

Northern Onondaga Public Library
Monthly Board Meeting
January 26, 2004

Attending: Charlotte LaPorte, Joya Tucci, Pat Heindorf, Taylor Lapham, Dottie Rushworth, Bob Powell, Lynda Holbrook, Pat Madigan, Mary Lou Fraser, Seth Groesbeck, Suzanne Berti and Library Director, John Walter.

Absent: Joan Kesel

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond and Walt Doherty.

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

President

- We would like to welcome our new Board Member Trustee, Lynda Holbrook.
- Swearing in of Lynda Holbrook into office by Charlotte LaPorte.

Motion to approve December minutes by Pat Heindorf; 2nd by Suzanne Berti; All in favor—Motion Approved.

- Onondaga Advisory Council – Meetings are held eight times a year on the 2nd Tuesday of the month. Doreen Milcarek suggests that we have representation at these meetings. We can have two people attend each meeting. The next meeting will be coming up in March.
- Presentation by Walt Doherty, Central Square Superintendent, on how Libraries and Schools can collaborate on programs together.
- Brewerton Parking Lot – We had a conference with Terry Kirwan and Tom Julian and signed the contracts. Our target date for the demolition is February 9th. We hope to go to the Zoning Board Association sometime in March. Then we will be looking for contractors to do the parking lot. Clough Harbour will be the developer for the Parking Lot.

Vice President – No Report

Treasurer

- Onondaga County water will be going up 15% this year.
- Pension Plan up also.
- We may not be receiving State aid this year.
- Adult and Children's programs up a little this year.
- Librarians met and reviewed our book budget. \$75,000 between our (3) libraries.(Adult and Children's books 60/40%.)
- Abstract #1/2004 reviewed by board.

Motion to approve Abstract #1/2004 in the amount of \$117,210.45 and Director and Manager's account in the amount of \$5,175.09 by Taylor Lapham; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary

- Sent a get well card to Joyce Brown for her surgery. Joyce is doing well and is back at work.

Trustee Reports

- Charlotte and Seth will be attending a Cicero Board Meeting regarding the lighting and the barrels on the road coming into the library. The meeting will be the last Monday in February.

Director's Report

- Have completed interviewing and hiring. North Syracuse and Brewerton managers are now in place and working out great.
- Would like to introduce Lynne Yackel as our North Syracuse Library Manager and Camille Luteran as our Brewerton Library Manager.
- We have finished up our 2003 financial year.
- Health Plans- Employee's paying a little less this year for medical insurance.
- We had our In-Service Staff Meeting this month on dealing with kids in the Library. This went very well.
- Circulation is growing. Cicero up 29%. Borrowers up 24% for all three libraries.
- Database users – Beginning in January, we will be getting the comparisons of the usage.
- We will look into Trugreen Chemlawn to see if they can treat the lawn with environmentally safe products because of the outside programs coming up this year.

Personnel Committee – Had a meeting regarding our Technology Coordinator's position. We would like to look into making this position a Civil Service job.

Publicity

- We had posters made up to assure patrons that NOPL at Cicero is not part of “Cicero Commons”. NOPL is a separate entity from the Commons.
- Our public survey went out to everyone on the NOPL mailing list, plus schools and all three libraries. We should have the results in March.

Technology

- Bob Powell announced that the Technology Committee will be meeting on February 27th at North Syracuse at 4:00 p.m.

Friends

- North Syracuse Friends meeting will be next week. Cicero Friends is having a Book and Bake sale on Saturday, February 7th.

Legislative

- Legislative Day is scheduled March 16th.

New Business

Motion to nominate Pat Heindorf as Treasurer by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Motion to name Clough, Harbour Associates as alternate Engineers for the Brewerton Parking Lot by Seth Groesbeck; 2nd by Taylor Lapham; All in favor—Motion Approved.

Motion to approve the Personnel Report by Suzanne Berti; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Motion to adjourn meeting by Seth Groesbeck; 2nd by Bob Powell; All in favor—Motion Approved.

