

MINUTES
OCPL Board of Trustees' Meeting
August 21, 2019
Central Library, Board Room
4:00 p.m.

ATTENDING

V. Biesiada	E. Kochian
T. Dodge	R. Manning
S. Edelstein	M. Tucci
J. Hurst-Wahl	

ABSENT

R. Engel	C. Ondrako
B. Morgan-Baker	

ALSO PRESENT

J. Park	D. Marmor
G. Cox	A. Schiavulli
R. Battelle	S. Kushner
M. Carter	J. Milligan
K. Coffta	A. Perrine
D. Dell	A. Travis
C. Diede	M. Van Patten
R. Maguire	J. Wildwick
K. Hayduke	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 amended minutes from the July 17, 2019 meeting.

Mr. Manning seconded, motion passed unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)

INTRODUCTION

Mr. Kochian introduced OCPL's newest Board member, Sam Edelstein. The Board along with everyone in attendance introduced themselves.

Mr. Kochian reported that NYS has approved Ms. Marmor's qualifications to serve as the Interim Executive Director.

**EXECUTIVE DIRECTOR'S
REPORT**

Ms. Park expressed her appreciation for all the hard work the information technology (IT) staff is doing on this cyberattack. She also thanked the administration, staff and member directors for coming up with very creative workarounds in order to keep our services running. She informed everyone we are still in the middle of resolving this issue and have a long way to go.

State Budget Construction Aid:

The \$20 million has been restored for the next cycle in Library Construction Aid and the amount is now back to last year's level. The State extended the application deadline to the end of October to give library systems time to apply. As it stands all construction projects are a 75/25 match. However, if the Governor passes 90/10 match by September 30th it could be implemented as early as this year.

2020 Budget:

Mr. Kochain, Mr. Carter and Ms. Park met with the County's Department of Management and Budget (DMB) to review the library's 2020 budget. Ms. Park mentioned we were able to get through the Inventory Control Specialist position and inquired about also adding the Community Navigator positions to Beauchamp, Mundy, and White branch libraries. We are hopeful to get these positions in the 2020 budget. The instructions were to keep your budget same as the previous year, which we have done so.

Mr. Kochian asked the member directors' if they would consider writing a letter of support to their local Legislators and collectively to the chair of Ways and Means to let them know how important the Inventory Control Specialist position is to system services.

Ms. Park also added that we appointed 2 full-time drivers in addition to the part-time driver and 2 part-time sorters. The Inventory Control Specialist position would not only oversee the delivery and sorting but also be a backup as a driver.

Tech Backpack Program:

This is still in the works and we are looking to launch them sometime in September.

Cyber Update:

Mr. Dell reported on July 12th when our network sent a warning of a possible Trojan they shut the network down immediately. They did various scans with forensic teams to show us what to do and how to proceed. By shutting the network down so quickly it saved from everything becoming infected. So the members were not infected by the attack. Mr. Dell continued by stating the first couple weeks was dealing with rebuilding the infrastructure, starting with the servers and the telecommunications network. We then moved on to reconfiguring our network and security to our public facing services. We brought up as many public services as possible which included the Polaris system and all the public library computers. We are now in the process of bringing access back to our staff computers and our network server. The information technology staff has been working all hours, nights and weekends to get this completed.

Ms. Park also mentioned the County is very fearful as we are turning things on that we will not affect them, since our network and theirs are intertwined. So we need to be extra careful on how and what comes back online and that everything is clean and gets vetted before it can go live.

Mr. Kochian inquired about the cyber insurance company. Mr. Dell said they made some recommendations and stated they are helping with the whole restoration.

Ms. Biesiada asked about the cost of the restoration and Mr. Dell stated it hasn't been figured out at this point in time. Mr. Dell mentioned everything they have replaced so far we have had in stock.

Mr. Dodge asked if they found out where the attack began. Mr. Dell responded that the cyber company mentioned based on their experience, it most likely stemmed from our email server. We have not identified its exact location yet, this is just their thoughts from their experience.

Ms. Park stated the cyber security company monitors for 60 days, so they are on top of it. The County has already added more defenses on their software system as well.

There was discussion regarding sending out our own phishing testing emails to staff or the cost of hiring a company to do so for us. Mr. Dell responded the results are low when these are done and that the County does run them randomly. Mr. Kochian stated he would meet with the member directors and branch managers when we are back-up and running completely. The member directors' would like to meet before we are completely restored, so they can be kept in better lines of communication to know such things as when the member director's onlib accounts will be restored, along with EDI and the priorities of what is left. Mr. Dell said that will be soon getting EDI up and running.

However, email will be awhile longer since that is where is most likely began. Ms. Milligan didn't want this request to be mistaken for a lack of patience or that IT is not doing a great job, they just want a better understanding of the whole process.

