



# ONONDAGA COUNTY PUBLIC LIBRARY

The Galleries of Syracuse  
447 South Salina Street  
Syracuse, NY 13202-2494

Phone 315-435-1900  
TDD 315-435-1872  
Fax 315-435-8533

[www.onlib.org](http://www.onlib.org)

**Susan Mitchell, Executive Director**

---

## MINUTES OCPL BOARD OF TRUSTEES' MEETING

October 14, 2015  
LaFayette Public Library  
4:00 p.m.

### ATTENDING

V. Biesiada	R. Manning
T. Dodge	C. Ondrako
R. Engel	D. Stack
A. Lombardi	M. Tucci

### ABSENT

K. Alford	M. Treier
B. Morgan-Baker	

### ALSO PRESENT

S. Mitchell	D. Milcarek
G. Cox	S. Reckhow
D. Lewis	S. Kushner

### WELCOME

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

### PRESENTATION

Mr. Kushner gave a brief presentation on the recent renovations at the LaFayette library and offered everyone for a tour of the facilities.

### CONSENT AGENDA/ APPROVAL OF MINUTES

Ms. Lombardi moved the consent agenda, which includes the minutes of the September 16, 2015 Board meeting.  
Mr. Manning seconded, the motion carried unanimously.

### EXECUTIVE DIRECTOR'S REPORT/DISCUSSION

Ms. Mitchell reported on the following topics:

#### Personnel:

- Business office staff is moving over to the civic center tomorrow. Ms. Tisch will continue to be the library's liaison to Management and Budget.
- Personnel staff is staying at the library for now. County Personnel is still working on a plan for replacing Ms. Park's position once she retires.
- Librarian positions: Moving toward a more task specific staffing model for new hires.

#### Positions in progress:

- Emerging Technologies Librarian: is in the hiring phase.

- Program Director: open recruitment will begin soon.
- Public Information Specialist: In the process of canvassing interested candidates.

Budget:

- The library’s budget passed the Legislature. We will be using some of our state aid funding to fund the Central project in 2016.
- Thank you to Mr. DeLaney with the preparation of the 2016 Budget and with all the transitions of the Business Office.
- Due to the 5% increase in state funding this year, we received an additional \$120,306 in basic and supplemental aid.

NYLA Conference: begins October 21<sup>st</sup> in Lake Placid.

**ACTION & DISCUSSION**

*Resolution: 15-14*

Action Items

Mr. Manning moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the grant application submission to the Council of Young Philanthropists in the amount of \$5,000 to fund a program entitles “Access to the Arts and Sciences.”

Ms. Lombardi seconded, the motion carried. Ms. Stack abstained.

*Resolution: 15-15*

Mr. Dodge moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the grant application submission to the Ambrose Monnell Foundation in the amount of \$52,717 to purchase seventeen Early Literacy Stations and two After School Edge Workstations.

Mr. Manning seconded, the motion carried unanimously.

*Resolution: 15-16*

Ms. Ondrako moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the 2016 Legal Holiday Calendar as proclaimed by County Executive Joanne M. Mahoney to be observed in accordance with present Federal and New York State Law and Library Closings as follows:

New Year’s Day	Friday	January 1
Martin Luther King	Monday	January 18
Lincoln’s Birthday*	Friday	February 12
Washington’s Birthday	Monday	February 15
Memorial Day	Monday	May 30
Independence Day	Monday	July 4
Labor Day	Monday	September 5
Columbus Day*	Monday	October 10
Veteran’s Day	Friday	November 11
Thanksgiving Day	Thursday	November 24

Day After Thanksgiving                      Friday                      November 25  
 Christmas Day                                      Monday                      December 26 (observed)  
 \*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 Thursday, February 12 and Monday, October 12.

**Library Closings**

Saturdays

May 28 Memorial Day weekend  
 September 3 Labor Day Weekend  
 December 24 Christmas Weekend

Sundays

March 27                      Easter  
 May 29                      Mem. Day Wknd  
 June 12, 19, 26              Summer  
 July 3, 10, 17, 24, 31 Summer  
 August 7, 14, 21, 28 Summer  
 September 4                      Labor Day Wknd  
 December 25                      Christmas Day

Evenings (facilities close at 5 p.m.)  
 Wednesday, November 23

Thanksgiving Eve

Mr. Dodge seconded, the motion carried unanimously.

*Motion: Resolution: 15-17*

Ms. Stack made the following motion:

**Resolved,** That the OCPL Board of Trustees approves the MOU between CLRC and OCPL and that Ms. Mitchell will be the authorized person to sign any agreements between both parties.

Mr. Dodge seconded, the motion carried unanimously.

**Discussion Items**

1) Central:

- Interior Design is progressing and we should have some interior and exterior renderings completed soon.
- Duct Bank is repaired and work will start progressing with the elevator.
- Phase 2 contractors are on the job now.
- Updated schedules from 1<sup>st</sup> Point and facilities should be out soon.
- Signage: Mr. Stefano has been working on renovation signage, which will be hung as soon as schedules have been set.

Branches:

- Betts: schematic design phase is complete.
- Beauchamp: just about finished with the schematic design phase.
- SWCC: revamp of the library space and the Center's computer room in collaboration with SWCC.

- Petit: still waiting to hear on the funding source for their meeting room project.
- White: received funds to begin a feasibility study.
- Soule: turning that location into a technology branch to use it more as a library training center for the community and for system-wide training.
- Administration: Ms. Mitchell and the Board thanked the administration for all their hard work with the annual budget process.

2) 3rd Quarter Forecast: Mr. DeLaney reviewed the 3<sup>rd</sup> quarter forecast handout.

3) CNYFi (hot spot pilot program): Ms. Reckhow reviewed the MOU agreement between CLRC and OCPL and the user agreement addendum.

## OCSLD

Mr. Kushner mentioned that the suburban libraries are very excited about the mobile maker spaces.

OCSLD began discussion regarding more networking opportunities between OCSLD and OCPL. Ms. Mitchell expanded on the type of system-wide meetings everyone would like to see happen in the near future.

## COMMITTEE REPORTS

### Government Relations

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

Save the Date: Legislative Breakfast is December 4<sup>th</sup> at St Joseph's Hospital College of Nursing.

### Strategic Plan

Ms. Biesiada updated everyone on where they are in the process and their meeting with Susan Burgess and Katie Douchette, consultants from The Leading Element. There was discussion on the next steps in the process.

### *Motion: Resolution: 15-18*

Ms. Lombardi made the following motion:

**Resolved,** That the OCPL Board of Trustees approves up to \$6,000 as the first phase of the Board's capacity building.

Ms. Tucci seconded, the motion carried unanimously.

### Finance

Ms. Ondrako circulated the 990 form for the Board's review.

## PRESIDENT'S REPORT

Ms. Biesiada on behalf of the Board thanked Ms. Park for her years of service with OCPL and presented her with a retirement gift. The Board gave their well wishes.

Mr. Manning moved to adjourn the meeting.

## ADJOURNMENT

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

Gail M. Cox  
Administrative Assistant