Meeting Adjourned at 8:35 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
February 23, 2004**

Attending: Charlotte LaPorte, Taylor Lapham, Bob Powell, Mary Lou Fraser, Suzanne Berti, Pat Madigan, Pat Heindorf, Seth Groesbeck, Lynda Holbrook, Dottie Rushworth and Library Director, John Walter.

Guests: Nancy Baker and Lynne Yackel

Absent: Joan Kesel, Joya Tucci,

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

Motion to approve January minutes by Dottie Rushworth; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

President

- Brewerton Parking Lot – The February 9th demolition postponed until March 8th. A letter was sent by Tom Julian from John Fisher regarding the demolition rescheduling for March 8th.
- ZBA – Application is in for our plan to approve us for a variance. Then we will go to the Planning Commission.
- The controversy over the ownership of the Cicero road is settled. The road leading into the library is now part of the Town. We are going to a Town Meeting next week to discuss the problems with the lighting and road issues for the Library.

Vice President-No Report

Treasurer Report – Everything looks very good. Nothing outstanding to report.

Motion to approve the Director's and Manager's accounts in the amount of \$1,908.67 by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to approve Abstract #02/2004 in the amount of \$65,404.27 by Dottie Rushworth; 2nd by Suzanne Berti; All in favor—Motion Approved.

Secretary – A card was sent by Dottie expressing the Board's sympathy to Charlotte for the passing of her father. A get well card was sent to Joyce Brown.

Trustee Report – No Report

Director's Report

- Enclosed are Annual and End of Year Reports
- Answering machines have been placed at all (3) Libraries with announcement of Library hours.
- Circulation is up 2%.
- Borrowers are up 18% - doing very well.
- Database usage is now being tracked and can be seen by each individual library.
- Legislative Meeting – March 16th in Albany. Anyone welcome to attend. Please notify John Walter if you would like to attend.
- Brief discussion of our Strategic Plan – 1) Train Staff to encourage patrons to enter “holds” from their home computer. 2) All (3) three libraries are now purchasing DVDs. 3) Children’s librarians doing a great job with programs.

Technology

- Meeting February 27th at 4:00 p.m. at North Syracuse. Everyone is welcome to attend.

Publicity – Kathy Osmond’s report enclosed.

Finance – No Report

Friends – No Report

Legislative – Meeting March 16th.

Old Business –No Report

New Business –

OCPL Advisory Committee meeting March 9th in Solvay.

Personnel Report – No changes this month.

Motion to go into Executive Session to discuss a Personnel matter at 7:55 by Seth Groesbeck; 2nd by Bob Powell; All in favor—Motion Approved.

Motion to end Executive Session at 8:00 by Seth Groesbeck; 2nd by Pat Heindorf; All in favor—Motion Approved.

Meeting Adjourned at 8:00 p.m.

Respectfully Submitted,

Marianne Vaughn

Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
March 15, 2004

Attending: Charlotte LaPorte, Dottie Rushworth, Joya Tucci, Bob Powell, Taylor Lapham, Suzanne Berti, Mary Lou Fraser, Pat Madigan, and Library Director, John Walter.

Absent: Pat Heindorf, Seth Groesbeck, Joan Kesel, Lynda Holbrook

Guests: Nancy Baker, Camille Luteran

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

Motion to approve February board minutes by Pat Madigan; 2nd by Taylor Lapham; All in favor—Motion Approved.

President

Brewerton Parking Lot

- The house on Bennett Street is down now. There is a septic tank that has to be removed. The cost will be around \$1,000 to remove it. Also, (4) trees have to be taken down. One estimate for this was \$4,000. We will be meeting with Terry Kirwan and James Thrasher regarding the removal of these trees. This should have been in the original contract.
- Charlotte, John and Terry Kirwan went to the ZBA Commission. They would not give an approval because our application came in just under the wire and still has to be approved. We will be attending another meeting on April 5th at the Zoning Board of Appeals to get the variance. Then if all goes well, we will be going back to the ZBA that following Wednesday, April 7th. After that we will return to the planning commission with Larry Rocini and our site plan and hopefully get our approval to proceed.
- Charlotte and Suzanne attended OCPL meeting in Solvay. If anyone interested in attending the next meeting, please let us know.

