

Northern Onondaga Public Library
Monthly Board Meeting
January 28, 2002

Called to order at 7:00 pm

Present: Charlotte LaPorte, Bob Powell, Paul Lelonek, Steve Carr, Taylor Lapham
John Reichel, Mary Lindsley, Mary Lou Frasier, Dorothea Rushworth,
Joan Kesel, Joya Tucci, Pat Madigan and John Walter.

Guests: Nancy Ewanyk, Joyce Brown, Elyse Meltz

Motion to approve minutes made by Joya Tucci; 2nd by Paul Lelonek, All in favor,
approved.

President:

- A thank you card was received from Doretha Lofters.
- The company that is replacing the carpet is waiting for paperwork from Patcraft so they can get started.
- Terry Kirwan will be sending a letter to Ashley McGraw to see if we can get some or all of our money back for the roof at Brewerton.

Vice President

- No Report

Treasurer

- About 95% of the budget was spent in 2001.

Motion by Taylor Lapham to approve treasurer's report, 2nd by Mary Lindsley; All in favor—Motion Approved.

Corresponding Secretary

- No Report

Trustees

- The programs that NOPL @ Brewerton has set up with Brewerton Elementary are going very well.

Director's Report

- Copies of the Internet policies for the three libraries were passed around.
- John has applications for the Trustee Institute if anyone is interested.
- Copies of the strategic plan were passed around.

Committee Reports

Insurance/Personnel

- There will be a meeting with the committee and John on February 8th to discuss the Tech. Position.
- Sues story hours will be covered while she is out.

Strategic Planning

- The managers would like to discuss a change in the video policy.

Publicity

- Abby is doing a great job

Finance

- There will be a review of the Finance Committee procedures.

Legislative

- Legislative Day is coming up in March

Building- No Report

Friends- No Report

Endowments/Dedications- No Report

Motion made by John Reichel to approve payment of bills; 2nd by Pat Madigan; All in favor—Motion Approved.

Old Business- No Report

New Business

- Personnel report—Motion made by Bob Powell to approve personnel report; 2nd by Dorothea Rushworth. All in favor—Motion Approved.

Motion made by John Reichel to go into executive session; 2nd by Joya Tucci. All in favor—Motion Approved.

Next meeting to be held at North Syracuse on February 25, 2002.

Respectfully Submitted,

Shannon Dinet
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
February 25, 2002

Called to order at 7:00 p.m.

Present: Bob Powell, Charlotte LaPorte, John Reichel, Steve Carr, Paul Lelonek, Pat Madigan, Dorothea Rushworth, Joya Tucci, Mary Lindsley, Taylor Lapham and John Walter.

Guests: Nancy Ewanyk, Joyce Brown, Elyse Meltz, Sue Clarey.

Motion by Taylor Lapham to approve January board minutes; 2nd by Joya Tucci. All in favor—Motion Approved.

President

- There will be a meeting with Ron Cassin on Wednesday the 26th at 5 p.m. with the managers and John Walter to discuss the carpet installation.
- We received a check from Ashley McGraw for \$3,000 called donation.
- Charlotte read a letter from Ashley McGraw to Terry and the board.
- Charlotte spoke to Jim Hotchkiss about having TruGreen take care of the lawn at North Syracuse, a letter was sent to Mayor Jim Hotchkiss and village of North Syracuse trustees.
- February break programs were discussed.

Vice President – No Report

Treasurer

- Next time finance committee will meet to go over break down of budget between 3 libraries.
- Paul will be tracking supplies
- \$10,000 was paid to North Syracuse Village for 2001.

Motion by Mary Lindsley to approve treasurer's report; 2nd by Paul Lelonek. All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustees- No Report

Director's Report

- Legislative day is March 19th and John will be going.
- Cicero Complex- next fall before meeting have a tour
- Circulation is up 17%
- Borrowers are up 58%

Committee Reports

- Strategic Planning- There will be a meeting at 2 p.m. at Brewerton to discuss long range programming with Abby and planning for computer classes.

Finance

- Paul will meet with each librarian next month.

Publicity

- Abby will be meeting this spring to discuss what she does for us.

Building – No Report

Insurance/Personnel – There will be a meeting soon.

Technology – No Report

Friends – No Report

Legislative- No Report

Endowments/Dedications – Mary had envelopes for endowments or gifts.

Payment of bills –

John and Steve will be making smaller packets.

Motion by Mary Lindsley to pay bills; 2nd by Paul Lelonek. All in favor –Motion Approved.

Old Business

- Motion made by Steve Carr to accept check received from Ashley McGraw in full satisfaction, 2nd by Joya Tucci. All in favor—Approved.
- Motion made by Paul Lelonek to authorize \$1,200 expenditure for TruGreen lawn care, 2nd by John Reichel. All in favor—Approved.

