MINUTES
OCPL Board of Trustees’ Meeting
September 18, 2019
Central Library, Board Room
4:00 p.m.

ATTENDING
V. Biesiada
T. Dodge
S. Edelstein
J. Hurst-Wahl
E. Kochian
B. Morgan-Baker
M. Tucci

ABSENT
R. Engel
R. Manning
C. Ondrako

ALSO PRESENT
D. Marmor
G. Cox
R. Battelle
M. Carter
K. Coffta
L. Cox
D. Dell
C. Diede
R. Dunsmore
B. Maguire
A. Schiavulli
J. Brooks
M. Van Patten
G. Wisneiwski

WELCOME
Mr. Kochian called the meeting to order at 4:00 p.m.

CONSENT AGENDA
Mr. Dodge moved the consent agenda, which includes the minutes from the August 21, 2019 meeting.

Ms. Jill Hurst-Wahl seconded, motion passed unanimously.
(Mr. Manning and Ms. Morgan-Baker were not present at the time of the vote.)

INTERIM EXECUTIVE DIRECTOR’S REPORT
Ms. Marmor gave an update on the following topics:
PULISDO: She attended the PULISDO Advocacy lunch on September 17th in Albany to meet with other system directors within the state to discuss various topics. She also had the opportunity to meet Lauren Moore, the new state librarian.
Personnel: county personnel is still in the process of filling the Personnel Director’s position.
Ms. Marmor has submitted VRRs for the following positions:
Beauchamp: Children’s Librarian 1
Hazard: Children’s Librarian 1
Soule: Library Clerk 1
She reviewed the other vacancies within Central and the branch libraries. Beauchamp Branch: Renovations have begun starting with the sealing of their exterior windows.

**System Retreat:** Was held September 10th at the Arrowhead Lodge and was well attended. The day included 2 speakers that gave presentations on Cyber Attacks and Cyber Security and Thriving Through Change. The day also included member council meetings to discuss Memorandum of Understanding (MOU). The next MOU committee meeting is scheduled for October 7th.

**Budget:** OCPL’s budget presentation to the Legislature is scheduled for September 19th at 2:10 p.m.

Mr. Carter reviewed his 2020 budget handout.

**ACTION/DISCUSSION**

**Resolution: 19-26**

**Action Items:**

Mr. Dodge moved the following motion:

Resolved, That the OCPL Board of Trustees approves the revisions to the Retention of Security Camera Images Policy

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

**Resolution: 19-27**

Ms. Tucci moved the following motion:

Resolved, That the OCPL Board of Trustees approves the grant application submission to M & T Charitable Foundation for up to $8,000 to support the 2020 Summer Learning Program.

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

**Resolution: 19-28**

Mr. Dodge moved the following motion:

Resolved, That the OCPL Board of Trustees approves the 2020 Legal Holiday Calendar as proclaimed by County Executive J. Ryan McMahon II to be observed in accordance with present Federal and New York State Law and Library Closings as follows:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Month</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Wednesday</td>
<td>January 1</td>
</tr>
<tr>
<td>Martin Luther King</td>
<td>Monday</td>
<td>January 20</td>
</tr>
<tr>
<td>Lincoln’s Birthday*</td>
<td>Wednesday</td>
<td>February 12</td>
</tr>
<tr>
<td>Washington’s Birthday</td>
<td>Monday</td>
<td>February 17</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 25</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Friday</td>
<td>July 3 (Observed)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 7</td>
</tr>
<tr>
<td>Columbus Day*</td>
<td>Monday</td>
<td>October 12</td>
</tr>
</tbody>
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Veteran’s Day: Wednesday, November 11
Thanksgiving Day: Thursday, November 26
Day After Thanksgiving: Friday, November 27
Christmas Day: Friday, December 25

*Lincoln’s Birthday and Columbus Day will be observed as floating holidays for all non-institutional personnel. All county departments will remain open for business on Tuesday, February 12 and Monday, October 12.