Vice President – No Report

Treasurer – No Report this month. We will have (2) Budget Reports next month.

Motion to approve Abstract #03A & 3B in the amount of \$66,117.39 by Dottie Rushworth; 2nd by Bob Powell; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee – No Report

Director's Report

- Circulation and Borrowers up at all (3) Libraries- doing very well.
- Database Usage- On-line Research and Information being used often.
- Libraries 5th Year Anniversary coming up- Would like to have celebration with cake and balloons. Will incorporate into one of our Children's programs. Would like the board to fund \$500-1,000 for this event. We will vote on this at our April meeting.
- Annual Report- Went over Library totals and data information.

Technology – The next meeting will be March 26th at 4:00 p.m. at North Syracuse Library.

Publicity – Publicity is doing very well. Kathy Osmond's report enclosed.

Finance- We will have a meeting next month.

Friends – North Syracuse Friends Group will be donating \$500 for the Iroquois/Onondaga Festival.

Legislative – No Report- Director will be attending NYLA Legislative Day in Albany on March 16th.

Endowments/Dedications – The Cicero Library received \$655.00 in donations in the memory of Joan Kesel's mother-in-law, Vivian Kesel. This money will be used for large print books that will be purchased by Nancy Baker.

Old Business- None

New Business

- Personnel -Lynne Yackel will now be hired full-time from the Civil Service List as our North Syracuse Librarian I Manager – This will appear in the April personnel report.
- Staff Benefits will be discussed in our Executive Session.
- OCPL – Proposal of going to collection agency on patrons owing \$50 or more reviewed.
- Motion to accept the Annual Report by Mary Lou Fraser; 2nd by Pat Madigan; All in favor—Motion Approved.
- Brewerton Winterization- Brewerton Library was hit very hard this winter--there was extensive water damage inside one of the walls in the Library.
- We should put into place for 2004 an off-site plan on snow removal. We need to hire someone to rake the roof and it may require more heat tape. We should include a clause in our plowing contract to remove snow off-site as needed.

Motion to go into Executive Session at 8:15 to discuss Staff Benefits and Personnel items by Taylor Lapham; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion was made by Joya Tucci that the 10 days sick leave per year for full-time employees be allowed to accumulate from year to year up to a maximum of 45 days & that personal days for full-time employees be increased to 2 days per year; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to come out of Executive Session at 9:34 p.m. by Joya Tucci; 2nd by Mary Lou Frasier; All in favor—Motion Approved.

Motion to adjourn at 9:36 p.m. made by Mary Lou Frasier; 2nd by Bob Powell; All in favor—Motion Approved.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
April 19, 2004

Attending: Charlotte LaPorte, Bob Powell, Joan Kesel, Joya Tucci, Mary Lou Fraser, Lynda Holbrook, Taylor Lapham, Suzanne Berti, Pat Madigan, Pat Heindorf, Dottie Rushworth and Library Director, John Walter

Absent: Seth Groesbeck

Guests: Nancy Baker, Camille Luteran, Lynne Yackel

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

Motion to approve March board minutes, with correction in Executive Session that the motion was made after the close of the session by Taylor Lapham; 2nd by Pat Heindorf; All in favor—Motion Approved.

President

- Brewerton Demolition is completed.
- We attended two meetings at the Town Hall that went very well. We received the approval for variance from the ZBA. Also, we received approval from the Planning Commission with a few changes: 1) We need to give a revised site plan from LJR to show a 6 foot high stockade fence (East side) and evergreen trees (West side).
- We are now looking to hire a Contractor for the Parking Lot. We are accepting bids until April 23rd deadline.
- Brewerton parking lot is due to be completed this Summer.
- Brewerton Maintenance- Estimate by George Hardin for \$1,525.00 for repairs and maintenance at Brewerton Library. Needs: Heat tape on East & West of building, gutters, reseal the skylights, canopy over the book drop, relocate shed, winter roof shoveling when needed and a cover for air conditioner.
- Charlotte, John and Pat met with John Kesel regarding Landscaping and Lawn Maintenance for all (3) three libraries. Estimate of \$5,000.

