Coughlin seconded.

Mr. Edelstein adjourned the meeting at 5:18 p.m.

Respectively Submitted,

Sharon Rorer  
Administrative Assistant

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Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org) Amanda Perrine, Executive Director

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