New Business

- Children's video policy- Motion by Paul Lelonek to eliminate age limit on children's videos, 2nd by Taylor Lapham. Dorothea Rushworth abstained from voting. Motion was passed with 9 for and 1 abstention.
- 1-8 from Finance Committee recommendations- Motion made by Pat Madigan to accept recommendation of the Finance Committee; 2nd by Joya Tucci. All in favor—Motion Approved. (copy attached)
- NOPL Organizational Chart- Motion by Taylor Lapham to approve organizational chart; 2nd by Pat Madigan. All in favor—Motion approved. (Copy attached)

Motion by John Reichel to go into executive session; 2nd by Paul Lelonek. All in favor—Motion Approved.

Motion by Steve Carr to hire Carol Westcott for computer consultant services at \$18/hour and 40 hours per week, 2nd by Bob Powell. All in favor—Motion Approved.

Motion by Steve Carr to approve 3% pay increase for John Walter retroactive to July 2nd by Paul Lelonek. All in favor—Motion approved.

Meeting Adjourned.

Next meeting will be held in Cicero on March 18, 2002

Respectfully Submitted.

Shannon Dinert

Northern Onondaga Public Library
Monthly Board Meeting
March 18, 2002

Called to order at 7:00 pm

Present: Charlotte LaPorte, Taylor Lapham, Dorothea Rushworth, Bob Powell, Mary Lindsley, Pat Madigan, Steve Carr, Paul Lelonek, Joya Tucci, Joan Kesel and John Walter.

Guests: Nancy Ewanyk, Joyce Brown and Elyse Meltz

Charlotte LaPorte swore in Joan Kesel as Trustee.

President

- The carpet installation is coming along well. Brewerton is done and North Syracuse will be this week.
- The mat system should be received in the next day or two.
- We received a check for \$5,000 from Barry and Barry.

Vice President – No Report

Treasurer

- We have received our money from the towns of Clay and Cicero.

Director's Report

- Circulation is up 38% at Brewerton and a total of 18% at all three libraries
- John gave a power point presentation on a review of library policies and procedures.

Committee Reports

Building – Steve Carr will be getting a report from Tony on the total cost of the construction of the buildings.

Ins./Personnel – There will be a meeting in May.

Technology – Carol Westcott will be at the next board meeting. She is testing Windows 2000 to make sure it works properly with our programs. She has been getting quotes on network equipment that will be needed. Carol will be meeting with the three managers and John. She will also work on staff training.

Publicity – Charlotte is continuing to write for the OCPL newsletter. Abby is continuing to do a great job.

Strategic Planning- April break programs are being set up now.

Endowments/Dedication – No Report

Legislative – John Walter will be going to Legislative Day in Albany on March 19th.

Finance – The Finance Committee will be meeting with the managers on Thursday.

Friends – No Report

Payment of Bills –

- Motion made by Paul Lelonek to pay bills; 2nd by Joya Tucci. All in favor—
Motion Approved.

Old Business – No Report

New Business- No Report

Motion made by Taylor Lapham to approve February minutes; 2nd by Mary Lindsley; All in favor—Motion Approved.

Motion made by Paul Lelonek to go into executive session with no business to be conducted afterwards; 2nd by Joya Tucci. All in favor—Motion Approved.

Meeting Adjourned

Next meeting to be held at North Syracuse on April 15, 2002

Respectfully submitted,

Shannon Dinet
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
April 15, 2002

Called to order at 7:00 pm

Present: Charlotte LaPorte, Taylor Lapham, Dottie Rushworth, Bob Powell, Mary Lindsley, Pat Madigan, Steve Carr, Paul Lelonek, Joya Tucci, Mar Lou Fraser, and Library Director, John Walter.

Guests: Nancy Ewanyk, Joyce Brown, Elyse Meltz, Carol Westcott

Motion made by Taylor Lapham to approve April minutes with corrections that the finance committee met on the 28th of March; 2nd by Joya Tucci. All in favor, approved.

President

- The initial carpet installation is complete at all three buildings. The accent carpet at Cicero should be fixed this week.
- Dupont will be coming on Wednesday the 17th to do carpet maintenance.
- ALPS has been hired to do the cleaning at all three libraries. They have already started.
- JLE landscaping has been hired by the Village of North Syracuse and should start on May 1st at North Syracuse.

Vice President – No Report

Treasurer

- Spreadsheets of the budget will be ready at the next meeting.
- We are on track with how much of the budget has been spent.
- We will be getting some money from Mr. Pirro's grant.

Corresponding Secretary

- A card and a dish garden were sent to Doretha Lofters for the loss of her husband.

Trustees – No Report

Director's Report

- Circulation went down slightly, but that was expected with the buildings being closed for the carpet replacement
- Carol Westcott gave a presentation on her job and the goals she has set.

Building – A letter was sent to DASNY requesting our balance be used for reserve funds.

Ins/Personnel – There will be a meeting in May.

Technology- Covered in Carol Westcott's presentation.

Publicity- A letter is being sent to Nick Pirro on behalf of the library board and patrons.