Vice President – No Report

Treasurer

- List of Duties of the Treasurer are enclosed.
- Bills will now be approved through Pat Heindorf's office before they go to Michael Benn's office to be paid. They will have an approval stamp with Pat's name on it.
- We will be adding some new Budget line items: Capital Fund-for high cost activities. Endowment Fund-for donations (separate account). We would also like to start listing the names of all donations in the newsletters.
- We will be making an amendment to the budget that was voted on in January.
- We are at 21% of our budget- right on target.
- Reserve fund payment and Road payments are now paid in full.
- DASNY- Approximately \$200,000 available after all of the Brewerton construction and repairs. This may be able to be used for Computers and/or Books. Whatever is not used will go back on the principal or to reduce payments.

Motion to revise and update budget per the recommendation of the Treasurer by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director's Report

- Circulation up 16%. Borrowers up 30%. Increases at all (3) three libraries.
- Database usage going up- number of users has doubled.
- Children's programs going very well – memo enclosed.
- Library surveys tabulated and will be reported on next month.
- Managers will discuss process of book purchasing.

McNaughton Plan (Book leasing) discussed by Nancy Baker, Lynne Yackel and Camille Luteran.

- Leasing of books enables the libraries to get more copies of best sellers when they are first released, have the opportunity to send them back when not in high demand and also replace them with other books.
- Can receive books prior to the sell date at the bookstores.
- Each library receives 40 books per year to keep and do not pay shipping and handling fees for books received and returned.
- We are able to order from the list any books from many famous authors. Can also acquire many TV Book Club books.

Building – No Report

Technology – Next meeting will be April 23rd at 4:00 p.m. at North Syracuse Library. John and Carol will be working on counting computer usage with new software that will eliminate staff time.

Strategic Plan – No Report

Publicity – Kathy Osmond's Report enclosed.

Friends – There will be an open house at North Syracuse this Thursday, April 22nd for all three Friends groups.

Legislative – No Report

Old Business- Carpet Cleaning Maintenance memo enclosed. The Environmentalists contract is up for three-year renewal with no increase.

New Business

Motion to Approve Brewerton Property repairs by George Hardin for \$1,525 by Joya Tucci; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve Kesel Landscaping lawn maintenance proposal for all three (3) libraries in the amount of \$5,000 by Suzanne Berti; 2nd by Bob Powell; All in favor—Motion Approved. (1) Abstention by Joan Kesel.

Motion to Approve (8) Computers at a total cost of \$4,989.92 to be purchased with DASNY funds by Joan Kesel; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve Personnel report by Bob Powell; 2nd by Mary Lou Fraser; All in Favor—Motion Approved.

Network Room Air Conditioning - We will vote next month on the Network Room air conditioning - John will meet with Mike Madigan to discuss this further.

Motion to go into Executive Session at 8:35 to discuss a Personnel matter by Joan Kesel; 2nd by Lynda Holbrook; All in favor-Motion Approved.

Motion to end Executive Session at 9:13 by Joan Kesel, 2nd by Pat Heindorf.

Motion to adjourn by Mary Lou Frasier, 2nd by Bob Powell; adjourned at 9:14 pm

Respectfully submitted,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
May 17, 2004

Attending: Charlotte LaPorte, Dottie Rushworth, Taylor Lapham,
Joya Tucci, Seth Groesbeck, Suzanne Berti, Bob Powell,
Pat Madigan, Pat Heindorf and Library Director, John Walter.

Absent: Mary Lou Fraser, Lynda Holbrook

Guests: Terry Kirwan, Carol Westcott, Kathy Osmond, Lynne Yackel,
Nancy Baker, Camille Luteran.

