

MINUTES  
**OCPL BOARD OF TRUSTEES' MEETING**

January 18, 2017  
Central Library, Board Room  
4:00 p.m.

**ATTENDING**

V. Biesiada	E. Kochian
T. Dodge	C. Ondrako
R. Engel	M. Treier

**ABSENT**

J. Hurst-Wahl	D. Stack
R. Manning	M. Tucci
B. Morgan-Baker	

**ALSO PRESENT**

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

**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 from the December 14, 2016 meeting.  
Ms. Treier seconded, the motion carried unanimously.

**EXECUTIVE DIRECTOR'S  
REPORT/DISCUSSION**

Ms. Mitchell reported on the following topics:

Kid's Space: All the signs are up including "Jane's House and Garden" to honor Jane Suddaby. There will be an opening ceremony of this space on Jan. 21<sup>st</sup> at 10:00 a.m.

Basement Improvements: Now that all the leaks have been repaired we are looking at improvements within this area.

RFID Security System: The responses are back from the RFP for the library materials security system.

Updated Trustees Orientation Binders: They have been updated and will be used for new trustee training and will be handed out soon to the Board. Ms. Mitchell thanked Ms. Travis for all her work getting them updated. Ms. Treier inquired about a refresher for Board members that may be interested. Ms. Mitchell mentioned a survey can be sent out to see which trustees would like a refresher and in what particular areas.

Daniel the Tiger Event: OCPL will have a table at the Literacy Coalition's Daniel the Tiger event at Destiny Mall tonight at 5:00 p.m.

Personnel:

Ms. Mitchell introduced Meg Backus, the new Director of Library Information Systems.

Full-time recruitments are underway for the following titles:

- Clerk 2 at Betts
- Librarian III at Central - a canvass letter was sent out
- Librarian II's at Central and Betts (both are for Children's Services positions)
- Librarian I at Hazard (Adult Services position)
- Librarian I at Hazard (Children's Services position)0

Librarian I Exam: has a new ranking system for the test and can't be combined with the rankings from the current active list. A new test with the new ranking system cannot be given until the current list has been diminished, which could take up to 18 months.

Budget: Ms. Mitchell reviewed the legislature's modified budget handout. OCPL administrative team and the Department of Management and Budget are working on the staffing plan.

There was discussion on what the Board's responsibility is with the budget and the amount of latitude they actually have. Ms. Mitchell responded that according to New York State Law the Board is the only one that actually has the authorization to move funds from one line item to another in order to balance the budget.

Mr. Kochian stated that the Library would then actually be looking for a structure such as OCC, where the budget is adopted by the legislature and then turned over to the Board to oversee and expend.

State and Regional Library News:

The Governor's budget has been released. The Board received an email on the details of the budget and how it affects libraries.

Ellen Bach Update:

- Drafting letters to the IRS to consolidate EINs
- Drafting the following polices as recommended by the Board's Finance Committee that are specific to OCPL:
  - Investment
  - Purchasing
  - Fund Balance
  - Endowment
- Treasurer: Ms. Mitchell is waiting for the final recommendation from Ms. Bach regarding the Board hiring a part-time treasurer and that position's responsibilities.

System Services Committee/Subcommittees:

- It is working well and we are piloting the new member services structure for a year before finalizing by-laws, committees and a final structure.
- The committee and subcommittee structure is also working well and we've gotten a lot of good recommendations and suggestions coming up through these committees.
- The new structure has brought in fresh ideas and new perspectives because we have a wider variety of staff involved. We're also seeing a new generation of library leaders growing management and leadership skills through

their work on committees and willingness to chair committees.

Ms. Mitchell gave kudos to Ms. Travis for all her work on getting this up and running.

**ACTION & DISCUSSION**

*Resolution: 17-01*

**Action Items**

Ms. Biesiada moved the following resolution:

**Resolved,** That the OCPL Board of Trustees elects Ed Kochian to the office of President; Debbie Stack to the office of Vice-President; Bob Manning to the office of Secretary; and Christina Ondrako to the office of Treasurer of OCPL Board of Trustees for the year 2017.

Mr. Engel seconded, the motion carried unanimously.

*Resolution: 17-02*

Mr. Kochian moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the Finance Committee's recommendation to expend up to \$25,000 to retain legal counsel to further review and make recommendations for Board financial policies.

Mr. Dodge seconded, the motion carried unanimously.

*Resolution: 17-03*

Ms. Ondrako moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves Executive Director Travel, Training and Meeting Policy.

Mr. Kochian seconded, the motion carried unanimously.

*Resolution: 17-04*

Ms. Treier moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the Meals & Refreshments Policy.

Mr. Kochian seconded, the motion carried unanimously.

*Resolution: 17-05*

Mr. Dodge moved the following resolution:

**Resolved,** That the OCPL Board of Trustees approves the following expenditures from the Unrestricted Board Designated Fund:

- \$5,000 Executive Director Travel, Training and Meeting Acct
- \$2,000 Meals & Refreshments Acct.

Ms. Ondrako seconded, the motion carried unanimously.

## **Discussion Items**

### **Branch Updates:**

White Branch: Three RFP proposals are back and will be reviewed by the County's RFP committee.

Beauchamp Branch: Ms. Reckhow reported this is a reimbursement grant and we have 5 years to complete the renovation and then we get reimbursed.

**Explore Upstate Revitalization Improvement Grant Funding:** Looking to get some of this funding from the economic inclusion piece of this grant for digital inclusion, which is a component of a digital training program. Another idea was the discussion for potential multi-county projects. Such as: ways to expand our ILS/book inventory system to include other neighboring collections and expand our delivery system.

Mr. Kochian inquired about an estimate to roll out a bookmobile. Ms. Mitchell mentioned it would be about \$125,000 for the unit itself, not including insurance and other incidentals.

## **OCSLD**

Ms. Wisniewski introduced herself and is the new president for the OCSLD and she will be reporting for this group at the Board meetings.

## **COMMITTEE REPORTS**

### **Government Relations**

Mr. Dodge reviewed the past and current events of the committee.

### **Strategic**

Ms. Mitchell mentioned it is moving along well.

## **PRESIDENT'S REPORT**

Ms. Biesiada suggested moving forward the Board should maybe be thinking about starting a sunshine fund. She also mentioned it has been an honor and she enjoyed her time as the OCPL Board president.

Ms. Treier moved to adjourn the meeting.

## **ADJOURNMENT**

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

Gail M. Cox  
Administrative Assistant