Strategic Planning-There will be a meeting of the committee in May.

Endowments/Dedications-\$1,000 in seed money was given to North Syracuse from the Rotary for the "Books for Shut-ins program".

Legislative – John Walter went to Legislative Day in Albany on March 19th.

Finance- A plan will be developed on how the grant money for children's materials will be spent.

Friends – No Report

Payment of Bills

Motion made by Paul Lelonek to pay bills; 2nd by Dottie Rushworth; All in favor—
Motion Approved.

Old Business

- Handbook Addition- Motion made by Pat Madigan to add the following 2002 wage increase to the handbook: All Clerk 1's and 2's will be given an increase of \$1.80 per hour. All other staff will be given a 3% increase upon satisfactory review. All new Clerk 1's will be hired at \$8.00 and receive a fifty cent increase after three months. All new Clerk 2's will be hired at \$10.00 and receive a fifty cent increase after three months. Motion 2nd by Joya Tucci; All in favor, approved.

New Business

- Personnel Report- Motion made by Bob Powell to accept the personnel report as written; 2nd by Mary Lindsley; All in favor, approved.

Motion made by Paul Lelonek to go into executive session with no business to be conducted afterwards, 2nd by Taylor Lapham. All in favor, approved.

Meeting adjourned

Next meeting to be held at Brewerton on May 20, 2002.

Respectfully submitted,

Shannon Dinet
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
May 20, 2002

Present: Charlotte LaPorte, Taylor Lapham, Dorothea Rushworth, Bob Powell, Mary Lindsley, Steve Carr, Paul Lelonek, Joya Tucci, Paul Reichel, Joan Kesel, Pat Madigan and Library Director, John Walter.

Guests: Nancy Ewanyk, Joyce Brown, Abby Russell.

Public Relations Report 7-7:30 pm.

Abby Russell gave report on activities as PR person. Discussed scheduling programs, drives for food & toys for tots from libraries etc....schedule available regarding all programs for workers. Information at all NOPL libraries.

Called to order at 7:30 pm

Approval of minutes

Motion made by Mary Lindsley to approve minutes; 2nd by Joya Tucci; Approved by all.

Reports of Officers:

President – Discussed Insurance plans increase for next year-personnel committee to meet with insurance people (those interested) general insurance review by Cronk-good idea. Position of business manager on hold for now.

Vice President – No Report

Treasurer – Steve Carr went over handouts for amounts spent and checks written. List of things needed by libraries to possibly look over by trustees for additions, etc...for next meeting.

Payment of Bills – Motion made by Paul Lelonek; 2nd by Joya Tucci, All in favor, approved.

Corresponding Secretary – Get well card sent to Elyse Meltz.

Trustees – No Report

Director's Report – Circulation up 16% and borrowers up 63%

Committee Reports

Building – No Report

Insurance/Personnel – Meeting before next trustee meeting with Insurance people.

Technology – Covered last month.

Publicity – Covered by Abby Russell's report.

Strategic Planning – Meeting 6/14/02 to look to future/new goals

Endowments./dedications- Nothing

Legislative – No Report

Finance – No Report

Friends – Books being collected for book Sale in June.

Payment of Bills- Above

Old Business

- Evaluation Policy #8 changed phrase “who served during the year if this process” deleted due to problem when new president takes office in Jan. of year. Motion made by Joya Tucci. All in favor, approved.

Moved to go into executive session 8:30 pm. Motion made by Steve Carr, 2nd by Paul Lelonek; All in favor, approved.

Motion to come out of executive session made by Pat Madigan; 2nd by Taylor Lapham, all in favor, approved.

Motion to adjourn meeting made by Joya Tucci; 2nd by Mary Lindsley.

Meeting adjourned 8:52 pm

Next meeting to be held at Brewerton June 17th 2002.

Respectfully submitted,

Dorothea Rushworth
Corresponding Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
June 17, 2002**

Called to order at 7:00 pm

Present: Charlotte LaPorte, Taylor Lapham, Dorothea Rushworth, Bob Powell, Mary Lou Fraser, Pat Madigan (7:28), Steve Carr, John Reichel, Joya Tucci, Joan Kesel and John Walter.

Guests: Nancy Baker, Joyce Brown, Nancy Ewanyk.

Approval of Minutes: Delayed until July meeting.

President – No Report

Vice President – No Report

Treasurer

- Budget is in really good shape, spending approximately \$92,500 per month.
- Money not spent in previous years (\$95,672) will not be available next year.
- Need to have abstract of bills to be paid prior to payment, to be approved by board instead of after payment.
- John Walter to work with Tony about getting bill paid more timely, as well as abstract of bills.

Payment of Bills -Motion made by John Reichel to pay bills; 2nd by Joya Tucci. All in favor, approved.

Corresponding Secretary

- Get well card sent to Eylse Meltz.