Meeting called to order at 7:04 pm

- Library Attorney, Terry Kirwan, gave a brief overview on the status of the Brewerton parking lot. We have received the bond and insurance certificates and we can now proceed with the parking lot. Lan-Co Paving won the bid and will be starting within the next two weeks. The completion, including any contingencies, should be done before Labor Day.

Motion to authorize President to sign agreement with Lan-Co (lowest bidder) and any other agreements with regard to the Brewerton parking lot by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to approve April board minutes by Joan Kesel; 2nd by Joya Tucci; All in favor—Motion Approved.

President – No Report

Vice President – No Report

Treasurer's Report

- Overall looks good. Budget right on target at 32%
- Review of Abstract #5.

Motion to authorize Abstract #5A & B in the amount of \$74,154.71 by Taylor Lapham; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary

- Dottie sent cards to Camille Luteran on the passing of her mother, and a get-well card to Joyce Brown.

Trustee Report

- Suzanne Berti discussed OCPL meetings. Next meeting is June 8th at Marcellus. We are trying to send at least one trustee to each meeting. We will be sending around a rotation list for the board.

Director's Report

- Circulation and Borrowers are up which is very good. Brewerton is up 16 %- Excellent.
- Database usage has almost doubled in 1 year.
- Public Relations going very well. The Annual Report is out and available at the circulation desks.
- Memo distributed from Bonnie Fuller on the Spring Conference at Lake Placid.
- 2004 Survey completed-very positive staff responses.

Kathy Osmond reports on 2004 Survey:

- Over 1,000 surveys were sent out to the public with the Spring Newsletter. Surveys were also distributed to the Cicero and Brewerton Elementary Schools and were available at NOPL circulation desks.
- 2000 Survey returned 219 responses. 2004 Survey returned 665 responses.
- We followed the same format as the first survey, modified to reflect newer materials and services.
- A summary distributed to the board comparing responses from 2000 and 2004.
- Original surveys are available in the Administration office if you would like to see them.

Building - None

Insurance/Personnel – None

Technology - by Bob Powell.

Flat Screens/Pricing report

- We would like to purchase LCD flat screen monitors for the Libraries. They can last two to three times longer and maintain clarity and brightness. Our monitors that we have now are at 100% contrast and will need to be replaced very soon.
- If we purchase 21 computers this year, instead of buying them next year, we could save a substantial amount of money.
- We will maintain the same model structure and we will receive 3-year warranties with each computer and monitor.
- Carol Westcott can recondition and/or can resell the old computer systems.

Children's Software

- Carol Westcott has been working with the Librarians to replace and update the children's software.
- A license is needed for each copy of learning software.

Strategic Planning – No Report

Finance- Copy of Financial Guidelines distributed to the board. Please add this to your Trustee Handbook.

Friends – North Syracuse - Antique Appraisal day was a great success. Book and Bake Sale will be at the end of June.

Brewerton –Sail into Reading Community Festival on June 12th. Book and Bake Sale & Raffles.

Cicero- Ice-cream Social – June 10th, Logo Contest.

Legislative- Seth Groesbeck is doing research regarding Library Funding.

Endowments/Dedications – None

Network Room – Proposal from Mike Madigan of Barton & Loguidice to put out a request for bids on the heating and cooling for all three network rooms.

Motion to approve retaining Barton & Loguidice for engineering services to get the specifications for the bids for a cost of \$1,600. by Dottie Rushworth; 2nd by Joya Tucci; All in favor—Motion Approved.1 Abstention by Pat Madigan.

Motion to approve the Personnel Report by Dottie Rushworth; 2nd by Pat Heindorf; All in favor—Motion Approved.

New Business

Motion to approve Kathy Osmond to purchase a digital camera for Public Relations up to \$400 by Joya Tucci; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to approve Carol Westcott to purchase a replacement digital camera for North Syracuse up to \$300 by Pat Heindorf; 2nd by Bob Powell; All in favor—Motion Approved.

Motion to order 21 computers and 29 monitors with DASNY money up to \$24,000 by Bob Powell; 2nd by Pat Heindorf; All in favor—Motion Approved. 1 Abstention by Joan Kesel.

