



# ONONDAGA COUNTY PUBLIC LIBRARY

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**Susan Mitchell, Executive Director**

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## MINUTES OCPL BOARD OF TRUSTEES' MEETING

February 18, 2015  
Central Library, Board Room  
4:00 p.m.

### ATTENDING

K. Alford	B. Morgan-Baker
V. Biesiada	D. Stack
T. Dodge	M. Treier
R. Engel	

### ABSENT

A. Lombardi	C. Ondrako
R. Manning	M. Tucci

### ALSO PRESENT

S. Mitchell	K. Osmond
G. Cox	S. Reckhow
R. Dunsmore	A. Travis
J. Kalkbrenner	D. Hole
D. Lewis	W. Fisher
D. Milcarek	K. McCaffrey

### WELCOME

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

### CONSENT AGENDA/ APPROVAL OF MINUTES

Ms. Treier moved the consent agenda, which includes the minutes of the January 21, 2015 Board meeting.  
Ms. Morgan-Baker seconded, the motion carried unanimously.

### PRESENTATION

Stepping Up Awards: Ms. Park gave an overview of the nominations for Ms. Wynczyk and Ms. Teska and presented them with their awards.

### EXECUTIVE DIRECTOR'S REPORT/DISCUSSION

Ms. Mitchell reported on the following topics:

#### Personnel:

- Working on hiring for the vacant Account Clerk 1 position in the Business Office.
- Gave an update on the Building Maintenance Supervisor and the newly created Administrative Director positions.

#### Budget:

- Reported on the branch contingency funding and the beginning thoughts on the budget for the new library.

Facilities:

- Central Library is seeing an increase in security incidents during this time of the year and we are working on some of these issues. Mr. Fisher gave an update on the security measures that are being taken in the downtown area to insure everyone is more safe and secure. He also noted on how actively engaged the various stakeholders (Downtown Committee, Syracuse Police, City of Syracuse, County and etc.) have been. Ms. Treier commented that it is definitely a collaborative effort by all.
- Branches - still working on gathering information needed to move forward with the branch projects. Ms. Mitchell gave an update on the self identified emotional support animal incident.

MOU:

- MOU and the formula of charges to each library location are on different schedules so we are holding off on reviewing the current formula until they are both on the same timeline.

**ACTION & DISCUSSION**

*Resolution: 15-04*

**Action Items**

Ms. Treier moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the expenditure of up to \$375.00 from the Unrestricted Board Designated Fund for 3 board members to attend the LTA Annual Trustee Institute on May 1 and 2, 2015.

Mr. Dodge seconded, the motion carried unanimously.

**Discussion Items**

Central Library Renovation Project:

- Ms. Milcarek gave an update on what will be covered at the Central Staff Day on February 26<sup>th</sup>.
- Mr. Fisher gave an update on the leases with the various stakeholders.
- Ms. Mitchell reviewed the process the early mini-bid project, which includes the new elevator, stairs, and the enclosure for level 3.
- Ms. Mitchell discussed the possibility of having a temporary facilities committee of the Board.
- Ms. Mitchell reviewed some of the logistics that would need to take place during this renovation. There was discussion regarding the Board's fiduciary responsibility and the possibility of hiring an independent general contractor to give their estimate from the A/E drawings given to them.
- Ms. Mitchell presented the possibility of having a mini capital campaign with naming opportunities for the new library.

**FOCL**

Ms. Hole reported their new lecture season authors will be announced in March.

**OCSLD**

Ms. McCaffrey reported on NOPL's new borrower policy to eliminate all fines for children and teens for their materials not borrower cards.

**COMMITTEE REPORTS**

Government Relations

Mr. Dodge reviewed the past and present activities of the committee.  
Reminder: Advocacy Day is Feb 25<sup>th</sup> in Albany.

**ADJOURNMENT**

Ms. Morgan-Baker moved to adjourn the meeting.  
Ms. Biesiada adjourned the meeting at 5:20 p.m.

Gail M. Cox  
Administrative Aide