Trustees – No Report

Director's Report

- Circulation was up 10%, borrowers up 8%
- New hardware and software installed per Carol Westcott
- Board secretary, Shannon Dinet will be out for at least another month.
- Staff training was May 29th and was very interesting.
- New budget sheets handed out, more concise and using less paper, for opinions of members.
- Handouts were given out regarding the retirement system and personnel.
- Flag Day at N.Syracuse Library County Legislators Whelan, Ferrell & Meyer and County Exec Nick Pirro visited during the children's story hour in honor of the Children's Book Grant.

Committee Reports

Building – No Report

Ins./Personnel – John Walter and Charlotte LaPorte met with insurance person regarding this. Questions of options for new retirement plans and if couples plans are offered with health insurance plans. CRONK to come in Fall to make report and answer questions.

Technology – C. Westcott report with Director's report. Computer classes are moving along well. Elyse Meltz to pick up classes in July in Cicero and N.Syracuse libraries.

Publicity – Report done in May.

Strategic Planning – Will be meeting in the Fall.

Endowments/Dedications – Nothing

Finance- No Report, chairman absent

Friends- Book sale June 21st-June 25th N. Syracuse Library. Ice cream social at Cicero Library was very successful. Linda Connors did a very good job.

Executive Session

Motion made at 7:53 by Taylor Lapham to go into executive session concerning real estate and personnel; 2nd by Joan Kesel.

Motion made to come out of executive session at 8:35 by Bob Powell; 2nd by Taylor Lapham.

Old Business

Motion made by Bob Powell to send building estimates to DASNY; 2nd by Pat Madigan. All in favor, approved. Motion made by Pat Madigan to accept the personnel report as presented; 2nd by John Reichel. All in favor, approved.

New Business

Motion made by Mary Lou Fraser that Pension Plan revision be accepted as presented; 2nd by Taylor Lapham. All in favor, approved.

Meeting adjourned at 8:41 pm on motion by Joya Tucci; 2nd by Mary Lou Fraser.
Next meeting to be held at Brewerton July 15th 2002.

Respectfully Submitted,

Dorothea Rushworth
Corresponding Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
July 15, 2002**

Trustees: Paul Lelonek, Dotty Rushworth, Joya Tucci, Joan Kesel, Bob Powell, Steve Carr, Charlotte LaPorte, Mary Lindsley, John Reichel, Pat Madigan and John Walter.

Absent were: Mary Lou Fraser, Taylor Lapham

Visitors: Nancy Baker, Joyce Brown, Roy Mallett

President: Charlotte LaPorte asked if Mr. Mallett wished to make a public comment. Mr. Mallett spoke about his website, cicerocommons.com and the need for public bodies to respect the sunshine laws and not to make improper use of the executive session privileges.

July meeting of the NOPL Board of Trustees was called to order at 7:15 pm at the Brewerton Library by Charlotte LaPorte.

A Motion was made by Mary Lindsley to accept the May minutes with the correction that the executive session was for real estate. 2nd by Paul Lelonek. Approved.

Joya Tucci made a motion to accept the June minutes with the correction of John Reichel's name. 2nd by Bob Powell. Approved.

Charlotte LaPorte, President, announced that the installation of carpeting at Cicero has been completed.

Steve Carr, Treasurer, handed out a 4 page packet with the new format for the monthly treasurer's report. North Syracuse maintenance agreement, payment to the state in misc. and tax and water to be changed. This would be a budget modification.

The audit has been completed and the auditors made several suggestions:
Donations should be recorded as restricted funds.
Bills should be paid on a schedule that would allow for discounts.

Joan Kesel made a motion to accept the expenditures of \$41,421.05. 2nd by Paul Lelonek. Approved.

Directors Report

- John handed out the monthly director's packet and reviewed key points.
- Circulation was down in June.
- The children's librarians have submitted a list of materials to be purchased with the money from the Onondaga Children's Grant from the county legislature.
- The Employee Handbook has been updated and the replacement of updated pages will be done this month. Joya Tucci and Joan Kesel will receive new handbooks.
- Training for the staff by the Technology Coordinator will be in September.
- The personnel report for June was given. Joan Kesel suggested that new employees should also have their salary listed in the report.
- The 2002 budget election will be Wednesday, October 16. Steve Carr, Mary Lindsley and Taylor Lapham are up for re-election.

Committee Reports

The building committee is waiting to hear from the state about the use of the surplus money in the mortgage.

The finance committee will be tracking the usage of office supplies and has questions about Rosemary Merritt's expense and mileage reports.

Steve Carr presented the proposed budget. There will be a 3% increase, \$33,062, for the coming year. This will bring the budget to \$1,262,804. It was noted that in two years the Cicero road payment and the emergency repair fund would be paid off. That will be a saving of approximately \$78,000. \$95,000 will be carried over from 2002 to 2003 for payment of bills through March when the money is received from the towns.

The North Syracuse Friends made \$2,900 on their annual book sale.

