



OWWL LIBRARY SYSTEM

BOARD MEETING MINUTES
Wednesday, December 14, 2022
2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Attendance

System Board Members Present and In-Person: Ellen Mitchell, Subrata Paul, Christine Ryan, Julie Gruendike, and Jennifer Tessendorf.

System Board Members Virtual Attendance: Virginia Keenan.

System Board Members Excused: Judith McKinney and Elizabeth Smith-Rossiter

Also in Attendance: Ron Kirsop, Kelly Nemitz, and Suzanne Macaulay (System Staff). Kendyl Litwiller (PLSDAC Liaison). Potential future Trustees, Alissa Bub (Ontario County) and Debbie Nagle (Wayne County).

Call to Order

Christine Ryan called the meeting to order at 5:00 PM.

Christine Ryan welcomed Alissa Bub (Ontario County) and Debbie Nagle (Wayne County) as two guests interested in serving on the System Board. We hope to appoint them at our February 8, 2023 System Board Meeting.

Public Comment Period

No public comment.

Adoption of the Agenda

MOTION 134: Julie Gruendike moved to adopt the December 14, 2022 Agenda. Jennifer Tessendorf seconded and the motion carried.

Approval of the Minutes

MOTION 135: Jennifer Tessendorf moved to approve the Minutes of the November 9, 2022 Meeting. Ellen Mitchell seconded and the motion carried.

Oath of Office

Christine Ryan administered the Oath of Office to Subrata Paul of Wayne County, serving a three-year term beginning January 1, 2023 through December 31, 2025.

Christine Ryan administered the Oath of Office to Judith McKinney of Ontario County, serving a three-year term beginning January 1, 2023 through December 31, 2025.

Subrata and Judith will file their Oaths of Office with the County they represent by January 30, 2023 to comply with Public Officers Law.

Finance Reports

MOTION 136: Julie Gruendike moved to approve the Cash Activity Report. Jennifer Tessendorf seconded and the motion carried.

MOTION 137: Julie Gruendike moved to approve the Warrants from November 10, 2022 in the amount of \$41,487.60; November 17, 2022 for a total of \$77,750.72; November 30, 2022 for a total of \$51,518.96; and December 8, 2022 for a total of \$96,013.17. Ellen Mitchell seconded and the motion carried.

MOTION 138: Julie Gruendike moved to approve the 2022 YTD Report and Balance Sheet. Jennifer Tessendorf seconded and the motion carried.

Central Library Report

MOTION 139: Julie Gruendike moved to approve the Central Library Report. Jennifer Tessendorf seconded and the motion carried.

Executive Director's Report

Ron Kirsop reviewed the Executive Director Report.

PLSDAC Liaison Report

Kendyl Litwiller delivered updates from libraries in the PLSDAC Liaison report.

Old Business

MOTION 140: Julie Gruendike moved to approve the Amendments to System Bylaws. Jennifer Tessendorf seconded and the motion carried.

Bylaw amendments included changing the representation of the board from two representatives from each County and one Central Library representative to one representative from each County, four at-large representatives from anywhere within the System's service area, and one Central Library representative.

This is to attempt to alleviate Trustee recruitment situations.

New Business

MOTION 141: Subrata Paul moved to approve the Policy Manual Updates. Ellen Mitchell seconded and the motion carried.

Policy Updates included:

- Corrections to Open Meeting Policy
- Amendment to the Resolution on Library Fines and Fees as a Form of Social Inequity

The Board also discussed the draft Data Breach Policy.

MOTION 142: Virginia Keenan moved to approve the 2023 Slate of Officers and Claims Auditor. Ellen Mitchell seconded and the motion carried.

- President: Christine Ryan
- Vice President: Subrata Paul
- Secretary: Ellen Mitchell
- Treasurer: Jennifer Tessororf
- Claims Auditor: Daryl Snyder

MOTION 143: Jennifer Tessororf moved to approve the 2023 Committee Assignments. Julie Gruendike seconded and the motion carried.

MOTION 144: Ellen Mitchell moved to approve the 2023 Organizational Actions. Jennifer Tessororf seconded and the motion carried.

MOTION 145: Julie Gruendike moved to approve the 2023 Costs and Services to Member Libraries. Jennifer Tessororf seconded and the motion carried.

MOTION 146: Jennifer Tessororf moved to approve the 2022 Livingston County Capital Grant. Ellen Mitchell seconded and the motion carried.

The Livingston County Capital Grant comes from the funds allocated to Livingston County Libraries from the County. The total amount of capital funds is \$6,000.

Recipients include:

1. Avon Free Library
2. Dansville Public Library
3. Lima Public Library
4. Mount Morris Library

MOTION 147: Ellen Mitchell moved to approve the 2023 COSAG Appointments. Jennifer Tessororf seconded and the motion carried.

- Daniel Ammon, English Instructor, Finger Lakes Technical and Career Center (expiring 2025)
- Danielle Amore, CEO-Head Start Director, Early Head Start & Head Start, Cattaraugus & Wyoming Co. Project Head Start (expiring 2024)

- Tim Niver, Director, Victor Farmington Library (expiring 2025)
- Petrea Rae, Coordinator of Pre-Employment Transition Services, Wayne-Finger Lakes BOCES (expiring 2023)
- Cara Rager, Manager of Educational Training & Family Engagement, WXXI (expiring 2024)
- Ingrid Welch, Program Manager, Center for Dispute Settlement (expiring 2023)

MOTION 148: Julie Gruendike moved to approve the NYS Local Retirement Invoice \$48,066.00. Jennifer Tessendorf seconded and the motion carried.

MOTION 149: Ellen Mitchell moved to approve the Junior Systems Administrator Job Description. Jennifer Tessendorf seconded and the motion carried.

MOTION 150: Ellen Mitchell moved to approve the Executive Director's Overnight Travel Request to Advocacy Day 2023. Jennifer Tessendorf seconded and the motion carried.

MOTION 151: Ellen Mitchell moved to enter the Executive Session to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. Jennifer Tessendorf seconded and the motion carried.

Specifically, the Executive Session was for the Executive Director's Annual Evaluation.

MOTION 152: Ellen Mitchell moved to leave the Executive Session. Jennifer Tessendorf seconded and the motion carried.

MOTION 153: Ellen Mitchell moved to approve the Executive Director Evaluation. Jennifer Tessendorf seconded and the motion carried.

Adjourn

MOTION 154: Jennifer Tessendorf moved to adjourn the meeting. Ellen Mitchell seconded and the motion carried.

The meeting was adjourned at 6:23 PM.

Next Meeting

Next Board Meeting: February 8, 2023 at 5:00 PM

Respectfully submitted,
Ronald Kirsop