Motion to approve purchase of Children's software in the amount of \$1,335.36 by Bob Powell; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to go into Executive Session to discuss Personnel matter at 8:55 pm by Suzanne Berti; 2nd by Taylor Lapham; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:35 pm by Bob Powell; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 9:36 pm by Pat Heindorf; 2nd by Joya Tucci; All in favor—Motion Approved.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
June 21, 2004

Attending: Charlotte LaPorte, Joya Tucci, Mary Lou Fraser, Bob Powell, Taylor Lapham, Dottie Rushworth, Suzanne Berti, Lynda Holbrook, Joan Kesel, Pat Madigan, Pat Heindorf, Seth Groesbeck and Library Director, John Walter.

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Jill Wiechmann

Meeting called to order at 7:02 pm.

Motion to approve May board minutes by Taylor Lapham; 2nd by Bob Powell; All in favor—Motion Approved.

President

- Camille Luteran and Lynne Yackel attended a wonderful Library Leaders workshop on public speaking, management style, leadership qualities and ethics on public behavior. (Each manager gave a brief overview of what they thought about the workshop)

Vice President – No Report

Treasurer Report

- Overall Budget looks very good.
- Checking into a few accounts that are over slightly.
- Computer equipment- We should be done purchasing equipment for the rest of the year.
- Review of Abstract #6A & 6B.

Motion to authorize Abstract #6A & 6B in the amount of 117,249.07 by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – Sent a card to Kathy Osmond on the passing of her mother.

Director's Report

- Circulation was down last month.
- We will have a Database report for the board next month.
- Introduction of North Syracuse staff employee, Jill Wiechmann, sitting in on our meeting this month.
- Library managers will be going over the DASNY furniture requests.

Building – The Brewerton Parking lot is coming along great and should be done within 2-3 weeks.

Insurance/Personnel – Carol Westcott's contract will be up soon.

Technology – No Report

Strategic Planning – No Report

Publicity – No Report

Finance – Working on 2005 Budget. We will set up a meeting with the Finance committee soon.

Friends- North Syracuse Book & Bake sale, Cicero Ice cream Social and Brewerton Sail into Reading went very well.

Legislative- Senator Hoffman sent memo acknowledging her support against Legislative cuts to Library funding.

Endowments/Dedications- North Syracuse Friends group are purchasing a set of Art books for the library.

Old Business

Motion to approve sale of old computers, since they are no longer necessary for the operation of the Library, we can sell them for fair market value, as determined by our Computer Consultant, Carol Westcott by Seth Groesbeck; 2nd by Taylor Lapham; All in favor—Motion Approved.

New Business

Network Rooms- HVAC recommendations.

- Presentation by Mike Madigan of Barton & Loguidice Engineers. Problems have been experienced with overheating in the Network rooms. We suggest taking the Network rooms off the central system and putting them on a split system that will provide temperature control year-round. There will be a separate unit for each Library. Bids were received from Airside, Century and Tag Mechanical Systems. We will award it to the low bidder, Century Air Conditioning, subject to Attorney's review.

DASNY Furniture Requests

- Presentation by Camille Luteran, Nancy Baker and Lynne Yackel. Recommend purchase through Hurbson's Furniture. Each manager discussed what is needed for all (3) Libraries to be purchased with DASNY funds.

Motion to approve purchase of Library furniture with DASNY money in the amount of \$19,771.81 by Bob Powell; 2nd by Taylor Lapham; (2) Abstentions. All in favor—Motion Approved.

Motion to accept bid from Century Air conditioning in the amount of \$11,400, contingent upon Attorney's approval, by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to accept Personnel Report by Pat Madigan; 2nd by Taylor Lapham; All in favor—Motion Approved.

Motion to adjourn meeting at 8:30 by Bob Powell; 2nd by Joya Tucci; All in favor—Motion Approved.