New Business

The personnel report was presented with the addition of 4 new staff. Bob Powell made a motion to accept the personnel report. 2nd by Pat Madigan. Approved.

Bob Powell made a motion to accept a budget of \$1,262.804 for the year 2003. 2nd by Joya Tucci. Approved.

A motion was made by Paul Lelonek to go into executive session for real estate and personnel. 2nd by Steve Carr. Approved.

A motion to come out of executive session was made by John Reichel; 2nd by Mary Lindsley. Approved.

Joya Tucci made a motion to adjourn. 2nd by Pat Madigan. Approved

.Respectfully submitted,

Nancy Ewanyk, acting secretary

North Onondaga Public Library
Monthly Board Meeting
September 16, 2002

The Meeting was called to order at 7:00 p.m.

ATTENDING: Bob Powell, Charlotte LaPorte, Steve Carr, Taylor Lapham, John Reichel, Mary Lindsley, Mary Lou Fraser, Dorethea Lofters, Joan Kesel, Joya Tucci, Pat Madigan, John Walter.

GUESTS: Nancy Ewanyk, Nancy Baker, Joyce Brown, Seth Groesbeck, Jackie Owens

PRESIDENT:

Charlotte introduced 2 guests and election nominees attending. Seth Groesbeck and Jackie Owens.

- Agway Energy Presentation-regarding Energy costs and Utility bills. (see attached trustee packet) per John
- We can have a savings of \$310.00 over the next 12 months on Gas bill.
- We can also have a savings of about \$800.00 on Electricity for the Libraries in a 12 month period.
- We will look at all the proposals and hope to get a few more companies by the next meeting.
- Call John Walter if any other suggestions on companies to check out.

Motion by Pat Madigan to approve July minutes, 2nd by Mary Lindsley; All in favor-**Motion Approved.**

REPORTS OF OFFICERS

PRESIDENT:

- Very busy with Election right now. Going well.
- Listening Sessions with Jackie , Pete, John , Charlotte and Executive Board are going good. Next session will be this Friday, September 20th.

VICE PRESIDENT:

-No Report

TREASURER'S REPORT

-Steve Carr reported that we spent 61% of funds this year and that we usually spend around 66%. So we are under budget on this. Given our totals, we should be alright for January, February and March. We are in very good shape.

TREASURER'S REPORT CONT'D

Regarding the Budget Form sheet:

- Our overall Budget increase is 3%.
- Some of the categories may be increased even higher.

Reviewed budget

\$1,262,804 (Budget for 2003)

-95,672 (2002 unspent funds)

-32,000(Fines, Fees and Grants)

\$1,135.132 (revenue needed for 2003)

Expenses for 2002 are \$1,172.669

Plus \$39,835 (Cicero Road Payment)

Plus \$40,000 (Reserve Fund)

Plus \$10,300 (North Syracuse Maint. Agreement)

Total Balance for 2003 Budget: \$1,262.804

Regarding Dasney- Bank has all requests and we are trying to get them to an agreement

~Motion to pay bills for July, August and September by John Reichel; 2nd by Doretha Lofters; All in favor-
Motion Approved.

CORRESPONDING SECRETARY

-No Report

TRUSTEE REPORTS

-Petitions by Dorethea Lofters- received 4 petitions

2 from town of Cicero. Need to verify also one other candidate and address.

-Candidates verified by Taylor, Jackie and Seth

-Taylor Lapham requested to have signs put up as people exit off the interstate directing people to the Brewerton Library and post activity signs on Bartell Road. John Walter will look into this concern.

DIRECTORS REPORT- John Walter

-Per the Abstract Report given to all board members, bill to be paid for September.

Abstract amts for: July- \$
August- \$76,265.62
September- \$46,575.38

Orientation Kit for new trustees will be ready by November or December.

We are working on Disaster Plan. Will be ready next month.

- 1- Changes to meeting room policies
- 2- Computer Room policies
- 3- September Staff meeting held regarding Budget and Election. North Syracuse has had some changes in staff. Met with all the new employees.
- 4- We will explore Energy and Cost Savings with Agway. Also Energy audits.
- 5- Childrens Program-
 - a.Promote Adult/Childrens programs
 - b.Has increased by over 25%
 - c. In 2001 we hired childrens librarians-outcome very good.
 - d. Sue Cleary's summer reading stats very good. Brewerton 300% increase. (thanks to Bonnie, Sue and Suzanne)
 - e. Sent letter to Friends re: Election. If more information is needed, please let John know.
 - f. Charlotte and Abbey met with North Syracuse Friends.
 - g. All board minutes from 1996-2000 can go on website soon- and also will be indexed for all board members.

ENABLING LEGISLATION:

- Put on Word Processing Programming and will give to the Board.
- Election information- Done all the items and progressing on absentee ballots, newsletter. North Syracuse Friends postcards will be going out about October 8th.
- October 16th is Election. Bob Hartman taking care of Voting Machines for election.
- We will hold on all absentee ballots until all three (3) libraries are ready.

