

**Northern Onondaga Public Library
Monthly Board Meeting
November 21, 2011**

Attending: Rob Bick, Pat Madigan, Pat Bragman, Jeff Trubia, Alice Lipovsky, Barb Irwin, Frank Laifer, Bob Lalley, and Library Director, Kate McCaffrey

Absent: Linda Parise, Lynda Holbrook, Kate Kuryla, Randy Lacelle

Guests: Bill Hastings, Jill Wiechmann, Nancy Boisseau

Meeting called to order at 7:02 pm

Presentation by Patty Greene of Kane, Bowles and Moore Audit firm regarding NOPL's 2010 Audit. Overall, the audit was satisfactory with a few recommendations. Kate has provided solutions to each of these minor recommendations. The audit did not identify any deficiency in NOPL's internal controls that would be considered a material weakness.

Motion to Approve last month's board minutes by Pat Bragman; 2nd by Frank Laifer;
All in favor—Motion Approved.

President

The Multi-Storage Facility bids will be starting as early as this Wednesday, November 23rd, for 10 days from 1-5 pm at the Cicero Library. We will then open the bids on Wednesday, December 7th at 3pm. The board will meet on Thursday, December 8th, to select the contractor. Marianne will send a reminder to board members for this meeting. We hope to have completion date by January 1st 2012 in keeping with the schedule established for the grant application.

Motion to have Kate McCaffrey open bids on Wednesday, December 7th and to maintain bids for review by the board on the evening of December 8th by Alice Lipovsky; 2nd by Frank Laifer;
All in favor—Motion Approved.

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board
- We are well within our budget.

Jeff Trubia suggests exploring other options for bookkeeping services and will begin that process on behalf of the board.

Motion to Approve Abstract #11 in the amount of \$104,224.89 by Jeff Trubia; 2nd by Bob Lalley; All in favor—Motion Approved.

Trustee Reports

Barb Irwin wanted to know our policy on known sex offenders in the library. Kate replied that while sex offenders may be restricted by law in terms of access to schools or other places used exclusively or primarily by children, the same does not apply to public libraries. OCPL's security committee and the member library directors share information about known sex offenders. Staff members are encouraged to be aware and alert about any type of inappropriate patron behavior.

Director Report

Circulation increased again this month, 6% overall, with the largest increase at Brewerton (15%). Public computer use continues to decline. Program attendance for teens and adults increased by large percentages. The statistical report now includes numbers for downloadable music, ebooks and audiobooks, which the state library has determined should be included in circulation figures for libraries. Ebook circulation increased by 773% over the same month in 2010.

Five staff members attended some or all of the New York Library Association annual conference in Saratoga Springs (reports in the packet), attending workshops on a wide variety of topics, talking with colleagues from libraries across the state, and visiting exhibits to speak with vendors and see new products.

Nancy Boisseau and I had lunch with the director and board president of the Central Square Library, and gave them a tour of the Brewerton Library.

With members of OCPL's Government Relations Committee, I met with Assemblyman Don Miller in his office on South Bay Road. Mr. Miller is a former teacher and a library supporter. He expressed interest in coming to our libraries to read to children, and in supporting the Commissioner of Education's request that libraries address college readiness in the same way that we've addressed pre-school readiness and reading skills retention over the summer.

Cynthia Bishop will be filling in for Suzanne Nelson as children's librarian at North Syracuse for the next 5-6 weeks, and Elizabeth Gall, our part-time librarian, has accepted a full-time position with the Grand Rapids Public Library in Michigan.

Staff Development Day is coming up, on December 2nd. The activities were planned by a staff committee, and include updates on projects in the works, including strategic planning, an overview of the survey results, and training in using portable devices and downloading ebooks.

We will be implementing new online calendar and room reservation software in early December, and will give a brief demonstration at the next meeting.

Strategic Planning – Meeting was last week. Discussed our key action areas and re-wrote our mission statement.

Legislative – Kate met with Don Miller last week.

Audit/Finance – No meeting scheduled at this time.

Old Business

Alice Lipovsky would like to appoint a board member to be liaison to our Friends Groups. This will help the communication between the Friends and the Trustees.

Motion to Appoint Randy Lacelle as Friends Group liaison by Alice Lipovsky; 2nd by Pat Bragman; All in favor—Motion Approved.

New Business

Discussion on the Memorandum of Understanding between the Onondaga County Public Library System and its Member Libraries and what it will mean to be part of the system of library boards that is providing services to each of the libraries. More discussion will be needed before the agreement is signed. Kate will follow up on two questions. (1) If the charges were re-calculated with out-of-county circs taken out, what would the impact be on NOPL's system charges, and (2) Should the recently-approved Free and Direct Access Policy apply to our situation?

Motion to go into Executive Session at 8:55 for personnel matters by Pat Madigan; 2nd by Frank Laifer; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:28 by Barb Irwin 2nd by Alice Lipovsky; All in favor—Motion Approved.

Meeting Adjourned at 9:28 pm

Respectfully Submitted by,

Marianne Vaughn