

MINUTES  
**OCPL BOARD OF TRUSTEES' MEETING**

June 19, 2019  
Central Library, Board Room  
4:00 p.m.

**ATTENDING**

V. Biesiada	R. Manning
T. Dodge	B. Morgan-Baker
R. Engel	C. Ondrako
E. Kochian	M. Tucci

**ABSENT**

J. Hurst-Wahl	M. Treier
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**ALSO PRESENT**

J. Park	D. Dell
G. Cox	C. Diede
R. Battelle	D. Marmor
D. Buckingham	A. Schiavulli
M. Carter	A. Perrine
K. Coffta	M. Van Patten
L. Cox	G. Wisniewski

**WELCOME**

Mr. Kochian called the meeting to order at 4:00 p.m.

**CONSENT AGENDA**

Ms. Biesiada moved the consent agenda, which includes the minutes from the May 15, 2019 meeting.  
Mr. Engel seconded, motion passed unanimously.

**EXECUTIVE DIRECTOR'S**

Ms. Park reported on the following items:  
Sorting/Delivery: There is a spike in delivery time due to a driver/messenger vacancy. We are in the process of getting the driver/messenger position filled.  
MOU: The Committee is looking into other library systems' models on how charges are allocated to their members.  
Outreach Workers: Ms. Park thanked Ms. Treier for obtaining the funding for some outreach workers to include the Central Library. They come in the afternoon for a couple of hours and stop by on their rounds in the morning as well.  
White Branch: had a vandalism issue with someone cutting the fiber cables where they lost their Internet and phone service for a while, until it was repaired. The incident is being looked into by the police.  
Personnel:  
Ms. Park informed the Board that Mr. Buckingham will be leaving the County to take on another opportunity with CNY Community

Foundation. Mr. Buckingham stated it was a pleasure working with everyone and appreciated the opportunity.

## DISCUSSION/ACTION

### Discussion Items

#### 1) 2020 Budget

Ms. Park and Mr. Carter reviewed the instructions for the upcoming budget year.

The following 2020 budget items were discussed:

- Tech Backpack funding for year 2
- Fiber optics costs
- E-Rate reimbursement decline
- Library Fund Balance
- Social Workers: Beauchamp, Mundy and White
- Library 2020 Budget review with DMB is scheduled for July 17<sup>th</sup>

Junior League Proposal: Mr. Park hasn't heard back. Ms. Perrine mentioned they decided to go into another direction.

Capital Improvement Plan (CIP): Mr. Cater mentioned that a bookmobile was added to the CIP for just the vehicle. Ms. Park stated that Mr. Donnelly asked the library to include it on the CIP, since it is very important to the County Executive. Ms. Park explained if approved, it would take at least 10 months to acquire a bookmobile. We would then look to add the staffing and materials funding for the bookmobile in the library's 2021 budget.

#### 2) Fees and Fines Structure

Ms. Park explained the revisions in some wording of a couple listings on the fees and fines structure to reflect current terminology. Also we needed to add a few new fees/fine structures to include: hotspots, Chromebooks and Wordpads.

#### 3) OCPL/Health Dept. Meeting

Ms. Coffta mentioned they discussed the following collaborations:

- Displaying health department informational pamphlets such as: ticks and Lyme disease.
- Offering public health sessions at the Central Library such as: HIV and STD issues and other topics that would affect the community as a whole.
- Partnering with the library to put some of the health department's events on our social media platforms to help spread their information into more communities.
- Write by Text program: is a Ready to Learn grant to serve newborns-age 5 by sending tips on child rearing by text to registered parents. We can only submit 5 of our events a month and the health department chooses which ones to send out.
- They will be taking a tour of the Central Library on July 2<sup>nd</sup>.

### **Action Items**

*Resolution: 19-13*

Mr. Dodge moved the following motion:

**Resolved**, That the OCPL Board of Trustees approves advancing the 2020 draft budget as stated in concept to the County.

Mr. Manning seconded, the motion carried unanimously.

*Resolution: 19-14*

Ms. Ondrako moved the following motion:

**Resolved,** That the OCPL Board of Trustees acknowledges and thanks the Friends of the Central Library for their generous gift of \$20,000, which will support various training and programming needs.

Ms. Morgan-Baker seconded, the motion carried unanimously.

*Resolution: 19-15*

Mr. Manning moved the following motion:

**Resolved,** That the OCPL Board of Trustees approves the submission of the Syracuse Parks Conservancy Greening Grant for up to \$500.00 to purchase gardening materials to improve the exterior planting beds at Hazard Branch Library.

Mr. Dodge seconded, the motion carried unanimously.

