

Onondaga County Public
*** Libraries**

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MINUTES

OCPL Board of Trustees' Meeting
August 18, 2021
Central Library, Community Room
4:00 p.m.

ATTENDING

J. Hurst-Wahl	M. Mahar
E. Kassis	B. Morgan-Baker
E. Kochian	C. Ondrako

ABSENT

S. Edelstein	T. Mulvey
L. Fetyko	

ALSO PRESENT

C. Zabriskie	D. Dell
G. Cox	R. Maguire
R. Battelle	A. Schiavulli
M. Carter	A. Travis

WELCOME

Ms. Hurst-Wahl called the meeting to order at 4:12 p.m.

MEMORANDUM OF UNDERSTANDING (MOU)

Ms. Battelle and Ms. Maguire spoke on how being a member of the OCPL system benefits the city libraries and their communities in the following ways.

- Delivery Services
 - Getting items to the various libraries within the system
- Flyers/Signage/Social Media
 - Promoting our services and events
- Information/Technical Services
 - Adding/Creating bibliographic records for materials
 - Computer/Network support
- Acquisitions/Collection Development
 - Resource/Collection sharing
 - Interlibrary Loan services - obtaining items through other library systems
 - Bulk purchasing of library materials

- Outreach Services
 - Adult literacy grants
 - Family literacy grants
 - Hillbrook Detention Center - programming/material funding
- Member Services/Youth Services Coordinator
 - Plan of Service
 - NYS annual report
 - Construction Grants
 - Supports and collaborates with youth services group for the whole system

Ms. Hurst-Wahl asked the Board to review the first six pages of the MOU as a city library member.

The Board expressed their thoughts on the following items:

- How beneficial it is for patrons to be able to acquire items from other libraries within and outside our library system
- Grants
 - How they are publicized and how staff are informed on where to find various grant opportunities
 - Support the system provides in assisting city libraries with various grants
- Services/Visibility
 - How wonderful the services are that we provide, but how do we reach more people to inform them of what we have to offer
- Professional Staff/Expertise
 - Having professional staff that may have expertise in certain areas to work with all members of the system
- Federal Funding
 - Being part of a system, we receive federal funding that helps us with the infrastructure and telecommunications for all the members of the system.

Ms. Hurst-Wahl inquired if anyone had any concerns about being a member of the System. No other thoughts or concerns were presented.

MOTION

Resolution: 21-30

Mr. Kochian made the following motion:

Resolved, That the OCPL Board of Trustees approves to accept the Memorandum of Understanding as their role as a Board for the OCPL: City.

Ms. Ondrako seconded; the motion passed unanimously.

MOU APPENDICES

There was a discussion regarding the appendices where it states how Central and the branches are not considered as separate budgets and function as one library. Mr. Nichols researched the structure of OCPL. He explained to the MOU Committee that all of the libraries in the City of Syracuse function together as one library and that the Central Library is not a separate entity. This does not impact how the Central Library is funded.

Mr. Kochian felt that Central and the city branches can be listed together as one entity/member as long as it does not impact how they are funded.

Mr. Kochian will review the report Mr. Nichols provided for more clarification.

CONSENT AGENDA

Mr. Kochian moved the consent agenda, which includes the minutes from the August 4, 2021 meeting.

Ms. Kassis seconded; motion passed unanimously.

RESOLUTIONS

Ms. Ondrako moved the following resolution:

Resolution: 21-25

Resolved, That the OCPL Board of Trustees approves the final report from project year 2 of the 3 year NYS Family Literacy Grant: Promoting Early Literacy Through Onondaga County Public Libraries.

Ms. Morgan-Baker seconded; motion passed unanimously.

Resolution: 21-26

Mr. Kochian moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the final report from project year 2 of the 3 year NYS Adult Literacy Grant: Adult Education and Work Skill Readiness.

Ms. Ondrako seconded; motion passed unanimously.

Ms. Morgan-Baker stated she would like to see how we are quantifying these programs in these reports to the state.

Resolution: 21-27

Ms. Mahar moved the following resolution:

Resolved, That the Board of Trustees approves the submission of the OCPL Central Plan of Service, 2022 – 2026, to the New York State Division of Library Development.

Ms. Kassis seconded.

There was a brief discussion on how the Central Plan of Service is tied to our state annual report and is updated every five years.

The motion passed unanimously.

Resolution: 21-28

Mr. Kochian moved the following resolution

Resolved, That the Board of Trustees approves the submission of the OCPL System Plan of Service, 2022 – 2026, to the New York State Division of Library Development

Ms. Morgan-Baker seconded. A discussion followed.

Mr. Zabriskie mentioned the Plan of Service documents work yearly with each annual report we provide to the State. Ms. Schiavulli explained how the process works with the State and that amendments can always be made down the road. Ms. Travis explained that the only funds that the State provides directly to the members of the system is for state construction grants. All other funding is through the System for the services they provide.

Ms. Morgan-Baker would like to see more patron surveys and the types of questions they would receive.

The motion passed unanimously.

Resolution: 21-29

Ms. Ondrako moved the following resolution

Resolved, That the Board of Trustees approves the submission of the OCPL Free Direct Access Plan, 2022 – 2026 to the New York State Division of Library Development in fulfillment of Commissioner’s Regulation 90.3 (a) through (d) (4).

Ms. Kassis seconded, the motion passed unanimously.

COMMENTS ON THE PRE-READS

2022 Draft Budget: adding a Personnel Officer/Administrator position to the library’s budget was recommended to us, as we need a dedicated person for the library for all our staffing needs. Mr. Carter stated this position was not part of the Decision Package. We are in the process of putting together a legislative activity request form for this position and a position justification. This position will be a civil service title.

OSSIE GOLDEN AWARD

Mr. Kochian inquired if administration would be ready by the fall to have an Ossie Golden Award presentation. (Beginning in 2022, it would be presented in April during National Library Week, as it had been in the past). He asked if the award guidelines could be given to the Board at their next board meeting for review.

FOCL

Ms. Morgan-Baker mentioned that FOCL is having a brainstorming session on August 30th on how it might diversify its audience. If any Board member has any suggestions, please send them to Ms. Morgan-Baker.

ACKNOWLEDGEMENT

Ms. Hurst-Wahl thanked everyone involved with the MOU process, especially Mr. Carter for responding answers to all her inquiries.

She encourages the Board not to put the MOU document away and never to look at it again, as it shows the breadth of services we provide to all our members.

Ms. Morgan-Baker would love to see something of this nature for the city branches. Perhaps create a one-page document of what we do, the services we provide, and the people that we serve. We need to advertise that more.

ADJOURNMENT

Ms. Morgan- Baker moved to adjourn the meeting. Mr. Kochian seconded.

Ms. Hurst-Wahl adjourned the meeting at 5:15 p.m.

Respectively Submitted,

Gail M. Cox
Administrative Assistant

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494
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