

MINUTES

OCPL Board of Trustees' Meeting
August 20, 2025
Central Library, Board Room
4:00 p.m.

ATTENDING

M. Bilbo Coughlin	E. James Mbuqe
S. Edelstein	E. Kochian
E. Gonzalez	B. Lane
J. Hurst-Wahl	T. Mulvey

ABSENT

D. Dixie	L. Dyer
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ALSO PRESENT

R. Battelle	S. Tucker
A. Perrine	Y. Nakamura
S. Rorer	

WELCOME

Mr. Edelstein called the meeting to order at 4:01p.m.

PUBLIC COMMENT

No Public Comment

CONSENT AGENDA

Ms. Hurst-Wahl moved the consent agenda, which includes the minutes from the June 18, 2025 meeting.

There was a short discussion regarding excused absences and unexcused absences.

Ms. Bilbo Coughlin seconded; motion passed unanimously.

DISCUSSION

Executive Director Updates

Ms. Perrine gave some updates from her report.

- Ms. Perrine and Ryan Perry, Executive Director of CLRC spoke to the Fayetteville Board of Trustees about advocacy.
- Ms. Perrine was asked to be on the Keynote Panel for the CLRC Annual Conference in October
- She will be speaking at NOPL and Manlius Libraries
- OCPL is doing a lot of outreach and needs an Outreach I

position. Ms. Perrine has been in contact with the County regarding this.

- Literacy Coordinator – Ms. Shaffer is doing an amazing job. She is working to increase languages on the materials that are coming into the library.
- MOU Committee Meeting – Will be starting to work on a new MOU.
- Star Lab – Working to make sure people are trained and staffed appropriately.
- E911 Tour – Ms. Perrine thanked Mr. Gonzales for the tour. It was amazing.
- Labor Management Meeting – Attended by Ms. Battelle, County Personnel, CSEA Representatives. Ms. Perrine talked about some policies that she would like to put into place. It was a good meeting.
- Met with Yuriko Nakamura – She works in Japan and does research on libraries in the USA which she brings back to Japan.
- Finance Committee – Would like to see meetings at least quarterly.
- KnowBe4 – A Cyber Security Awareness Training has been launched in the city libraries by Dr. Dell. He will be working with Suburban libraries as well. Managers will make sure staff complete the training.
- ALA Conference – Ms. Perrine attended trainings, and dinners with vendors. She made connections with OCLC (Online Computer Library Center) who operates WorldCat. They would like to do some localized trainings in Syracuse. Ms. Perrine is going to work to be more involved with ALA.
- PULISDO Conference – Held in Utica Mid York. She met System Directors and System staff. She had great conversations about ebooks, the future of advocacy, and proactive management. She will bring some of that training to the System and the L3 Retreats.
- Social Media Assistant Position – Newly created part-time position. Ms. Goldstein has been in the position for a month and is doing an amazing job. She maintains our Instagram and TikTok accounts. Ms. Perrine would like to make this a full-time position.
- Erie21 – Ms. Perrine is looking to expand our partnership with them. They want to do holistic workforce development for kids and parents.
- Food Insecurity – Working with the city libraries and how we can help.
- PC Replacements – Dr. Dell and team are in the process of replacing PCs at the Branches and Central.
- Air Conditioning – The Galleries is working on the AC. Hazard also had an air conditioning issue which is being fixed.
- Construction Grants – Will be voted on in September. Some projects include putting badge readers on the Community Room doors and putting LED lights in libraries that don't have them.
- Incidents – Summer incidents have been way up. Ms. Perrine has been going to the Security Committee meetings once a month to

look at the incidents to see what staff are doing and turning them into training opportunities. The Security Committee meetings will be mandatory for the Branch Managers starting next month.

- Board Meeting Locations – Ms. Perrine asked that the next two Board meetings be moved to Central. A short discussion followed. The Board agreed to move the Board meetings to Central for September and October.

Finance Committee Meetings

Mr. Mulvey scheduled the next Finance Committee meetings for October 15, 2025 and December 17th, 2025 at 3:15pm at Central Library.

CenterState CEO Membership Levels 2025

Ms. Perrine met with Andrew Jordan, Membership Manager at CenterState CEO regarding the library's membership renewal. The dues have increased substantially. There was discussion on the benefits vs. cost of dues. Mr. Kochian mentioned that the County supports CenterState CEO and wondered if that would be sufficient for the library to benefit from it. Ms. Perrine will investigate and report back.

Member Liasons

Ms. Schiavulli drafted the new list of Member Liasons which was passed around for the Board members to make any changes.

1st Consideration – Unattended Child Policy

The Security Committee worked on this at their July meeting. The words Vulnerable Individuals were added. There was a short discussion regarding the language used and liability issues, as well as what staff do in emergencies. Corrections will be made, and the policy will be brought back for a vote in September.

