



OWWL LIBRARY SYSTEM

BOARD MEETING AGENDA

Wednesday, December 13, 2023

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Call to Order:

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| 1. | Public Comment Period | | | |
| 2. | December 13, 2023 Agenda | Christine Ryan | Action: Approve | Doc 2312-1 |
| 3. | Minutes of the November 8, 2023 Meeting | Christine Ryan | Action: Approve | Doc 2312-2 |

Oath of Office:

1. *I, [NAME], do hereby solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the State of New York, and that I will faithfully discharge the duties of the office of Member of the Board of Trustees of the OWWL Library System, according to the best of my ability.*
 - a) Oath of Office **Alissa Bub (Ontario County)** serving a three-year term beginning January 1, 2024 through December 31, 2026.
 - b) Oath of Office **Patrice Sampson-Bouchard (Ontario County)** serving a three-year term beginning January 1, 2024 through December 31, 2026.
 - c) Oath of Office **Thomas Whitmore (Livingston County)** serving a three-year term beginning January 1, 2024 through December 31, 2026.
 - i. Note: Thomas Whitmore’s Oath of Office was notarized on December 4, 2023 to accommodate his absence from the December 13, 2023 Board Meeting.

Communication and Reports:

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| 1. | Financial Reports: | | | |
| | a) Cash Activity Report | Kelly Nemitz | Action: Approve | Doc 2312-3a |
| | b) Warrants (list of bills paid) | Kelly Nemitz | Action: Approve | Doc 2312-3b |
| | c) YTD Report and Balance Sheet | Kelly Nemitz | Action: Approve | Doc 2312-3c |
| 2. | Central Library Report | Kelly Nemitz | Action: Approve | Doc 2312-4 |
| 3. | Executive Director Report | Ron Kirsop | Action: Discuss | Doc 2312-5 |
| 4. | PLSDAC Liaison’s Report | | Action: Discuss | Doc 2312-6 |
| 5. | Standing Committee Reports: | | | |
| | a) Policy Committee | | | No Report |
| | b) Personnel Committee | | | No Report |
| | c) Finance Committee | | | No Report |
| | d) Audit Committee | | | No Report |

Old Business:

1.	2023 System Satisfaction Survey Results	Ron Kirsop	Action: Approve	Doc 2312-8
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New Business:

1.	2024 Slate of Officers and Claims Auditor	Nominating Committee	Action: Approve	Doc 2312-9
2.	2024 Committee Assignments	Christine Ryan	Action: Approve	Doc 2312-10
3.	2024 Organizational Actions	Ron Kirsop	Action: Approve	Doc 2312-11
4.	2024 Cooperative Costs and System Funded Resources to Member Libraries	Ron Kirsop	Action: Approve	Doc 2312-12
5.	2024 COSAG Appointments	Suzanne Macaulay	Action: Approve	Doc 2312-13
6.	Executive Director's Overnight Travel Request to Advocacy Day 2024	Ron Kirsop	Action: Approve	Doc 2312-14
7.	NYS Retirement Invoice	Kelly Nemitz	Action: Approve	Doc 2312-15
8.	2024 Central Library Budget	Kelly Nemitz	Action: Approve	Doc 2312-16
9.	Office of the New York State Comptroller as Eligible Trustee Education Provider for OWWL Library System Member Libraries	Ron Kirsop	Action: Approve	Doc 2312-17
10.	Employee Handbook Updates	Ron Kirsop and Kelly Nemitz	Action: Approve	
	a) Health Insurance			Doc 2312-18a
	b) Pre-Tax Premium Plan			Doc 2312-18b
	c) NYS Retirement			Doc 2312-18c
	d) Optional Insurance			Doc 2312-18d
11.	Executive Director Evaluation	Personnel Committee	Action: Approve	No Report

Reminders:

1.	Next Meeting: February 14, 2024
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Adjourn