**Library Closings**

<table>
<thead>
<tr>
<th>Saturdays</th>
<th>Sundays</th>
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<tbody>
<tr>
<td>May 23 Memorial Day Weekend</td>
<td>April 12 Easter</td>
</tr>
<tr>
<td>July 4 Independence Day</td>
<td>May 24 Mem. Day Weekend</td>
</tr>
<tr>
<td>September 5 Labor Day Weekend</td>
<td>June 21, 28 Summer</td>
</tr>
<tr>
<td>December 26 Day after Christmas</td>
<td>July 5, 12, 19, 26 Summer</td>
</tr>
<tr>
<td></td>
<td>August 2, 9, 16, 23, 30 Summer</td>
</tr>
<tr>
<td></td>
<td>September 6 Labor Day Weekend</td>
</tr>
</tbody>
</table>

Evenings (facilities close at 5 p.m.)

- Wednesday, November 25: Thanksgiving Eve
- Thursday, December 24: Christmas Eve
- Thursday, December 31: New Year’s Eve

**Other**

- Friday, May 1: All Staff Day

Ms. Tucci seconded, the motion carried unanimously.

(Mr. Manning was not present at the time of the vote.)

**Discussion Items:**

1) White Branch Feasibility Study:

The library received funding for an architectural feasibility study for improvements within the branch. We received the results of the study for the Board to review. The way the building is laid out there is more space to be used more efficiently, however, we would need more adequate staffing in order to cover the multiple levels.

**OTHER**

Ms. Hurst-Wahl explained the Open Meetings Law regarding the handling of Board minutes. This resulted in the following highlights:

- Minutes are the official record.
- The draft of the minutes needs to be available 2 weeks after the respective meeting. However, that doesn’t mean they need to be listed on the website. You can state who to contact if you would like to see a copy of the draft minutes.
- You don’t have to actually vote on the approval of the minutes.
- The recordings of the minutes need to be kept for 4 months and are not the official record. The actual minutes do not have to reflect the recording. They would reflect what the Board would like to have as a reference for an ongoing basis.
Executive Session: no formal activity, no minutes are required.

**Motions**

Resolution: 19-29
Ms. Hurst-Wahl made the following motion:

**Resolved,** That the OCPL Board of Trustees affirms to the adherence of the Open Meetings Law.

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

Resolution: 19-30
Mr. Dodge made the following motion:

**Resolved,** That the OCPL Board of Trustees approves to continue the practice of approving the Board minutes, with the draft being reviewed by the Board president or next available officer prior to the Board’s approval.

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

**FOCL**
Ms. Brooks reported that the 25th Anniversary season will open on September 24th with author, Jesmyn Ward and including the founders of the Lecture Series, Sari Feldman and Eileen Kelliher. They will start selling tote bags at each Lecture. She also stated she has bookmarks and posters for any library or Board member who would like to share this information.

**OCSLD**
Ms. Van Patten reported the following information:
*The Public:* She spoke about Baldwinsville’s viewing of the movie.
System Retreat: she felt was the best on one to date. She also gave a review of the speakers’ presentations and cyber security.
Cyber Security Conference Call Updates: the first one was very informative and looking forward to the weekly communications.
Liverpool: still on target for their soft opening in October.

**COMMITTEE REPORTS**

Board Development/Recruitment Ms. Biesiada reported that they are in the process of interviewing and hope to have an announcement at the October Board meeting.

Strategic Planning Ms. Hurst-Wahl discussed the SWOT Analysis for the Board’s review and where they are in the process.

**PRESIDENT’S REPORT**
Mr. Kochian reviewed the delivery in-transit chart with the Board.

**ADJOURNMENT**
Ms. Biesiada moved to adjourn the meeting.
Mr. Kochian adjourned the meeting at 5:25 p.m.

Gail M. Cox
Administrative Assistant