

**Northern Onondaga Public Library
Monthly Board Meeting
December 20, 2010**

Attending: Rob Bick, Pat Madigan, Pat Bragman, Alice Lipovsky, Bob Lalley, Randy Lacelle, Barbara Irwin and Library Director, Kate McCaffrey.

Absent: Seth Groesbeck, Kate Kuryla, Lynda Holbrook, Linda Parise, Shelley Tafel

Guests: Lynne Yackel, Kelly Morris, Carol Westcott, Meg Backus

Executive Session regarding personnel matters

Motion to go into Executive Session at 6:03 by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to come out of Executive Session at 6:40 by Barb Irwin; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Approve amendment of Kate McCaffrey's contract; First year to remain as negotiated and second year to incorporate a 5 % raise in 2011 by Barb Irwin; 2nd by Pat Bragman; All in favor—Motion Approved. Unanimous.

Regular Meeting called to order at 6:40 p.m.

Motion to Approve November board minutes by Pat Bragman; 2nd by Alice Lipovsky; All in favor—Motion Approved.

President

- The Cicero Pole Barn will be under \$35,000 and we do not need to send out official RFP's but rather a project overview with specifications in it. We would like to send this out to at least four or five construction companies. I will have more information at our next meeting.
- We received a certiorari tax re-payment to the Town of Cicero for 5,199.41. If NOPL was not legally served with the other tax jurisdictions, we are not liable to repay this. We will be looking into this.

Vice President – No Report

Treasurer – Report by Kate McCaffrey

- Abstract #12 discussed by the board
- Abstract amount is higher than in previous months because we are at the end of year and are spending budgeted funds for 2010.
- We are still at 83% of budget – very good.

Motion to Approve Abstract #12 in the amount of \$201,850.75 by Alice Lipovsky; 2nd by Barb Irwin; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Librarians

Meg Backus – During the winter months there is a way to make your iPod or touch phone easy to use while wearing gloves. Conductive thread can be sewn into the tip of a glove finger so that you can keep your gloves on and easily use these devices. Meg is providing this service in the libraries.

Lynne (Cicero) – There may have been a slight decline in computer users but there was a **17%** increase in circulation overall.

Kelly (Brewerton) – The library has been extremely busy and there are always people using the laptops and computers.

Carol Westcott – (Technology) – A lot going on with Technology. We have a new server for our email, Windows 7 in use and Microsoft came out with 17 patches, requiring a lot of maintenance work.

Director Report

Staff Development Day was a big success. Everything went smoothly, and the evaluation forms document the value of a “road trip”. We have lots of ideas for improvements large and small to take us into the New Year

The **new website** went live late Saturday afternoon and the team is reviewing feedback from users. They’ll be making adjustments and improvements, and the staff will be adding content. **Freegal** went live at the same time. Meg is working with her counterpart at the Liverpool Library to coordinate publicity.

Santa and Ace the Holiday Dog were popular attractions at the North Syracuse Library on Sunday, December 5th as part of the village holiday festival.

Our **assistant director position** has been posted in various places. The deadline for applications is January 14th. We’ve also asked county personnel to create the position and schedule the civil service test.

Kate completed the requirements for the American Library Association/Allied Professional Association’s **Certified Public Library Administrator (CPLA) program** – taking seven courses: Budget & Finance, Planning & Management of Buildings; Fundraising & Grantsmanship, Current Trends; Organization & Personnel Management; Marketing; and Management of Technology. She is the first librarian in New York State to receive the designation.

We’ve received notice that we will be getting \$4638 for **Phase 2 of the Gates Foundation Opportunity Online Broadband Grant**. This requires a 50% match, which we can easily meet with our technology budget, and a certification from Rob, saying that we will not use these funds to supplant local funding for technology.

Committee Reports - None

Old Business

NS Friends Book Sale

Kate, Rob, Randy Lacelle, Linda Parise & Barb Irwin met with North Syracuse Friends last week. It was decided that the book sale as it is currently held is disruptive to library operations and has become a source of tension between the staff and the Friends. During a lengthy discussion suggestions were made and other options proposed to make it possible to continue the popular sale. In a private discussion following the meeting the Friends came to the decision to cancel the booksale for the time being.

Kate will write the Friends a letter asking for confirmation of their decision. Some determination will need to be made about handling withdrawn materials and donations from North Syracuse. One possibility is to approach the Cicero Friends about the possibility of expanding their booksale, making use of the pole barn and lawn. Another possibility is sending the items to Better World Books. They provide packing materials and shipping, and the library receives a portion of the sale price.

New Business

The Cleantec contract (Single Source) will be sent to Wladis Law Firm for review. We will vote on it after we hear back from Heather Cole.

Motion to Adjourn at 7:10 pm by Barb Irwin; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned at 7:10 pm

Respectfully submitted by,

Marianne Vaughn