

MINUTES  
**OCPL BOARD OF TRUSTEES' MEETING**

April 19, 2017  
Central Library, Board room  
4:00 p.m.

**ATTENDING**

V. Biesiada	R. Manning
T. Dodge	C. Ondrako
J. Hurst-Wahl	D. Stack
E. Kochian	M. Tucci

**ABSENT**

R. Engel	B. Morgan-Baker
M. Treier	

**ALSO PRESENT**

S. Mitchell	J. Park
G. Cox	S. Reckhow
M. Backus	J. Billings
K. Coffta	G. Wisniewski

**WELCOME**

Mr. Kochian called the meeting to order at 4:05 p.m.

**CONSENT AGENDA/  
APPROVAL OF MINUTES**

Mr. Manning moved the consent agenda, which includes the minutes of the February 15, 2017 Board meeting.  
Ms. Tucci seconded, the motion carried unanimously.

**EXECUTIVE DIRECTOR'S  
REPORT/DISCUSSION**

Ms. Mitchell reported on the following topics:

**General:**

- RFP Materials Security System: we decided to pull the RFP and are now looking at alternative solutions.
- Board Orientation Binder: is still being updated and should be completed soon.
- Basement Renovations: has stalled for a bit, due to the bids coming in so late.
- Network: was down for a short time on 4/18. Ms. Mitchell thanked Automation Services for staying late to get it up and running again so quickly.
- Summer Learning Program (SLP): Ms. Mitchell mentioned the Youth Services staff has put together a wonderful Summer Learning Program. She stated we are looking toward something that was a bit more collaborative.  
Ms. Coffta spoke about the marketing direction the library is going with for the Summer Learning Program. She mentioned

that we will be emphasizing on the theme “Summers Matter!”, instead of just using the NYS theme “Build a Better World”. This way we can highlight the many other things libraries do over the summer in addition to the reading component. Ms. Mitchell added that we are moving toward a more local theme.

- Trauma Response Team: Ms. Mitchell explained the purpose of their presence and how they have helped with the safety and security issues within the Central Library. She gave kudos to Ms. Park, Ms. Whitney, and Ms. Reckhow for pulling all the information needed to make this happen. Ms. Biesiada inquired if this is intended as a permanent solution. Ms. Mitchell feels it will be since they are partners in the problematic piece. They are great about connecting the public to our programs and services we offer.

**Personnel:**

Completed Recruitments:

- Librarian I (Adult Services) at Hazard – Jennifer Husenitza
- Children’s Librarian I at Central – Patricia Pederson
- Children’s Librarian I at Beauchamp – Laura Ryan
- Deputy Director Position: Ms. Mitchell explained the roadblocks in trying to get the position approved. The plan is now to go back to the original librarian IV positions of Branch and Central Administrators. Ms. Mitchell and the Board thanked Ms. Reckhow for all the additional work she did over the past 16 months.

**Budget:**

- Ms. Mitchell asked the board to review the new format and send her any comments they may have.
- Ms. Park reviewed the budget handouts.

State Budget:

- \$4 million was added back into the Library Aid budget, so now it will be the same level as last year.
- State Construction Aid: \$10 million has been added back into to the state budget.

**Conferences:**

PULISDO Summer Conference: will be held in August during the August board meeting. The Board was polled and agreed to move the August Board meeting to August 23<sup>rd</sup>.

NYLA conference: will be held November 8-11 in Saratoga Springs.

**ACTION & DISCUSSION**

*Resolution: 17-11*

**Action Items**

Ms. Tucci moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the submission of the 2016 State Annual Reports for OCPL and the OCPL system.

Mr. Dodge seconded, the motion carried unanimously.

*Resolution: 17-12*

Ms. Biesiada moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the grant application submission to the John Ben Snow Foundation for up to \$10,798 to support the 2018 Summer Learning Events *Zoo to You* and the *MOST* for city and member libraries.

Ms. Ondrako seconded, the motion carried unanimously.

*Resolution: 17-13*

Ms. Hurst-Wahl moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the Literacy Coalition's Champion Grant in the amount of \$5,000 for Play and Learn Centers for White Branch and Southwest Community Center.

Ms. Stack seconded, the motion carried unanimously.

*Resolution: 17-14*

Ms. Biesiada moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the M & T Charitable Foundation grant in the amount of \$6,500 to support the 2017 Summer Learning Program.

Mr. Manning seconded, the motion carried unanimously.

*Resolution: 17-15*

Mr. Dodge moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the expenditure of up to \$6,000 for the cost of additional Safety and Security measures put in place at the Central Library.

Ms. Stack seconded, the motion carried unanimously.

### **Discussion Items**

#### **Branch Renovation Updates:**

- **Betts:** Ms. Reckhow mentioned the letter of intent is due by June 30<sup>th</sup>. The Engineers are on board to do some abatement work and replace doors. They are looking to start construction at the end of August.
- **Mundy:** HVAC needs to be replaced. We received a quote for part of the system which came in at \$60,000 (not including the boilers).
- **White:** RFP was awarded by the County to Kent, Teich, and Fay an architectural firm in Cazenovia.  
Timeline: 2 months once the project begins.  
Mr. Magnarelli provided \$20,000 towards the funding for this study.

Investment and Purchasing Policies:

Ms. Mitchell referred to Ms. Bach's drafts of the Investment and Purchasing Policies for the Board's review. Once the law department also reviews them, the final version will then come back to the Board for approval.

Ms. Ondrako also mentioned we need to get a better understanding of what the treasurer position looks like at other libraries and separate the names of the board treasurer vs. the hiring of an independent treasurer. The independent treasurer would oversee the trustee's funds and provide expenditure reports for board approval.

**FOCL**

Ms. Billings handed out the subscription forms along with the next Lecture Series lineup.

**OCSLD**

Ms. Wisniewski reported on the following suburban libraries:

- NOPL: they are replacing their roof with funding from the NYS Construction Aid.  
The Library book dispenser located at the YMCA on Wetzel Road is working out very well.
- Liverpool: recently obtained a book cart from funds from Pam Hunter and it will travel out this summer.

**COMMITTEE REPORTS**

Government Relations

Mr. Dodge reviewed the past and future activities of the committee.

Ms. Cox will put together a chart of the legislative districts for the board.

Mr. Manning moved to adjourn the meeting.

**ADJOURNMENT**

Mr. Kochian adjourned the meeting at 5:15 p.m.

Gail M. Cox  
Administrative Assistant