Mr. Kochian reminded the Board that the next TAC meeting will be held on October 21, 2025 at the Fayetteville Free Library. He encouraged the Board members to attend. Ms. Perrine said RSVPs will be sent out.

RESOLUTIONS

Resolution: 25-27

Mr. Kochian moved the following resolution:

Resolved, That the OCPL Board of Trustees acknowledges and thanks the Friends of the Central Library for their generous gift of \$30,000, which may impact the city branches in the form of work corrals, busy boards at circulation desks and increased usage of Libby. Any remaining money if these initiatives materialize would be unrestricted and are to be used during the 2026 fiscal year.

Ms. Perrine gave some details on the work corrals and busy boards. Ms. Perrine introduced Sara Tucker as the new FOCL Executive Director. She is excited to be working with Sara and is expecting good things.

Ms. Bilbo Coughlin seconded; motion passed unanimously.

Resolution: 25-28

Ms. Lane moved the following resolution:

Resolved, That the OCPL Board of Trustees accepts the grant funds of \$2800 from Literacy Coalition of Onondaga County c/o United Way of Central New York, Inc. for the Dolly Parton Imagination Library 15th Birthday Story Times at city and member libraries. The money will go toward snacks and/or crafts materials for each specific story time event.

Ms. Perrine explained how the checks will be dispersed.

Ms. Hurst-Wahl seconded; motion passed unanimously.

Resolution: 25-29

Ms. Bilbo Coughlin moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the grant application submission for a CNY Community Foundation Off-Cycle Grant for \$2000 to fund a year-long series of kitchen literacy classes at Soule Branch Library.

Ms. Perrine added that she is working with Ms. Newton from Personnel on creating a new process for staff when applying for grants.

Ms. Lane seconded; motion passed unanimously.

Resolution: 25-30

M. Hurst-Wahl moved the following resolution:

Resolved, That the OCPL Board of Trustees accepts grant funds of \$2000 from the CNY Community Foundation Off-Cycle Grant. The money will fund a year-long series of kitchen literacy classes at Soule Branch Library.

Ms. James Mbuqe seconded; motion passed unanimously.

Resolution: 25-31

Mr. Kochian moved the following resolution:

Resolved, That the OCPL Board of Trustees approves to support the expenditure of \$1000 from the Unrestricted Board Designated Fund to cover the room rental and catering for 25 staff members to attend the OCPL Librarian III Retreat which will take place at the Salt City Market in October. This will be a full day of training on storytelling and advocacy, emotional management, county employee relation procedures, and DEI topics.

Ms. Perrine gave some details about the retreat. The focus will be on training the Administration and Manager Teams. There are several speakers lined up.

Ms. Lane seconded; motion passed unanimously.

Resolution: 25-32

Ms. Hurst-Wahl moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the revised Patron Code of Conduct Policy renamed to Standards of Behavior.

There was a short discussion on the new edits. Board members voiced some concerns regarding offensive clothing, offensive messages on clothing, drugs, and bringing prohibited items into the library. Ms. Perrine will address these concerns with the Security Committee.

Ms. James Mbuqe seconded; motion passed unanimously.

MOTION

Resolution 25-33

Ms. Hurst-Wahl made the following motion:

Resolved, That the OCPL Board of Trustees approves to authorize the expenditure of \$80 from Board Unrestricted Funds to transition to QuickBooks On-Line.

A short discussion followed.

Mr. Mulvey seconded; the motion passed unanimously.

MOTION

EXECUTIVE SESSION

Resolution 25-34

Ms. Hurst-Wahl made the following motion:

Be it Resolved, that per Section 105 of the Public Officers Law, this board shall now move into executive session for the purpose of discussing the employment history of a particular person. Attendance at this executive session will also include non-board member Amanda Perrine.

Ms. Lane seconded; motion passed unanimously.

The Board entered executive session at 5:15p.m.

The following action was taken during Executive Session.

MOTION

Resolution 25-35

Ms. Lane made the following motion:

Be it Resolved, that the Onondaga County Public Library Board of Trustees approve funding Emergent's 18-month program LeadFORWARD leadership program at a cost not to exceed \$25,000.

There was a brief discussion of the program's benefits and the desire to ensure our Executive Director has the support she needs.

Mr. Gonzalez seconded; motion passed unanimously.

At 5:30 p.m. Mr. Mulvey made the motion to leave Executive Session. Ms. James Mbuqe seconded; motion passed unanimously.

The Board reconvened open session.

ADJOURNMENT

Mr. Kochian moved to adjourn the meeting. Mr. Mulvey seconded.

Mr. Edelstein adjourned the meeting at 5:31 p.m.

Respectively Submitted,

Sharon Rorer
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 Amanda Perrine, Executive Director

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