MINUTES
OCPL BOARD OF TRUSTEES’ MEETING

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

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

ABSENT
K. Alford
B. Morgan-Baker
M. Treier

ALSO PRESENT
S. Mitchell
G. Cox
D. Lewis
D. Milcarek
S. Reckhow
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 21st in Lake Placid.

**ACTION & DISCUSSION**

**Resolution: 15-14**

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:

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Day</th>
<th>Month</th>
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<tbody>
<tr>
<td>New Year’s Day</td>
<td>Friday</td>
<td>January 1</td>
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<tr>
<td>Martin Luther King</td>
<td>Monday</td>
<td>January 18</td>
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<tr>
<td>Lincoln’s Birthday*</td>
<td>Friday</td>
<td>February 12</td>
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<tr>
<td>Washington’s Birthday</td>
<td>Monday</td>
<td>February 15</td>
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<tr>
<td>Memorial Day</td>
<td>Monday</td>
<td>May 30</td>
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<td>Independence Day</td>
<td>Monday</td>
<td>July 4</td>
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<tr>
<td>Labor Day</td>
<td>Monday</td>
<td>September 5</td>
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<tr>
<td>Columbus Day*</td>
<td>Monday</td>
<td>October 10</td>
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<tr>
<td>Veteran’s Day</td>
<td>Friday</td>
<td>November 11</td>
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<tr>
<td>Thanksgiving Day</td>
<td>Thursday</td>
<td>November 24</td>
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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**

<table>
<thead>
<tr>
<th>Saturdays</th>
<th>Sundays</th>
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<tbody>
<tr>
<td>May 28  Memorial Day weekend</td>
<td>March 27  Easter</td>
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<tr>
<td>September 3 Labor Day Weekend</td>
<td>May 29  Mem. Day Wknd</td>
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<tr>
<td>December 24 Christmas Weekend</td>
<td>June 12, 19, 26</td>
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<td></td>
<td>July 3, 10, 17, 24, 31 Summer</td>
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<td></td>
<td>August 7, 14, 21, 28 Summer</td>
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<td></td>
<td>September 4  Labor Day Wknd</td>
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<td>December 25  Christmas Day</td>
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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 1st 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 3rd 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 4th 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