Meeting Adjourned at 8:30 pm

Respectfully submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
July 19, 2004**

Attending: Charlotte LaPorte, Mary Lou Fraser, Joya Tucci, Joan Kesel, Lynda Holbrook, Bob Powell, Pat Heindorf, Dottie Rushworth, and Library Director, John Walter.

Absent: Seth Groesbeck, Pat Madigan, Suzanne Berti, Taylor Lapham.

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond.

Meeting called to order at 7:02 pm

Motion to approve June board minutes by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

President

- Charlotte met with Mike Madigan and the contractor and signed papers for the Network room air conditioning. Will be starting within the next week or two. (Century Heating and Cooling).

Vice President – No Report

Treasurer

- The \$250,000 that we have for our operating budget & the sale of the North Syracuse building has to come out of the account and be put in a separate account before we can pass the budget. Charlotte and Pat will meet with Marlene at Chase Bank on Monday, July 26th to discuss what type of account to put the funds in.
- NOPL does not fall under municipality or public laws. We are under Educational laws and no longer need to include an abstract at each monthly meeting. The only time we have to present it to the board is when the line item is not already in the budget.
- Pat will be re-organizing the budget and will be asking Harold Graves and Michael Benn to get involved with checks and balances once a month. We will be getting back to the board regarding the cost of this service.
- Meeting on August 16th at Brewerton Library to adopt the 2005 Budget.
- Our auditor, Harold Graves will meet with the board in September to give the Audit Report.
- We received a re-imbusement check from DASNY for \$27,000 that will be deposited.

Motion to Approve the payment of bills by Bob Powell; 2nd by Joya Tucci; All in favor—
Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Joe Rossi would like to plant a tree in memory of his Mother and Father at the Cicero Library.

Director Report

- We had the Codes Department give us a maximum occupancy count for our meeting rooms. The count is now posted in each community room.
- Circulation up this month. 12% overall.
- Borrowers at 12%. Cicero had a great increase of 22%.
- Public Relations June and July Reports enclosed.

Building – No Report

Insurance/Personnel – No Report

Technology – No Report

Strategic Planning - We will be working on this fall.

Publicity – No Report

Finance – Finance committee met tonight.

Friends – No Report

Legislative – No Report

Endowments/Dedication – No Report

Old Business

- Cicero Furniture – One item not included in last months request for furniture was a Media Unit for the children’s room that is avail from Demco for \$575.83.

Motion to approved the purchase of a Media Unit for Cicero Library at a cost of \$575.83 by Joya Tucci; 2nd by Bob Powell; All in favor—Motion Approved.

New Business

Motion to approve Personnel Report by Bob Powell; 2nd by Pat Heindorf; All in favor—
Motion Approved.

Salary Committee – We will be doing an in-depth study of salaries for Management & Library Assistants and will be asking some people to serve on this committee. John Walter will be doing research on salaries from different libraries and to see if we are competitive with them. After the research is completed, we will be developing a new salary grid with data.

Motion for Charlotte and Pat to meet with Chase Bank to make the transfer of \$250,000 by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Motion to go into Executive Session at 7:44 pm to discuss a Personnel matter by Mary Lou Fraser; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Executive Session

Motion was made by Joya Tucci to approve a 3% increase in the hourly rate (\$18.54) paid to Carol Westcott, plus time and a half (\$27.81) per hour when she is called in to work on a weekend or off hour emergencies, only with prior approval. NOPL will also supply Carol Westcott with a beeper. Motion 2nd by Lynda Holbrook.—Motion Passed.

Motion to come out of Executive Session at 8:24 by Mary Lou Fraser; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Motion to Adjourn at 8:27 made by Linda Holbrook; 2nd by Joya Tucci; All in favor—
Motion Approved.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Special Board Meeting
August 16, 2004**

Attending: Charlotte LaPorte, Pat Heindorf, Bob Powell, Mary Lou Fraser, Joya Tucci, Lynda Holbrook, Suzanne Berti, Pat Madigan, Dottie Rushworth. Seth Groesbeck and Library Director, John Walter.