BUILDING

-No Report

TECHNOLOGY

No Report

-STRATEGIC PLANNING

- Meeting every month and ready to talk about our goals
- Meeting and Computer Room Rules- Look at and make suggestions for rules-need approval on.
- Meeting on Unattended Childrens Policy Friday, September 20th.

PUBLICITY

-No Report

FINANCE

-No Report

FRIENDS

-Quilt made by Plankroad for NOPL North Syracuse for Friends Group

LEGISLATIVE

-No Report

ENDOWMENTS/DEDICATIONS

-No Report

OLD BUSINESS

-No Report

PERSONNEL

-No Report

Computer Room Training and Meeting Room Revision- John Walter

-Profit making organizations can have training programs and would like to use our rooms.

-We would like to keep these rooms open to our taxpayers and Community Groups and non-profit organizations.

Motion for Approval on Meeting Room Policies; Taylor Lapham; 2nd by Paul Lelonek; All in favor- **Motion Approved**. Meeting Adjourned at 8:30 p.m.

Motion Adjournment by Mary Lou Fraser; 2nd by Pat Madigan-**Motion Approved**

Respectfully submitted,

Marianne Vaughn

**North Onondaga Public Library
Monthly Board Meeting
October 21, 2002**

The Meeting was called to order at 7:00 p.m.

ATTENDING: Charlotte LaPorte, Steve Carr, Taylor Lapham, John Reichel, Mary Lindsley, Mary Lou Fraser, Dorothea Rushworth, Joan Kesel, Joya Tucci, Pat Madigan, Jackie Owens, Seth Groesbeck, John Walter.

GUESTS: Nancy Ewanyk, Nancy Baker, Joyce Brown

ABSENT: Bob Powell and Paul LeLonek

Motion by Taylor Lapham to approve September minutes, 2nd by Joya Tucci; All in favor-Motion Approved.

REPORTS OF OFFICERS

PRESIDENT:

- Welcome Jackie Owens and Seth Groesbeck as our new trustees.
- Presented new Trustee Handbook John and Charlotte have been working on. Every board member will receive a handbook.

VICE PRESIDENT

-No Report

TREASURER:

- We are currently spending around \$91,000 per month for salaries, benefits, books and supplies. Plus a \$26,000 for mortgages for all three libraries. We will have enough in budget through March. We can proceed currently with no extra funds needed.
- We are at 69% of our 75% - Under budget and doing very well.

Motion by Mary Lindsley to approve payment of bills; Abstract in the amount of \$88,192.60; 2nd by Pat Madigan; All in favor-Motion Approved.

CORRESPONDING SECRETARY:

-No Report

TRUSTEE REPORT:

-Suggestion of three (3) additional signs for the libraries by Taylor Lapham. Town of Cicero will put them up.

1. One on Bartell Road
2. Corner of Rte 11 and Bartell Road.
3. South direction off of Rte 11 right under bridge

Motion to approve signs by John Reichel; 2nd by Joya Tucci; All in favor-Motion Approved.

DIRECTOR'S REPORT

- Circulation and Totals up 32% from previous year.
- Borrowers up also and doing very well
- Strategic Planning Committee reviewed goals of past four years and have met them regarding Internet, Children's Programs and Data Base policies and upgrades.
- Waiting on DASNY for additional building funds.
- Lawn at North Syracuse is looking very good.
- Staff training on Emergency Procedures are being looked at. Navac and OCC possibilities.
- Children's Services. Librarian's doing a wonderful job working with the schools. Has increased over 25% and are very pleased with the program and will continue.

BUILDING:

- No Report

PERSONNEL:

- August and September received one resignation.

INSURANCE:

- Cronk Agency will be coming in to review insurance policies.

TECHNOLOGY:

No Report

STRATEGIC PLANNING:

- Going well. Next meeting is November 20th at North Syracuse at 2:30 p.m. if you would like to attend.

PUBLICITY:

- Abby Russell doing a great job.

FINANCE:

- No Report

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FRIENDS:

- North Syracuse Quilt Raffle won by Patricia Brandt of N. Syracuse

LEGISLATIVE:

- Charlotte sent to letters out to County Commissioners regarding OCPL Budget.

ENDOWMENTS:

- Two new chairs donated to North Syracuse Library.

OLD BUSINESS:

- No Report

NEW BUSINESS:

Certification of Election Results memo passed out with final results.

- Budget passed.
- Brewerton- Taylor Lapham
- Cicero- Jackie Owens
- N.Syracuse- Seth Groesbeck

Compliments to John and Charlotte for doing a great job with the Election.

Motion to certify Election made by John Reichel; 2nd by Mary Lindsley; All in favor-Motion Approved.

Motion to accept Personnel Report made by John Reichel; 2nd by Joya Tucci; All in favor-Motion Approved.

Review of Energy Suppliers

- Sent out to six (6) companies for quotes and received two (2) back- in reviewing them, the savings would be very minimal. We will continue to look into our options regarding Gas and Electric savings.

