

Onondaga County Public
*** Libraries**

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MINUTES
OCPL Board of Trustees' Meeting
August 5, 2020
Virtual ZOOM meeting
3:30 p.m.

ATTENDING

V. Biesiada	E. Kochian
T. Dodge	B. Morgan-Baker
S. Edelstein	C. Ondrako
R. Engel	M. Tucci
J. Hurst-Wahl	

ALSO PRESENT

C. Zabriskie	Q. Gardner	A. Schiavulli
G. Cox	K. Hayduke	A. Thorna
R. Battelle	A. Horan	D. Thorna
J. Bleich	R. Maguire	A. West
M. Carter	D. Marmor	E. Kassis
K. Coffta	V. Massulik	H. Matzel
D. Dell	M. McDermott	J. Milligan
C. Diede	A. Perrine	K. Schellinger
D. Drobnjak	M. Roche	A. Travis
R. Dunsmore	T. Sahn	M. Van Patten
O. Edwards	S. Shoemaker	G. Wisniewski

WELCOME

Ms. Hurst-Wahl called the meeting to order at 3:30 p.m.

EXECUTIVE SESSION

Mr. Dodge moved to go into executive session for a personnel matter relating to the employment history of a particular person.

Ms. Biesiada second; motion passed unanimously.
(Mr. Engel was not present at the time of the vote.)

CONSENT AGENDA

Ms. Tucci moved the consent agenda which includes the minutes from the June 17, 2020 meeting.
Mr. Engel second; motion passed unanimously.

RESOLUTIONS

Resolution: 20-13

Ms. Biesiada moved the following motion:

A Resolution Honoring the Contributions of Robert Manning to the Onondaga County Public Library (OCPL):

Whereas, Robert Manning served faithfully as a Trustee of the Onondaga County Public Library system from June 2008 to July 2020, and served as the Secretary of the Board of Trustees from January 2011 to July 2020; and

Whereas, his passion and dedication to the cause of literacy and libraries in our community was unparalleled; and

Whereas, his wisdom, his dedication to public service, his focus on best practices and lessons learned and his desire to strive for continuous improvement earned him the respect and admiration of all of his colleagues; now, therefore be it

Resolved, that the Board of Trustees and staff of the Onondaga County Public Library unanimously acknowledge the distinguished service and contributions of Robert Manning; and, be it further

Resolved, that the Board of Trustees and staff express their deepest sympathy to his wife Alice, his children, and his grandchildren on their loss.

Mr. Kochian seconded; the motion passed unanimously.

Ms. Hurst-Wahl commented on his passion for this Board and the Baldwinsville Board as well. Additional ideas were shared in recognizing Mr. Manning for all his contributions.

Resolution: 20-14

Mr. Kochian moved the following motion:

A Resolution Honoring the Contributions of Bradford N. Pusey to the Onondaga County Public Library (OCPL):

Whereas, the threat of closure of Syracuse Public Library in 1971 caused County Executive John Mulroy and County Legislature Chairman Ephraim Shapero to appoint a twelve member *Citizen's Advisory Commission on Libraries in Onondaga County* in order to "take a broad look at library services in the county, suggest needed changes and explore the role county government should assume for delivery of library services in the future"; and

Whereas, the commission was Chaired by Rev. Bradford N. Pusey; and

Whereas, the commission issued a report on June 27, 1973 recommending the current system incorporating the Central Library, City Branches and the former Onondaga Library System; and

Whereas, on September 3, 1974 the County Legislature voted to establish the Onondaga County Public Library; and

Whereas, on September 17, 1974 Bradford N. Pusey was elected Chairman of the Board of Trustees of OCPL; and

Whereas, on December 13, 1974, eighty one years to the day that Syracuse Public Library was chartered, OCPL was granted a Provisional Charter, and with

the subsequent hiring of Robert P. Kinchen, first Executive Director of OCPL, the leadership of OCPL was set to bring library services to a new and expanded place; and

Whereas, in the years since the creation of the Onondaga County Public Library system, hundreds of thousands of County residents have enjoyed and been enriched by the benefits of a library system worthy of the diverse community it serves; now, therefore be it

Resolved, that the Board of Trustees and staff unanimously acknowledge Rev. Bradford Pusey's foresight and leadership and are thankful for his distinguished service; and, be it further

Resolved, that the Board of Trustees and staff express their deepest sympathy to the family on their loss.

