

**MINUTES**

OCPL Board of Trustees' Meeting

May 15, 2024

4:00 p.m.

**ATTENDING**

M. Bilbo Coughlin	J. Hurst-Wahl
D. Dixie	E. Kochian
S. Dyer	T. Mulvey
S. Edelstein	C. Ondrako
E. Gonzalez	

**ABSENT**

L. Fetyko	M. Mahar
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**ALSO PRESENT**

D. Marmor	R. Maguire
J. Bleich	V. Massulik
R. Battelle	A. Perrine
M. Carter	S. Rorer
D. Dell	T. Walters
B. Foster	Y. Williams
L. Keller	K. Schellinger
K. Lighton	

**WELCOME**

Mr. Edelstein called the meeting to order at 4:03 p.m.

**INTRODUCTIONS**

Four new members have been appointed to the Board of Trustees: Ms. Bilbo Coughlin, Ms. Dixie, Ms. Dyer, and Mr. Gonzalez. All Board members introduced themselves.

**CONSENT AGENDA**

Mr. Kochian moved the consent agenda, which includes the minutes from the April 17, 2024 meeting.

Mr. Mulvey seconded; motion passed unanimously.

**PRE-READS/  
COMMENTS**

M. Edelstein inquired if there were any comments from the Board regarding any of the pre-reads they received.

Executive Director's Report:

Ms. Marmor stated that work will be starting on the accessible door replacement at Beauchamp Branch Library. The branch will be closed for a few days while the work is completed. She thanked Ms. Maguire for all her hard work on the project.

Ms. Marmor shared information on another initiative in the planning stages. Mental Health backpacks are being put together for circulation in different locations. They will include books and resources on mental health topics such as loneliness, depression, anxiety, moving to a new place, experiencing a death, self-care resources, meditation. Ms. Marmor is looking to partner with other agencies on the initiative.

The Memory Café will be starting on May 23<sup>rd</sup> at Betts Branch.

Mr. Mulvey inquired about Springshare. Ms. Marmor explained that it is our new scheduling and room reservation software. Training will start soon in the branches.

President's Report:

Mr. Edelstein mentioned he attended Staff Day and felt the staff did a great job.

Mr. Edelstein commented on the new format of the reports. He thought it was helping with its focus. He felt all the reports have really good information.

Mr. Edelstein talked about updating the list of Board Liaisons for each of the Member Libraries. He will send out a list for sign-ups.

Mr. Edelstein spoke about the need to update policies and gave a little background on the two policies that are under consideration.

Mr. Edelstein mentioned the AI presentation from Staff Day. He is interested in thinking about how we can pilot some of the technologies here and where we can be supportive of staff. Mr. Mulvey inquired about the deadline for the Board to pass a request for action concerning obtaining funds to support an AI program for next year. Mr. Edelstein suggested the Board sponsor a pilot program with some internal funding if available. This would need some further discussion and review. Ms. Marmor said she, Mr. Carter and Dr. Dell are planning on bringing a pilot project to the next board meeting.

Board Treasurer's Report:

Ms. Ondrako gave updates on tax filings. She is also working with management on gifts that had restrictions and looking to develop long-range plans for how those funds will be used. Also under consideration are possible requests to the state to release restrictions on some other funds.

FOCL:

Ms. Shellinger explained to the new board members that Friends of the Central Library is a 501c3. They fund raise and advocate for the library system. The main way they do that is through an author talk series at the Civic Center. FOCL just announced their 30<sup>th</sup> season. Ms. Schellinger gave an overview of the upcoming authors. She is very excited about the new season. Ms. Schellinger also mentioned the recent purchases that were made through FOCL donations. These included the Period Justice program, Telescope program, Library Book Bike, Kitchen Literacy Program, and Staff Development.

Branch & Central Reports:

Ms. Perrine offered some statistics on the Delivery process. Four years ago, it took 11 days on average to get from one library to another. Today we are under 3 days consistently.

Mr. Edelstein noted that library visits jumped more than 30%. Ms. Battelle explained that typically visits are lower in January through March and then pick up for summer reading. This year the visits have been consistently higher from January through the middle of May. She felt it's taken two years to get back to pre-Covid levels and thought we are still experiencing that. Ms. Hurst-Wahl suggested that the Eclipse and Spring Break also helped.

Mr. Edelstein pointed out that the digital circulation had more than 40% growth and felt it may be worth looking at budget wise.

