

**OCPL Board of Trustees  
Finance Committee Meeting**  
July 5, 2023  
Minutes

**ATTENDING**

Christina Ondrako, Chair  
Tim Mulvey  
Ed Kochian  
Jill Hurst-Wahl, ex officio

Dawn Marmor, Interim Executive Director  
Mark Carter, Administrative Director

The meeting was called to order at approximately 9:00 a.m.

The group discussed:

1. OCPL's 2024 pro forma budget – Mark Carter and Dawn Marmor presented information on the 2024 budget and possible additions. Both answered questions about specific line items, and clarified how specific budget categories are spent. After discussion, the Finance Committee agreed on the following priorities regarding OCPL's request for additional funds:
  - a. New delivery vehicle, \$56,000 plus additional cost of the vehicle wrap.
  - b. The public PC replacement project (phase 2), \$87,000 total cost with \$24,000 in the pro forma budget and \$63,000 needed in additional funds.
  - c. Lucidea Local History Database, \$3,640/year.

Dawn mentioned an ongoing desire to improve the streetscape in front of the Central Library. Ed Kochian mentioned the desire to improve the entryway into the Central Library, because that entry is an unused space. No recommendations we made.

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org) Dawn Marmor, Interim Executive Director

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

Dawn spoke about the changes that will occur to NOVELny in 2024. Since 2002, the New York State Library has used temporary funds from the Institute of Museum and Library Services (IMLS) to provide all New Yorkers with access to a vast array of online databases. The New York Online Virtual Electronic Library (NOVEL) provides information to K-16 students and others at no cost. However, due to rising costs, on June 30, 2024, the State Library will cease funding for these databases. Dawn said that this affects all public, K-12 and academic libraries across NYS. Discussions are occurring through PULISDO (Public Library Systems Directors Organization) about next steps, possible replacements, etc.

To do:

- Mark will provide the Finance Committee with information on the 2022 fund balance.
  - Jill Hurst-Wahl will ask Gail Cox about the FOCL fund balance.
  - Dawn will investigate NOVELny usage.
  - Dawn will coordinate a meeting between herself, Brian Donnelly, Mark, Ed, and Jill to review possible additions to the 2024 OCPL budget. This is in keeping with the process outlined by OMB.
2. The Central Library Makerspace – Dawn presented information on equipment and upgrades needed for the makerspace. She noted that it is a priority to hire a librarian for this space, who can focus on programming and usage of the equipment. The Finance Committee suggests that the remaining FOCL funds be used to purchase new equipment for the makerspace and upgrade existing equipment. This is the type of library support FOCL likes to present to author series subscribers.
  3. Trustee Funds – Tim Mulvey reported on the information he has received regarding removing donor restrictions from some of the trustee funds and the next steps in the process. The goal is to lift restrictions on smaller endowments so that more than the interest can be used. Tim remains confident that we can lift the restrictions on some of the funds. Tim will be seeking a formal opinion from the County Law Department on this.

We discussed the advice we had received regarding how OCPL Board funds can be invested. We recognize that the advice was for the investment of public funds and that our Board funds were donations (not public money).

Tim suggests that we look at how other public libraries are investing their endowments. Christina Ondrako would like a representative from NBT Bank to attend a future Board meeting and talk with the Board about investment options.

The Finance Committee would like to create a plan for the use of Board funds, which would guide the Board in the future.

Question: Should the Board's Investment Directive/Policy (Res. 18-08) be reviewed and rewritten to reflect the Board's revised understanding?

4. Honoring Ezekiel Mundy – Most of the funds held by the Board of Trustees are from the sale of the Smith-Hawley Collections in 1995-1996. The Smith Collection dated back to 1908, when library trustee J. William Smith donated a collection of 447 volumes, including manuscripts on vellum, some incunabula, and rare editions in honor of Rev. Ezekiel Wilson Mundy, who has been the Syracuse Public Library librarian for 35 years. After the sale of the Smith-Hawley Collection, the OCPL Trustees voted to place the funds in an endowment with the income earned from the principal available for use.

Question: What can we do to remember and honor Ezekiel Mundy and the impact the Smith Collection has had?

5. Description of the Finance Committee for the bylaws – Jill provided copies of a draft Finance Committee description and asked committee members to provide feedback. Her goal is to have this committee description approved by the Board in July or August as an update to the bylaws.

The meeting ended at approximately 10:15 a.m. Christina will create a Doodle Poll to schedule the Finance Committee's next meeting in August or September.