Ms. Morgan-Baker seconded; the motion passed unanimously.

2021 BUDGET

Mr. Carter reviewed the 2021 draft budget with the board. He spoke about the framework and the direction the County gave the library to work within and a target it needs to reach on the direct appropriation lines. Mr. Carter also explained the shortfalls in various line items and how our current vacant positions have been unfunded for 2021.

A discussion followed regarding the following topics:

- Social workers
- Clarification on the branch budget
- Clarification on part-time furloughed positions
- State minimum hours standards
- Fund balance

Resolution: 20-15

The resolution below will be voted upon when the August Board meeting resumes on 8/10 at 3:00 pm

Resolved, That the OCPL Board of Trustees approves advancing the 2021 draft budget as stated in concept to the County.

Resolution: 20-16

Mr. Kochian moved the following motion:

Resolved, That the OCPL Board of Trustees approves the final report from project year 1 of the 3 year NYS Family Literacy Grant: Promoting Early Literacy Through Onondaga County Public Libraries.

Ms. Ondrako seconded; the motion passed unanimously.

Resolution: 20-17

Mr. Kochian moved the following motion:

Resolved, That the OCPL Board of Trustees approves the final report from project year 1 of the 3 year NYS Adult Literacy Grant: Adult Education

and Work Skill Readiness.

Mr. Dodge seconded; the motion passed unanimously.

Resolution: 20-18

Ms. Biesiada 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 \$10,000, which will support various library needs.

Mr. Kochian seconded; the motion passed unanimously.
The Board acknowledged Ms. Schellinger for all her hard work during these unprecedented times.

Resolution: 20-19

Mr. Kochian moved the following motion:

In order to equip the executive director with the skills necessary to lead the organization during challenging times; therefore, be it

Resolved, That the OCPL Board of Trustees approves the expenditure of up to \$5,000 from the Board's Undesignated Fund to be allocated to contract an executive coach(es) over a 12-month period.

Ms. Tucci seconded; the motion passed unanimously.

EXECUTIVE DIRECTOR'S REPORT

Mr. Zabriskie gave an update on the following topics:

- White Branch Fence: No updates from the Syracuse Police Department on the car/person that damaged the library's fence. We most likely will have to incur the cost of getting it repaired.
- Security: Trace Assets Protective Services concerns are being addressed with the company and Mr. Diede is taking the lead on these concerns.
- Digital Library Cards/Circulation: Across all the libraries within the county 1,534 patrons received digital library cards.
- Takeout Service: Within Central and branches 33,546 items have circulated since this service began two months ago, with Petit circulating over 10,000 items alone.
- Face Shields: Ms. Drobjnak is still making these for the staff, the Board, system library locations and also for our partner organizations. Mr. Allnatt and Ms. Drobjnak have been working with sign language interpreters to create special masks for them.
- LeMoyne: The County is working on a temporary partnership with LeMoyne to possibly use Soule's meeting space for classes. The space has its own entrance and a side bathroom for their use and would not involve any contact with OCPL staff.
- SCSD (Syracuse City School District): They are interested in working on a partnership with us to essentially create virtual/temporary workspaces for students in grades 6-12th that have

a lack of digital access. We are not creating classrooms. It would be by appointments set-up via online. The SCSD will provide their staff to accompany any student that has reserved a computer and will provide any academic support they would need. This proposal has been shared with the County Executive's Office.