Review of Parental Responsibilities Policy

- The Strategic Plan Committee has included safety procedures for children left in the library. This policy will be posted on the Internet and in the library with Code of Conduct.

Motion by Joya Tucci to accept Policy; 2nd by Mary Lindsley; All in favor- Motion Approved.

Review of Emergency Procedures

- Staff should be aware of what to do in emergencies and to fill out an incident report.

Extension of Contract with computer consultant Carol Westcott.

- Installing new upgrade network and servers still in progress.
- Hire Carol through Civil Service or extend contract with her for another six (6) months at \$18.00 per hour.

Motion to approve by Dorethea Rushworth; 2nd by John Reichel; All in favor- Motion Approved.

Meeting Adjournment at 8:13 p.m.

Motion to approve adjournment made by Pat Madigan; 2nd by Joya Tucci; All in favor-Motion Approved.

Respectfully submitted,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
November 18, 2002**

The Meeting was called to order at 7:00 p.m.

ATTENDING: Charlotte LaPorte, Steve Carr, Taylor Lapham, Mary Lindsley, Mary Lou Fraser, Dorothea Rushworth, Joya Tucci, Pat Madigan, Bob Powell, Pat Madigan, Paul Lelonek, John Walter.

ABSENT: Joan Kesel, John Reichel

GUESTS: Nancy Baker, Joyce Brown, Carol Westcott, Seth Groesbeck

Motion by Pat Madigan to approve October's minutes, 2nd by Joya Tucci; All in favor- Motion Approved.

REPORTS OF OFFICERS

PRESIDENT:

- Strategic Planning Committee met on Friday and everything going very well. Working on goals. Report will go out early next year. All managers are involved in this process.
- Canine Reading Program for children. We are looking forward to starting this program and if you have any questions or suggestions please call John or Charlotte.
- Noted that elections will be held in December. (We hold elections every two years.) Positions to be elected: President, Vice-President, Treasurer, Secretary and Parliamentarian.
- December Board Meeting will be brief. We will celebrate our Holiday get together. This will be Mary Lindsley and Steve Carr's last meeting. Let Charlotte know if you will not be there.

VICE PRESIDENT:

No Report

TREASURER

- We are currently at 77% of our budget and doing very well. We are under budget for spending.
- In January we will be doing budgeted items for the following year. Would like to check on Dynix mailings of the Library- sending them through E-mail instead of mailing them to patrons for reservations of books etc. John Walter will check into and report on this.

Motion by Paul Lelonek to approve payment of bills; Abstract in the amount of \$56,314.84; 2nd by Mary Lindsley; All in favor-Motion Approved.

CORRESPONDING SECRETARY:

- Dottie sent out letter regarding the Velma Moore award. We did not get it this year but hope to for next year.

TRUSTEE REPORT

No Report

DIRECTOR'S REPORT

- Program on Safeguarding Patron Privacy will be December 11th at Syracuse University's Bird Library. Call John if you would like to attend.
- December 13th there will be a Legislative Breakfast at Betts Branch of OCPL. Starting at 8:30-10:00 am. Librarians and Trustees can attend.
- Circulation and Totals up 5%.
- Borrowers up 4% and doing very well.
- Meetings Attended were North Syracuse Rotary Club and the NYLA Conference. NYLA conference reports from the board were very good.
- Trustee Handbooks handed out
- Staff Meetings and Staff Training. January 15th there will be Staff training on Emergency Procedures focusing on what to do and what not to do in an emergency. Also combined with December staff meeting.
- Next year OCPL will be increasing their fines to 25 cents per item per day.
- Reviewed Goals and action items for 2003.
- Slide Presentation by John on building, land, furnishings, library books and material value.

BUILDING

No Report

PERSONNEL:

No Report

INSURANCE:

New Dental plan offer at no cost to NOPL.

STRATEGIC PLANNING

- Going very well

PUBLICITY:

- Going well with Abbey Russell.

FINANCE:

- Meeting next month for new budget in 2003

FRIENDS:

- Going well. Would like to increase membership.

LEGISLATIVE:

- Reminder of breakfast meeting with Legislators on December 13th at Betts Branch of OCPL at 8:30 a.m.

TECHNOLOGY: By Bob Powell

Goals met in 2002:

- Lucent Telephone system.
- Designed high-speed network.
- Installed Windows 2000 on system
- Created more memory
- Added four (4) new servers.
- Wireless network.
- Upgraded software and hardware.
- Children's computers monitored by Cyber-Patrol.

New Technology:

- One server located in N. Syracuse ties all three (3) libraries together. Can monitor all PC's in network.
- Wireless Internet accesses at all libraries.
- IPN addresses connected with VPN (Virtual Private Networking)
- All workstations will be updated with new E-mail and software by December's meeting. Carol Westcott will have instruction packet for everyone regarding new E-mail procedures.
- Meeting of Technology Committee will be on December 6th.