Ms. Hurst-Wahl mentioned it took one of the libraries in the Suffolk library system 6 months to get everything completely up and running, when they experienced their cyberattack.

ACTION/DISCUSSION

Resolution: 19-23

Action Items:

Ms. Biesiada moved the following motion:

Resolved, That the OCPL Board of Trustees approves the final report from project year 3 of the 3 year NYS Family Literacy Grant: Get Ready to Read with OCPL.

Ms. Tucci seconded, the motion carried unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)

Resolution: 19-24

Ms. Hurst-Wahl moved the following motion:

Resolved, That the OCPL Board of Trustees approves the final report from project year 3 of the 3 year NYS Adult Literacy Grant: Workforce Development at the Library.

Mr. Manning seconded, the motion carried unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)

Discussion Items:

1) 1st Consideration: Retention of Security Cameras, revised.

Ms. Park reviewed the policy revisions.

The Board agreed to make this 1st consideration a resolution to be voted upon at their next meeting.

2) 2nd Quarter Forecast: Mr. Carter reviewed his forecast handout and pointed out the increases in charges for security and the Galleries condo agreement.

FOCL

Ms. Coffta reported for Ms. Brooks on the program for FOCL's upcoming 25th Lecture Series. The first lecture is September 24th, author Jesmyn Ward. She also handed out FOCL bookmarks.

Ms. Biesiada discussed the idea of purchasing an ad in the FOCL program to celebrate their 25th season.

Motion
Resolution: 19-25

Ms. Biesiada made the following motion:

Resolved, that the OCPL Board of Trustees approves the expenditure of \$500.00 for the cost of an ad in FOCL's program in honor of their 25th Lecture Series season.

Mr. Manning seconded, the motion carried unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)

OCSLD

Mr. Kushner presented the following information:

2020 Census:

He spoke that as a system we need to begin talks about it. He reached out to the company that is putting on training in Canandaigua to see if a training session can be presented in the Syracuse area..

Mr. Kochain stated on behalf of the Board they are also very interested and concerned about the census as well.

Ms. Milligan inquired about the possibility to have some discussion about it at the System retreat. Ms. Park mentioned it is on the agenda for the System Retreat for discussion.

A survey went out about security that Mr. Dell answered and the results have come back. However, under the circumstances Mr. Dell hasn't had time to look at the results and to be ready to discuss this at the Retreat.

Ms. Hurst-Wahl asked about what the training entails and Mr. Kushner said it is about digital security. Ms. Park added it is looking at what kind of infrastructure an organization would have in order to meet the minimum standard for security to use for the census.

Ms. Travis mentioned she is on a state-wide census committee and they are also looking at training staff so they are familiar with the questions ahead of time in order to help the public more effectively.

MOU:

Mr. Kushner inquired on where we are with the Memorandum of Understanding (MOU) agreement. Ms. Park replied it is on the agenda for the Retreat on September 10th to discuss. At the moment, we are still looking at the math on a new formula that was presented at a previous committee meeting.

COMMITTEE REPORTS

Government Relations

Mr. Dodge referred to his handout.

Finance

Mr. Kochian gave a brief update regarding the audit of our cash funds from the County. The County comptrollers made some suggestions on how to be more efficient in handling these funds.

Strategic Planning

Ms. Hurst-Wahl commented the Committee will be reconvening soon and will have something to report at a future Board meeting.

Board Development/
Recruitment

Ms. Biesiada mentioned the Board and with the other Search Committee members are scheduled to speak with the search firm recruiter on September 4th at 9:30 to review the 13 applications that were submitted. We hope to decide on 4-5 candidates to begin the interview process.

Ms. Hurst-Wahl reported that she has received 4 proposals for the OCPL Board and new director training. The Committee reviewed the names and recommend the hiring of Jerry Nichols for this particular training.

Motion

Resolution: 19-26

Ms. Jill Hurst-Wahl made the following motion:

Resolved, That the OCPL Board of Trustees approves the expenditure in the amount of \$2,500 from the Board Unrestricted Funds to hire Jerry Nichols for OCPL Board and new director training to be held at a future date in time, once a new director has been hired.

Mr. Manning seconded, the motion carried unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)

PRESIDENT'S REPORT

Mr. Kochian referred to a few library articles in the Post-Standard article.

EXECUTIVE SESSION

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

Mr. Dodge seconded, the motion carried unanimously.
(Ms. Morgan-Baker was not present at the time of the vote.)
No action was taken.

Mr. Dodge moved to close executive session and reconvene into open session.
Mr. Manning seconded, the motion carried unanimously.
(Ms. Morgan-Baker 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

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