Ms. Hurst-Wahl and Ms. Biesiada recommended the Board ratifying any agreements made between the County and these institutions for library record purposes.

**PRESIDENT'S REPORT/
DISCUSSION**

Ms. Hurst-Wahl reported on the following topics:

- 1) The impact of Congressional action on local municipalities
- 2) A list of items from past Board meetings (2019-) and discussions has been created and given to Christian Zabriskie. These are items that the Board wants to ensure are not forgotten.

OCPL SYSTEM REPORTS

2nd Quarter Forecast: The Board received the 2nd quarter forecast.

OCSLD (Onondaga County Suburban Library Directors):

Ms. Milligan stated in a report that they are all very busy working on some level of opening their locations. Offering curbside, computer appointments, browsing appointments and virtual programming. Each location differs on what they are offering to their respective communities.

Transit Report:

No discussion. Ms. Schiavulli gave an overview of the report she submitted.

MOU Committee: no report

BOARD COMMITTEE REPORTS

Board Management,
Recruitment &
Development

Ms. Hurst-Wahl gave an update on Board membership:

Two new Board members are scheduled to be approved by County Legislature in September.

Terms ending in December 2020: The second terms for Mr. Engel and Mr. Dodge will end on December 31, 2020.

Term Reappointments: Ms. Ondrako and Ms. Tucci are eligible for reappointments for a 2nd term, ending December 31, 2024.

Strategic Planning

Ms. Morgan-Baker reviewed approximately 12 strategic plans. There are 8 she felt were great frameworks for us to follow.

She created a comparison chart that included:

- System budgets
- the number of sites they maintain
- goals and plans they identify; with individual notes about the plans

The best plans were the ones that gave a little bit of a background on the planning process and demographics. One of the plans had a main plan along with very detailed work plans that included specific tasks and timeframes.

Government Relations No report
Finance Committee No report

CITY LIBRARIES REPORT No discussion

FOCL Ms. Schellinger reported that FOCL will be announcing their 26th season on August 11 at the Tayari Jones virtual lecture. The upcoming season will be an abbreviated one, going from February- May 2021 and their goal is to have them as live lectures.

MOTION Mr. Kochian moved to recess and resume this meeting on Monday, 8/10 at 3:00 p.m. to discuss and vote on the 2021 draft budget.
Resolution: 20-20

Mr. Dodge seconded; the motion passed unanimously.

RECESSED Ms. Hurst-Wahl recessed the meeting at 5:24 p.m.

RESUMED Ms. Hurst-Wahl welcomed and resumed this meeting at 3:00 on August 10th .

ATTENDING

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

NOT PRESENT B. Morgan-Baker C. Ondrako

ALSO PRESENT

C. Zabriskie	O. Edwards	S. Rorer
G. Cox	Q. Gardner	T. Sahm
L. Bankert	K. Hayduke	A. Schiavulli
R. Battelle	C. Johnson	D. Smith
J. Bleich	K. Lighton	J. Teska
M. Carter	D. Marmor	A. West
L. Cox	V. Massulik	C. DiSanza
R. Maguire	M. McDermott	A. Travis
C. Diede	C. Moore	G. Wisniewski
D. Drobnjak	A. Perrine	
R. Dunsmore	M. Roche	

2021 DRAFT BUDGET Mr. Carter reported on the areas they were looking to make cuts in order to make the budget numbers work.

The following items were discussed on the revised draft budget presented to the Board.

- Materials, supplies and maintenance utilities lines
- Services impacted
- Social workers
- Capital projects

Resolution: 20-15

Ms. Biesiada moved the following motion:

Resolved, That the OCPL Board of Trustees approves advancing the 2021 draft budget as stated in concept to the County.

Ms. Tucci seconded; the motion passed unanimously.

ADJOURNED

Mr. Dodge moved to adjourn the meeting

Ms. Hurst-Wahl adjourned the meeting at 3:40 p.m.

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