## **MOTION**

Mr. Manning made the following motion:

*Resolution: 19-16*

**Resolved,** That the OCPL Board of Trustees approves the revised Fees and Fines structure.

Ms. Biesiada seconded, the motion carried unanimously.

## **FOCL**

Ms. Biesiada reminded everyone the importance of supporting the Lecture Series either collectively or individually.

## **OCSLD**

Ms. Van Patten mentioned everyone is very busy at their libraries kicking off their Summer Reading Program.

Baldwinsville: Danielle Suede, new Young Adult Librarian will be starting at Baldwinsville Library.

County Executive McMahon: attended the Camillus Rotary Club and spoke about the Tech backpacks.

Ms. Van Patten inquired about getting a copy of our fees and fines structure to compare it with Baldwinsville's.

Ms. Hurst-Wahl interviewed Ms. Van Patten about Civil Service to help educate SU's Ischool students on the ins and outs of civil service.

Liverpool's Renovation: is still moving along and hope to have everything fully functioning by the end December.

MOU: a couple of models were suggested that would make it easier to use for their respective budgets and they want to take their time to gain a good solid document.

Mr. Kochian attended their last OCSLD meeting and it was very much appreciated.

## **COMMITTEE REPORTS**

### **By-Laws**

Mr. Kochian presented the revisions to the Board's by-laws to include a Board member can either live or work within Onondaga County in order to serve on the OCPL Board. This revision will be voted upon at the next OCPL Board meeting.

Government Relations

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

Strategic Planning

Mr. Kochian read Ms. Hurst-Wahl's report to the Board.  
Ms. Hurst- Wahl's reported stated the following:

- The Strategic Planning Committee continues to work towards the creation of a new strategic direction and plan for OCPL
- Input on a SWOT analysis has been received from: Strategic Planning Committee, OCPL Branch Managers, OCPL Administrative Team, and OCSLD Directors
- The Committee reviewed the raw results of the SWOT and discussed themes that may be emerging
- They recognize that additional data from external stakeholders and community members would be helpful
- They are developing a survey to be deployed online through different media streams, which would solicit input from our broader community. In addition, the survey would be sent to targeted groups for their input. Ms. Treier and Ms. Morgan-Baker are striving to have a short survey ready for use this summer using SurveyMonkey.
- OCPL Board Development Day: Ms. Tucci mentioned the Committee discussed having a Board development day and Ms. Hurst- Wahl recommended Rebecca Aldrich Smith and Jerry Nichols since they both have put together the NYS Trustees Handbook. The Board agreed to look further into this.

The Committee recognizes that the community wants to be listened to, as did thirty plus people who have participated in this process to date. This survey will allow us to hear their thoughts.

## **OTHER**

YMCA Book Dispenser

Ms. Park reported that the YMCA would like the Library to remove the book dispenser from their location. In order to warehouse it would cost \$6,900 just to get the company to come in to disassemble it. Ms. Tucci felt about the lobby of the Civic Center as an alternative location, but others felt it is time to cut our losses. Tim would like to get rid of it. \$20,000 to maintain it every year, and no one wants cover that fee. We terminated the maintenance contract but we cannot have anyone but from Germany.

## **MOTION**

Resolution: 19-17

Ms. Morgan-Baker made the following motion:

**Resolved**, that the OCPL Board of Trustees authorizes the Board's Executive Committee research and make the final decision on the book dispenser issue.

Mr. Dodge seconded, the motion carried unanimously.  
(Ms. Ondrako was not present at the time of the vote.)

## **PRESIDENT'S REPORT**

Mr. Kochian mentioned that Sam Edelstein's name has been sent to the Legislature for approval to fill Debbie Stack's vacancy on the OCPL Board.

**EXECUTIVE SESSION**

Ms. Tucci moved to go into executive session for a personnel matter relating to a particular person.

Ms. Morgan-Baker seconded, the motion carried unanimously.

(Ms. Ondrako was not present at the time of the vote.)

No action was taken.

Ms. Biesiada moved to close executive session and reconvene in open session

Mr. Dodge seconded, the motion carried unanimously.

(Ms. Ondrako was not present at the time of the vote.)

**MOTION**

Resolution: 19-18

Ms. Biesiada made the following motion:

**Resolved,** That the OCPL Board of Trustees approves the expenditure of up to \$12,500 from the Unrestricted Board Designated Fund to retain Bradbury Miller Search firm for the executive director's search.

Mr. Dodge seconded, the motion carried unanimously.

(Ms. Ondrako was not present at the time of the vote.)

**ADJOURNMENT**

Mr. Dodge moved to adjourn the meeting.

Mr. Kochian adjourned the meeting at 5:25 p.m.

Gail M. Cox  
Administrative Assistant