

Onondaga County Public  
**\* Libraries**

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MINUTES  
OCPL Board of Trustees' Meeting  
June 17, 2020  
Virtual ZOOM meeting  
4:00 p.m.

**ATTENDING**

V. Biesiada	J. Hurst-Wahl
T. Dodge	E. Kochian
S. Edelstein	R. Manning
R. Engel	C. Ondrako

**ABSENT**

B. Morgan-Baker	M. Tucci
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**ALSO PRESENT**

C. Zabriskie	C. Diede	T. Sahn
G. Cox	R. Dunsmore	A. Schiavulli
M. Allnatt	O. Edwards	S. Shoemaker
L. Ballard	Q. Gardner	M. Simson
J. Barnello	K. Hayduke	D. Smith
R. Battelle	D. Marmor	C. DiSanza
J. Bleich	J. Milligan	H. Matzel
M. Carter	V. Massulik	A. Travis
K. Coffta	M. McDermott	M. Van Patten
L. Cox	A. Perrine	G. Wisniewski
D. Dell	M. Roche	

**WELCOME**

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

**CONSENT AGENDA**

Mr. Dodge moved the consent agenda, which includes absences and the minutes from the May 20, 2020 meeting.  
Mr. Manning second; motion passed unanimously.

**RESOLUTIONS**

*Resolution: 20-09*

Ms. Ondrako moved the following motion:

**Resolved,** That the OCPL Board of Trustees approves the submission of the 2019 State Annual Reports for OCPL and the OCPL system.

Mr. Manning seconded; the motion passed unanimously.

*Resolution: 20-10*

Mr. Manning moved the following motion:

**Resolved**, that the OCPL Board of Trustees accepts the grant funding from the Empire State Library Network in the amount of \$1,500 for promoting the 2020 Census.

Mr. Dodge seconded; the motion passed unanimously.

*Resolution: 20-11*

Mr. Dodge moved the following motion:

**Resolved**, That the OCPL Board of Trustees approves the grant application submission to IMLS CARES in the amount not to exceed \$400,000 for the expansion of the Tech Backpack loan program for the city branch libraries with the goal of providing internet connectivity to the economically disadvantaged.

Mr. Engel seconded; the motion passed unanimously.

Mr. Zabriskie gave some background information on the grant and thanked all those involved in getting this application completed.

Mr. Zabriskie gave an update on the library's take-out service and reopening plan:

- ❖ Takeout Service: Everything is proceeding at pace and we are doing well with the library pickup/takeout service. The library takeout service was originally intended as a 2 week service and since it is going so well we are now into our 5<sup>th</sup> week.
- ❖ Next Stages: The re-opening plan document has been sent to the County Executive's Office for their review. It consists of a 3 stage reopening plan. Once we hear back from county executive's office then we can move forward with expanding our services. The plan consists of special times for special populations along with appointments being made for certain services. There is concern about the volume of children using the library due to no other venues such as summer camps being available to them. We will continue to look at low or no contact services for patrons.
- ❖ Safety/Security Measures: Breath guards, stanchions, and floor taping are all in place and staff all have masks. Ms. Drobnjak has been producing face shields in the Makerspace for Upstate Medical and now will be doing them for staff that will be assisting patrons. There was a brief discussion on how the library will be informing patrons to wear masks and updating the Code of Conduct accordingly.
- ❖ Staff: Ms. Biesiada inquired about any more news regarding the full-time staff layoffs. Mr. Zabriskie hasn't heard anything at this point in time. However, it is always on the table. There was discussion on staff shortage with part-time staff being furloughed and the hours libraries are may be able open down the road.
- ❖ Retirement Incentive: Many of the county facilities staff that are assigned to the libraries are retiring this month. Mr. Carter stated there are five library staff members that will be retiring as well.

## **EXECUTIVE DIRECTOR'S REPORT**

- ❖ Suburban Library Visits: They are all moving forward and doing well with their curbside service and reopening plans.

Motion

Mr. Kochian made the following motion:

*Resolution: 20-12*

**Resolved**, that the OCPL Board of Trustees approves the temporary modification to the library’s Code of Conduct to be in compliance with NYS to include: “All patrons must wear a mask which covers their mouth and nose when they are within the library for the protection of themselves, staff and other patrons”.

Mr. Manning seconded; the motion passed unanimously.

**OCPL SYSTEM REPORTS**

- 1) MOU Committee: no report
- 2) OCSLD (Onondaga County Suburban Library Directors):  
Ms. Milligan stated the big news is that all suburban libraries are now doing curbside pick-up. She also noted that Baldwinsville, Fayetteville, Liverpool, Manlius and Maxwell budget votes have passed.
- 3) Transit Report:  
Ms. Schiavulli stated we began a limited delivery service on May 15<sup>th</sup> and now all deliveries are up and running.
- 4) Quarantine Protocol Update: Preliminary hard data reports will be coming out soon, stating that only 72 hours of quarantine is needed for materials.
- 5) 2020 Budget: Mr. Carter reported on the County Legislature’s Ways and Means committee meeting that took place on June 12<sup>th</sup> regarding the contract renewals between OCPL and the 2 satellite libraries within Syracuse Northeast and Syracuse Southwest Community Centers.  
Mr. Carter briefed the Board regarding what the County is looking over in the 2<sup>nd</sup> quarter forecast, which includes the library’s vacant funded positions and a hiring freeze.  
2021 Budget: Mr. Carter stated that the 2021 budget process dates have been pushed back. Budget instructions will be given out to all county departments on July 17<sup>th</sup> and they have to be submitted to the County by August 14<sup>th</sup>. The County Executive will present to the Legislature on Nov 4<sup>th</sup>. The Legislature will review the budgets from November 5-19<sup>th</sup> and will adopt them on December 18<sup>th</sup>.

**BOARD COMMITTEE REPORTS**

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|----------------------|---|
| Government Relations | No report.  |
| Finance              | No report.  |
| Strategic Planning   | Mr. Edelstein gave a report on behalf of Ms. Morgan-Baker on the current strategic planning process. Ms. Morgan-Baker has been looking at strategic plans from other systems that are similar to ours and will be assessing all the critical elements. The Committee will then do an analysis of those plans.<br>(Noting that patrons’ services will be significantly different than in the past and specific measures/metrics will need to be set in place.) |

**CITY LIBRARIES REPORT**

- Ms. Marmor gave the following updates:
- ❖ Petit: Ms. Marmor commented on Ms. Bankert’s report regarding the positive feedback they have received with their takeout service.

- ❖ Summer Virtual Programs: There is a great lineup of virtual programs within the city libraries for the summer.
- ❖ Specialized Face shields: We received a message through the NYS Outreach Coordinators group about the need for masks having a transparent piece that would allow lip-reading by a person with a hearing impairment. Ms. Drobnjak located a template to create some of these masks for staff to use when helping patrons.

**FOCL**

No Report

**ADJOURNMENT**

Mr. Dodge moved to adjourn the meeting.  
Ms. Hurst-Wahl adjourned the meeting at 5:20 p.m.

Gail M. Cox  
Administrative Assistant

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