



OWWL LIBRARY SYSTEM

BOARD MEETING AGENDA

Wednesday, February 14, 2024

2557 STATE ROUTE 21, CANANDAIGUA, NY 14424

Call to Order:

1.	Public Comment Period			
2.	February 14, 2024 Agenda	Subrata Paul	Action: Approve	Doc 2402-1
3.	Minutes of the December 13, 2023 Meeting	Subrata Paul	Action: Approve	Doc 2402-2

Communication and Reports:

1.	Financial Reports:			
	a) Cash Activity Report	Deb and Kelly	Action: Approve	Doc 2402-3a
	b) Warrants (list of bills paid)	Deb and Kelly	Action: Approve	Doc 2402-3b
	c) YTD Report and Balance Sheet	Deb and Kelly	Action: Approve	Doc 2402-3c
2.	Central Library Report – December 2023	Kelly Nemitz	Action: Approve	Doc 2402-4
	Central Library Report – January 2024		Action: Approve	Doc 2402-4a
3.	Executive Director Report	Ron Kirsop	Action: Discuss	Doc 2402-5
	a) Legal Notice for 2024 Board Meeting Dates			Doc 2402-5a
	b) 2024 Advocacy Day Talking Points			Doc 2402-5b
	c) FY2025 Executive Budget Briefing Book			Doc 2402-5c
	d) ‘Take Your Child to the Library Day’ Article			Doc 2402-5d
	e) RRLC Member Value Report 2022-23			Doc 2402-5e
	f) New York State Library Hotspot DLD Testimony			Doc 2402-5f
	g) 2023 Audit Engagement Letter			Doc 2402-5g
4.	PLSDAC Liaison’s Report		Action: Discuss	Doc 2402-6
5.	Standing Committee Reports:			
	a) Policy Committee		New Business	Doc 2402-7a
	b) Personnel Committee		New Business	Doc 2402-7b
	c) Finance Committee		New Business	Doc 2402-7c
	d) Audit Committee		No Report	Doc 2402-7d

Old Business:

1.				
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New Business:

1.	Policy Updates	Policy Committee	Action: Approve	Doc 2402-8
	a) Brand Usage Policy			Doc 2402-8a

	b) Cash Management Investment Policy			Doc 2402-8b
	c) Claims Auditor Policy			Doc 2402-8c
	d) Fixed Assets Capitalization Policy			Doc 2402-8d
	e) System and Member Library Relationship Policy			Doc 2402-8e
2.	2024 Employee Handbook	Personnel Committee	Action: Approve	Doc 2402-9
	a) Legal Update Summary			Doc 2402-9a
3.	Personnel Change Report	Personnel Committee	Action: Approve	Doc 2402-10
	a) Administrative Assistant Job Description			Doc 2402-10a
4.	Strategic Plan Updates	Ron Kirsop	Action: Approve	Doc 2402-11
	a) Strategic Plan Review 2023			Doc 2402-11a
5.	2024 FOIL Subject Matter List	Ron Kirsop	Action: Approve	Doc 2402-
6.	Annual Statements and Document Review	Subrata Paul	Action: Discuss	
	a) Conflict of Interest Statement			Doc 2402-13a
	b) Whistleblower Statement			Doc 2402-13b
	c) Trustee Education Requirement			Doc 2402-13c
	d) System Bylaws			Doc 2402-13d
	e) Trustee Sexual Harassment Prevention Training (Due by March 1, 2024)			Doc 2402-13e
7.	2023 Livingston County Capital Improvement Grant	Suzanne Macaulay	Action: Approve	Doc 2402-14
8.	OverDrive Invoice – Fiction Content \$80,249.00	Kelly Nemitz	Action: Approve	Doc 2402-15
9.	OverDrive Invoice – Non-Fiction Content \$40,366.00	Kelly Nemitz	Action Approve	Doc 2402-16
10.	Assigned Reserve Transfers Report as of 12/31/2023	Finance Committee	Action: Approve	Doc 2402-17
11.	2024 Operating Budget	Finance Committee	Action: Approve	Doc 2402-18

Reminders:

1. Next Meeting: March 13, 2024

Adjourn