



# ONONDAGA COUNTY PUBLIC LIBRARY

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**Susan Mitchell, Executive Director**

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## MINUTES OCPL BOARD OF TRUSTEES' MEETING

January 20, 2016  
Central Library, Board Room  
4:00 p.m.

### ATTENDING

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

### ABSENT

R. Manning	B. Morgan-Baker
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### ALSO PRESENT

S. Mitchell	D. Lewis
G. Cox	S. Reckhow
M. DeLaney	J. Billings
J. Kalkbrenner	B. Fisher

### WELCOME

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

### CONSENT AGENDA/ APPROVAL OF MINUTES

Ms. Ondrako moved the consent agenda, which includes the minutes of the December 16, 2015 Board meeting.  
Mr. Dodge seconded, the motion carried unanimously.

### EXECUTIVE DIRECTOR'S REPORT/DISCUSSION

Ms. Mitchell reported on the following topics:

#### Fundraising:

- In conjunction with the Imagination Library program collaboration, the Literacy Coalition will be sponsoring the Central Library's early literacy Play and Learn Center. They are also looking to sponsor the Play and Learn Center in two branches within year as well.
- Community Development Block Grant: The purpose of the grant is to create a Tech Leaders Program, where we would hire teens to train and they would teach afternoon and Saturday programs with our maker labs. However, we will not know the outcome of this funding for a couple more months.
- Sparks Grant: this grant is in progress. We are trying to build a cohesive project around digital literacy/inclusion training for access to broadband, home internet use, and digital literacy training.

- Knight Foundation: working on a letter of intent for more mobile maker labs and training.
- Assembly and Senate Grant Requests: Ms. Mitchell reviewed the proposed grant requests for various training and programming needs for the libraries within the county.
- Personnel:
  - Communication Director: Kathy Coffta has accepted the position and will begin the 1<sup>st</sup> week of February.
  - Personnel Director: is in progress.
- Other open positions:
  - Outreach and Programming Librarian (Librarian II- Central)
  - Youth Services Librarian (Librarian I- Central)
  - Coordinator of Training and Instruction (Librarian II- Soule)
  - Branch Managers: Soule and Petit (Librarian III)
  - Account Clerk II: working on this position

System Plan of Service: working on 1<sup>st</sup> draft of the new format and everyone agreed it is a much easier process to understand and keep track of over the five year span.

## **ACTION & DISCUSSION**

*Resolution: 16-01*

### **Action Items**

Ms. Lombardi moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves a fine amnesty in order to remove barriers to the use of OCPL Central and branch libraries for children and teens enrolled in the 2016 Summer Reading Program who read and report on five books will have their total accrued fines waived; and, be it further

**Resolved,** That children and teens will incur no fines on items they return which have been declared lost, but charges for lost items that are not returned will not be affected by the amnesty; and, be it further

**Resolved,** That staff will make the necessary accommodations to enable children and teens with fines on their cards to participate in the Summer Reading Program.

Ms. Stack seconded, the motion carried unanimously.

*Resolution: 16-02*

Mr. Dodge moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the submission of the Grow Your NoveList Usage Grant application for \$1,000 to create training for OCPL library staff and to also support a program featuring NoveList readers' advisory, matching people up with their next Great Read.

Ms. Ondrako seconded, the motion carried unanimously.

## **Discussion Items**

### **Central Library Renovation Project:**

Furniture: we are in the process of submitting furniture orders for the 1<sup>st</sup> and 2<sup>nd</sup> floors.

Phase 1 contractors: are making some steady progress. Looking to open the 3<sup>rd</sup> floor by mid-end of February, depending on when we receive the certificate of occupancy.

Phase 2 contractors: are making good progress on the annex and 1<sup>st</sup> floor.

A brief discussion followed on the timing and the opening dates for each of the floors.

Budget: Ms. Mitchell reported on the additional revenue that has been added to the construction budget through state aid, FOCL fundraising and other fundraising efforts and the reconfigurations of the FF&E and tech budgets in order to balance out the increases and unanticipated costs of the Central renovation project.

Mr. Fisher gave an update on the Upstate project.

Ms. Mitchell gave an update on the occupancy certifications for the 3<sup>rd</sup> and 2<sup>nd</sup> floor annex.

**Branch Renovation Updates:** Ms. Reckhow gave an update on the following branches:

Betts: is moving along, however, construction will stop during the Summer Reading program and will resume in the fall.

SWCC: opened a few weeks ago.

Beauchamp: Ms. Reckhow reported the funding for this project is in its final approval phase with the state. Once approved, Beauchamp would be receiving new flooring, electrical and services upgrades.

## **FOCL**

Ms. Billings reported that FOCL is looking to give another donation to OCPL during the 2015-2016 lecture series season. They are also researching other fundraising efforts outside the lecture series. FOCL is also gearing up for the 1<sup>st</sup> ever family lecture on April 16<sup>th</sup>. The event is for 4<sup>th</sup> grade and up. It is free to attend, but a reservation is still needed since space is limited to 300.

## **COMMITTEE REPORTS**

Finance Committee  
Strategic Planning

Ms. Lombardi handed out a spreadsheet for the Board's review.  
Reminder: Strategic Planning meeting dates are scheduled for Saturdays Jan. 23<sup>rd</sup> and Feb. 6<sup>th</sup> both at WCNY.

Ms. Lombardi moved to adjourn the meeting.

## **ADJOURNMENT**

Ms. Biesiada adjourned the meeting at 5:05 p.m.

Gail M. Cox  
Administrative Assistant