OLD BUSINESS:

None

NEW BUSINESS

Motion to approve 2003 Calendar made by Taylor Lapham; 2nd by Paul Lelonek; All in favor-Motion Approved.

Motion to approve monthly expenditure for Static IP made by Dottie Rushworth; 2nd by Mary Lindsley; All in favor-Motion Approved.

Motion to approve adjournment made by Steve Carr; 2nd by Bob Powell; All in favor-Motion Approved.

Meeting Adjournment at 8:42 p.m.

Respectfully submitted,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
December 16, 2002**

Meeting called to order at 7:05 p.m.

ATTENDING: Charlotte LaPorte, Steve Carr, Mary Lindsley, Dorothea Rushworth, Joya Tucci, Pat Madigan, Bob Powell, Paul Lelonek, Joan Kesel, John Reichel, John Walter

ABSENT: Taylor Lapham

GUESTS: Nancy Ewanyk, Nancy Baker, Joyce Brown, Abby Russell, Carol Westcott, Jacquie Owens.

Motion by Mary Lindsley to approve November's minutes, 2nd by Steve Carr; All in favor—Motion Approved.

REPORTS OF OFFICERS

PRESIDENT

- A fond farewell to Mary Lindsley and Steve Carr who have done a tremendous job on the board. We will miss them very much.
- Attended Salina Library open house. Sent a poinsettia plant to them from NOPL Library trustees.
- Ordered Christmas cookies for the staff at each library to show our appreciation.
- Legislative meeting with managers. Went very well.
- Attended a workshop at Byrd Library regarding "Patriot Act". Every library needs a set of procedures in place for emergency warrants and investigative situations involving law enforcement. We will have more information on this next month at our staff meeting.

VICE PRESIDENT

- No Report

TREASURER

- DASNY has approved all items listed on report. Total of 184,900. We will have to review which items will take priority.
- Operating budget year-to-date is \$964,000 without mortgage. We can go into next year with enough funds.
- We will wait until we receive money in March to cover all the items listed with DASNY.
- Joan Kesel will be looking into the Brewerton property before we proceed on purchasing the land to expand the parking lot.
- 81% of total budget has been spent.
- Library expenses have been very good also.
- Salary is also under budget at 82%. Doing very well.

Motion by Dottie Rushworth to approve payment of abstract in the amount of 76,680.79; 2nd by Pat Madigan; All in favor—Motion Approved.

CORRESPONDING SECRETARY

- No Report

TRUSTEE

- No Report

DIRECTOR'S REPORT

- Circulation overall is very good. Increase at Cicero Library.
- Charlotte and I attended Privacy meeting and Legislative breakfast.
- Gutters needed at Brewerton Library need to be installed soon.
- Working with Becky Bayne to possibly decorating all three (3) libraries with colorful kites. We will display them at the Cicero Library first, then to North Syracuse and Brewerton at a later date.
- Purchased mats and vacuum cleaners for all three (3) libraries. Mats were placed under circulation desk and computers.

BUILDING

- No Report

INSURANCE

- No Report

TECHNOLOGY

- Instructions on e-mail handed out. The e-mail accounts are “User name@nopl.org.
- We had a Technology meeting last month and discussed what was completed last year. Carol Westcott has everything up and running at the libraries.
- Next year we hope to do more upgrades on software.

STRATEGIC PLANNING

- No Report

PUBLICITY

- No Report

FINANCE

- No Report

FRIENDS

- No Report

LEGISLATIVE

- Attended Legislative meeting this month. Went very well.

OLD BUSINESS

- No Report

NEW BUSINESS

- No Report

PERSONNEL REPORT

- Effective date 10/17/02
New Hire: Vicki Bauer—Library Clerk 1—Cicero—\$8.00 per hour
- Effective date 11/11/02
Resignation: Virginia Bendell—Library Clerk 1—Brewerton—\$8.50 per hour

Motion by Paul Lelonek to approve Personnel Report; 2nd by John Reichel; All in favor—Motion Approved.

ELECTION OF OFFICERS

Nominees elected: President – Charlotte LaPorte
 Vice President—Bob Powell
 Parliamentarian—Taylor Lapham
 Corr. Secretary—Dottie Rushworth
 Treasurer—Paul Lelonek

(Term: January 1, 2003—December 31, 2004)

Motion to approve Election of Officers by Joya Tucci; 2nd by John Reichel; All in favor—Motion Approved.

Gutters at Brewerton Library

- We inquired on three companies for quotes on gutters for Brewerton Library and received one back from Leo A. Kline in the amount of \$584.00. These are very necessary and will be taken care of soon.

Motion to approve gutter installation at Brewerton made by Paul Lelonek; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to approve adjournment made by Steve Carr; 2nd by Mary Lindsley; All in favor—Motion Approved.

Meeting Adjourned at 7:58 p.m.

Respectfully submitted,

Marianne Vaughn