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Susan Mitchell, Executive Director

MINUTES OCPL BOARD OF TRUSTEES' MEETING

December 16, 2015
Central Library, Board Room
4:00 p.m.

ATTENDING

K. Alford	C. Ondrako
V. Biesiada	D. Stack
T. Dodge	M. Treier
A. Lombardi	M. Tucci
R. Manning	

ABSENT

B. Morgan-Baker	R. Engel
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ALSO PRESENT

S. Mitchell	S. Reckhow
G. Cox	A. Travis
R. Dunsmore	S. Kushner
J. Kalkbrenner	J. Billings
D. Lewis	B. Fisher

WELCOME

Ms. Biesiada called the meeting to order at 4:00 p.m.

CONSENT AGENDA/ APPROVAL OF MINUTES

Ms. Tucci moved the consent agenda, which includes the minutes of the November 18, 2015 Board meeting.
Mr. Manning seconded, the motion carried unanimously. (Mr. Dodge was not present at the time of the vote.)

EXECUTIVE DIRECTOR'S REPORT/DISCUSSION

Ms. Mitchell reported on the following topics:

Fundraising: Ms. Mitchell reported on the Community Development Block grant; the Big READ grant and the CNY Community Foundation grant.

Senator DeFrancisco: his office inquired about the library's need for additional programming and capital funding. Ms. Mitchell provided his office with a wish list for possible capital grant programs.

CNYfi Program: Ms. Mitchell gave an update on OCPL's partnership with CLRC to provide hotspots and chrome books to patrons in our two pilot locations, SWCC and White.

Assemblyman Stirpe: He asked the library to write a grant in collaboration with OCM BOCES to be able to extend our mobile maker spaces to the school, which we are in the process of doing.

Personnel:

Personnel Director: Commissioner of Personnel is still working on this.

Ms. Mitchell explained the changes that are being made in staff recruitments and the interviewing process as well.

Community Relations position: Mr. DeLaney is in the process of setting up interviews for this position.

Ms. Mitchell mentioned the library will be filling the following positions.

- Outreach and Programming librarian (Librarian II position): will develop an overall strategy for programming across city libraries.
- Youth Services Librarian (Librarian III position): to lead countywide youth initiatives including those in: literacy, technology, SRP, workforce and academic preparedness and more.
- Coordinator of Training and Instruction (Librarian II position): to assist us in transitioning Soule branch into OCPL's tech and training branch.

Budget:

We are closing out the 2015 budget and beginning to spend out of the 2016 budget.

Construction budget: we are looking closely at costs we're carrying in our construction contingency budget, so we know what we truly have to spend.

Central:

Central Staff Holiday Luncheon: was on 12/10 with pizza and cookies provided. Ms. Mitchell and the Board expressed their immense appreciation for everyone's extra efforts during this transitional time.

System:

System Plan of Service: working on it and taking on a more simple approach to it.

ACTION & DISCUSSION

Resolution: 15-18

Action Items

Ms. Lombardi moved the following resolution:

Resolved, That the OCPL Board of Trustees elects Ginny Biesiada to the office of President; Debbie Stack to the office of Vice-President; Bob Manning to the office of Secretary; and Christina Ondrako to the office of Treasurer of OCPL Board of Trustees for the year 2016.

Mr. Dodge seconded, the motion carried unanimously.

Resolution: 15-19

Mr. Manning moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the following expenditures from the Unrestricted Board Designated Fund:

\$525 for the 2016 membership to LTA (Library Trustees Association);

\$6,000 for the Director's Discretionary Account;

\$300 for Retirement/Service Awards;

\$150 for the Cathedral Square Neighborhood Association;

\$6,000 to support staff attendance at conferences and workshops;

\$4,000 to the Director's Community Relations Account;

\$1,000 for the 2016 subscription to Communications services for advocacy software;

\$395 for the 2015/2016 CenterState CEO membership;

\$1,143 for the 2016 excelsior membership to New York Alliance of Library Systems (NYALS) to provide enhanced collaborative advocacy for library systems at the State level;

\$2,500 for the 2016 NYLA organizational membership;

\$60 for 2016 NYCON membership; and

up to \$1,000 to cover the expenses for refreshments and speakers for 2016 Staff Development Day.

Ms. Stack seconded, the motion carried unanimously.

Resolution: 15-20

Mr. Manning moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the grant application submission in the amount of up to \$520,876 to the City of Syracuse Department of Neighborhood and Business Development 2016 - 2017 Community Development Block Grant Entitlement Funds for the purpose of the Young Technology Leaders Workforce Development Program (LeadTech) for Central and branch libraries.

Ms. Ondrako seconded, the motion carried unanimously.

Resolution: 15-21

Mr. Dodge moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the grant application submission in the amount of \$1,000 to the Baker & Taylor YALSA Collection Development Grant to develop and expand the White Branch's non-fiction collection, particularly those items that supplement the school curriculum.

Mr. Manning seconded, the motion carried unanimously.

Resolution: 15-22

Mr. Dodge 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 \$40,000, which will support the purchase of library materials and provide programs for children and families.

Mr. Manning seconded, the motion carried unanimously.

Resolution: 15-23

Ms. Lombardi moved the following resolution:

Resolved, That the OCPL Board of Trustees approves to remove Doreen Milcarek, former Central Library Administrator, and retain Susan Mitchell, Executive Director; Susan Reckhow, City Libraries Administrator; Matt DeLaney, Administrative Director and Christina Ondrako, OCPL Board Treasurer authorized to sign checks drawn on the following Trustees account including the transfer of funds to/from all investment, money market, and checking accounts.

Mr. Manning seconded, the motion carried unanimously.

Resolution: 15-24

Mr. Manning moved the following resolution:

Resolved, That the OCPL Board of Trustees approves the submission of the National Endowment for the Arts Big Read Grant application for up to \$20,000 to provide educational and promotional materials, more professional programs, book discussions, and a “read and share” initiative to the community.

Mr. Dodge seconded, the motion carried unanimously.

Discussion Items

Central Library Renovation Project:

Ms. Mitchell gave an overview on the progression of the various phases of work on each floor.

Branch Renovation Updates:

SWCC: Ms. Reckhow gave an update on SWCC library renovation, with the reopening on Tuesday.

Betts: the layout has been completed and still working on the furnishing with the designer.

FOCL

Ms. Billings reported that FOCL is looking into other fundraising opportunities in addition to the lecture series. They are also running a reprint on the FOCL program book to give sponsors a chance to update their information or to an ad in the program. FOCL is looking to give another donation to OCPL this lecture season.

OCSLD

Mr. Kushner reported that OCSLD is really excited about the Plan of Service and the specialization of OCPL positions that are being filled.

COMMITTEE REPORTS

Government Relations

Mr. Manning reviewed the past and present activities of the committee.

Strategic Planning

Mr. Alford reminded everyone of the retreat dates on Jan. 23rd at Pioneer and Feb. 6th at WCNY.

Ms. Mitchell gave an overview of the meeting she had with the staff who is partaking in the strategic planning process.

PRESIDENT'S REPORT

Ms. Biesiada shared the thank you note from Ms. Milcarek and congratulated Mr. DeLaney, who is now permanent.

Mr. Fisher gave an update on the progress of the 4th and 5th floors construction project.

Mr. Manning moved to adjourn the meeting.

ADJOURNMENT

Ms. Biesiada adjourned the meeting at 5:00 p.m.

Gail M. Cox
Administrative Assistant