Mr. Mulvey inquired about tracking lead times on digital holds. Dr. Dell explained the process. Mr. Edelstein noted that physical circulation is not going down because of digital circulation, which is good. Ms. Hurst-Wahl noted that digital circulation is more expensive than physical circulation.

Mr. Edelstein thanked everyone for their reports.

**DISCUSSION**

1<sup>st</sup> Consideration-Policy Development

Ms. Marmor explained that Policy Development is instructions for making new policies. The Policy states that the Director is to bring before the Board suggestions for new and revised policies. The process is that a policy would be submitted for first consideration at one of the regular meetings and discussed. A motion would be made for first consideration. This allows the public time to view them since they are posted on the website. Action will be taken on it at the next meeting. If approved, the policy will be good for three years. Ms. Marmor felt no changes needed to be made to the existing policy.

**MOTION**

Ms. Hurst-Wahl made the following motion for 1<sup>st</sup> consideration:

**Resolved,** That the OCPL Board of Trustees approves the 1<sup>st</sup> Consideration of the Policy Development Policy.

Ms. Dixie seconded; motion passed unanimously.  
The policy will be brought back to the Board for a 2<sup>nd</sup> consideration.

1<sup>st</sup> Consideration-Public Comment Policy

Ms. Marmor stated the purpose is to enable the Board to effectively and efficiently manage the affairs of the library. The Board values public opinion and it is the Board's policy to allow for public comment at regularly scheduled meetings. Ms. Marmor explained the procedure outlined in the policy. Mr. Kochian suggested shortening the 24-hour public comment submission period. The Board discussed the email process for comment submission.

## MOTION

Ms. Ondrako made the following motion for 1<sup>st</sup> consideration.

**Resolved,** That the OCPL Board of Trustees approves the 1<sup>st</sup> Consideration of the Public Comment Policy.

Ms. Hurst-Wahl seconded; motion passed unanimously.  
The policy will be brought back to the Board for a 2<sup>nd</sup> consideration.

### Strategic Plan

Mr. Edelstein gave some updates. The internal survey was completed. We are starting to get some feedback on that which will be shared soon. The Public facing survey was just completed. There were more than 1200 responses, which was great. Feedback is expected soon. The next step is to set up focus groups and interviews. Mr. Edelstein encouraged suggestions and participation. He feels the strategic planning is generally going well and thanked everyone for their participation.

Mr. Kochian mentioned a question that was raised by the Member Libraries at the Trustee Advisory meeting, wanting to know how our strategic plan related to theirs. Mr. Edelstein explained as an overview, it is to help define our strategic plan before the system and how we deliver services especially through the City Branches. It is ideally a guide that the member libraries can use and implement.

## RESOLUTIONS

*Resolution: 24-15*

Mr. Kochian moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$261 from CLRC Eclipse Grant to fund a Solar Eclipse program at Central Library.

Ms. Ondrako seconded; motion passed unanimously.

*Resolution: 24-16*

Ms. Dixie moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$253 from CLRC Eclipse Grant to fund a Solar Eclipse program at Petit Branch Library.

Ms. Dyer seconded; motion passed unanimously.

*Resolution: 24-17*

Mr. Gonzalez moved the following resolution:

**Resolved,** That the OCPL Board of Trustees accepts the grant funds of \$222 from CLRC Eclipse Grant to fund a Solar Eclipse program at Soule Branch Library.

Ms. Dixie seconded; motion passed unanimously.

Ms. Hurst-Wahl moved that based on Gov. Hochul’s extension of the ability to have hybrid meetings and the OPCL Board’s updated policy to now sunset on July 1<sup>st</sup>, 2026, the following amended resolution:

**Resolution by the Onondaga County Public Library Board of Trustees<sup>1</sup>**

**WHEREAS**, by passing Chapter 56 of the Laws of 2022 (“Chapter 56”), the New York State Legislature amended Section 103 of the Open Meetings Law; and

**WHEREAS**, Chapter 56 adds Section 103-a of the Open Meetings Law, permitting the Onondaga County Public Library Board of Trustees to authorize its members to attend meetings by videoconferencing under extraordinary circumstances; and

**WHEREAS**, Section 103-a(2)(a) requires the Onondaga County Public Library Board of Trustees to adopt a resolution following a public hearing authorizing the limited use of videoconferencing under such circumstances; and

**WHEREAS**, Section 103-a(2) allows for hybrid meetings by requiring “that a minimum number of members are present to fulfill the public body’s quorum requirement in the same physical location or locations where the public can attend”; and

**WHEREAS**, Section 103-a(2)(c) requires that members be physically present at any such meeting “unless such member is unable to be physically present at any such meeting location due to extraordinary circumstances . . . including disability, illness, caregiving responsibilities, or any other significant or unexpected factor or event which precludes the member’s physical attendance at such meeting”; and

**WHEREAS**, in accordance with Section 103-a(2)(d), any members attending by videoconference must, except during executive session, be “heard, seen and identified, while the meeting is being conducted, including but not limited to any motions, proposals, resolutions, and any other matter formally discussed or voted upon”; and

**WHEREAS**, Section 103-a(2)(g) requires that any meeting where a member attends by videoconference be recorded, posted to the Onondaga County Public Library webpage within five business days, and transcribed upon request; and

**WHEREAS**, Section 103-a(2)(h) requires that members of the public be

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<sup>1</sup> Text from Committee on Open Government and Stephanie Cole Adams, J.D. Additional text has been included on when this law will sunset.

permitted to attend and participate, if authorized, in any meeting by videoconference when a member attends by videoconference.

**BE IT RESOLVED**, that the Onondaga County Public Library Board of Trustees authorizes its members who experience an extraordinary circumstance, as described above and further defined by any rules or written procedures later adopted, to attend meetings by videoconference: (i) as long as a quorum of the members attend in-person at one or more locations open to the public; (ii) as long as the member can be seen, heard, and identified while the open portion of the meeting is being conducted; and (iii) as otherwise permitted under Chapter 56 of the Laws of 2022; and

**BE IT FURTHER RESOLVED** that for so long as the board of trustees elects to utilize videoconferencing to conduct its meetings. The library will maintain an official website; and

**BE IT FURTHER RESOLVED** that, consistent with the library's mission to serve its community, the trustees' use of videoconferencing share utilize technology to permit access to members of the public with disabilities consistent with the 1990 Americans with Disabilities Act (ADA); and

**BE IT FURTHER RESOLVED** that the board of trustees will review the status of the amendment to Section 103 of the Open Meetings Law prior to its scheduled expiration July 1, 2026; and be it further

**RESOLVED**, that the Onondaga County Public Library Board of Trustees shall create written procedures further governing its use of videoconferencing by its members in compliance with Chapter 56 of the Laws of 2022.

Mr. Kochian seconded; motion passed unanimously followed by a discussion. Mr. Mulvey mentioned there was a proposal for advocacy for boards that are subjected to Open Meeting Law that would allow video attendance to count towards a quorum. He asked that the board investigate this matter.

*Resolution: 24-19*

Ms. Ondrako moved the following resolution:

**Resolved**, That the OCPL Board of Trustees adopts the Onondaga County Fraud and Whistleblower Directive.

Mr. Kochian seconded, the motion passed unanimously.

## **OTHER DISCUSSION**

Mr. Kochian inquired about the Science of Reading. Ms. Marmor explained that Ms. Johnson, the manager of Petit Branch Library worked on submitting a grant to the Literacy Coalition of Onondaga County. Reading materials will be purchased to help children learn to read. There will also be a speaker at Baldwinsville Public Library who will talk about what is behind the science of reading. The presentation will also be available virtually. Mr. Kochian suggested this might be of importance to consider in the strategic plan. He mentioned that he attended a movie created by the NAACP called "The Right to Read". He felt this was an important movie and expressed his desire to obtain it and show it to the public. Ms. Perrine commented

on the work Skaneateles Library has done with the Reading League. The Youth Services Librarian at the Skaneateles Library has put together amazing kits and educational materials for parents of young adults. She will speak at the September Member Council meeting.

Mr. Kochian offered maps from the Onondaga Planning Agency. He mentioned that 75% of the county population is within 2 miles of the library.

## **ADJOURNMENT**

Ms. Hurst-Wahl moved to adjourn the meeting. Mr. Mulvey seconded.

Mr. Edelstein adjourned the meeting at 5:13p.m.

Respectively Submitted,

Sharon Rorer  
Administrative Assistant

Central Library located at 447 South Salina Street, Syracuse, NY 13202-2494  
Phone 315-435-1900 Fax 315-435-8533 [www.onlib.org](http://www.onlib.org) Dawn Marmor, Executive Director

Beauchamp Branch \* Betts Branch \* Hazard Branch \* Mundy Branch  
Paine Branch \* Petit Branch \* Soule Branch \* White Branch