Absent: Joan Kesel

Guests: Nancy Baker, Camille Luteran, Lynne Yackel

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

Motion to approve Abstract for 7/20 through 8/12 in the amount of \$71,835.31 by Bob Powell; 2nd by Pat Madigan; All in favor—Motion Approved.

President

The group observed a moment of silence to remember one of our Trustees, Taylor Lapham, who died in a tragic accident. He will be missed very much. There was a memorial service for Taylor, August 17th, at the Brewerton Library at 7 p.m.

Treasurer

- Pat and Charlotte have been working with Harold Graves and Michael Benn who will now be taking an active roll in our financials.
- DASNY money is now transferred into a Capital Reserve Account at Chase Bank.
- Michael Benn will now be preparing reports for DASNY.
- 2005 Proposed Budget is included in handouts.
- We will be looking into new avenues of income. (Grants, etc.)
- We are in the process of preparing a salary structure grid to ensure salaries of Librarians and Clerk positions remain competitive.

Discussion of 2005 Budget

Motion to increase Budget 5% this year and earmark 2% for salary adjustments by Pat Madigan; 2nd by Mary Lou; All in favor—Motion Approved. (1) Opposed.

Director

- Trustee terms enclosed.
- DASNY furniture needed:

Motion to accept DASNY items: Brewerton Shed \$1,545, Chairs \$2,000 and N.Syracuse workstation \$1,623 by Bob Powell; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to go into Executive Session to discuss a Personnel matter by Bob Powell; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:08 by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to Adjourn at 8:09 p.m. by Suzanne Berti; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Minutes
September 20, 2004**

Attending: Charlotte LaPorte, Joya Tucci, Dottie Rushworth, Susanne Berti, Bob Powell, Mary Lou Fraser, Seth Groesbeck, Pat Madigan, Lynda Holbrook and Library Director, John Walter.

Absent: Pat Heindorf, Joan Kesel

Guests: Lynne Yackel, Camille Luteran, Kathy Osmond, Bonnie Fuller, Sue Clarey and Harold Graves of Nelkin, Ewanyk and Griesel.

Meeting called to order at 7:01 pm.

Presentation by Harold Graves of Nelkin, Ewanyk and Griesel Accountants with an overview of our 2003 Financial Audit. Harold recommends having a separate financial statement for each of our libraries.

President

Motion to approve August 16th Special Board minutes by Bob Powell; 2nd by Pat Madigan; All in favor—Motion Approved.

- We have been very busy with the Budget and Election.
- Brewerton write-in candidate will be Anthony Marano who will replace Taylor Lapham.
- Sign up sheet for OCPL meetings was passed. We would like 2 people to attend the meetings to represent NOPL.

Vice President – No Report

Treasurer Report

- Budget and Abstract discussed by board.

Secretary – Dottie sending Pat Heindorf a get well card.

Trustee – No Report.

Director's Report

- John Walter reported on Circulation and Borrowers.
- October board meeting will include new Employee handbook.

Presentation by Children's Librarians, Sue Clarey, Bonnie Fuller and Lynne Yackel (substituting for Suzanne Nelson) discussing the Programs that took place at the Libraries this summer.

Public Relations Report

- Election preparation is right on schedule for the vote on October 13th.
- Books, flyers and posters are available at each Circulation Desk.
- Listening sessions have started at each of the libraries.
- Children's programs scheduled for day of election.
- Articles have been submitted to the Post Standard and Star News and will be coming out soon.

Request that each board member bring (3) three people out to vote on Election Day.

Committee Reports- No Report

Building – No Report

Technology – Report enclosed

Strategic Plan- No Report

Publicity – Report enclosed

Finance – No meetings currently scheduled

Friends – No Report

Legislative – Seth Groesbeck has been researching local Representatives. We need to get Library Funding re-instated.

October 19th – OCPL Advisory Board scheduled a Legislative Library Letter writing day. Can write letters to our representatives to override the vetoes.

Old Business – None

New Business

Motion to accept Personnel Report by Seth Groesbeck; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Adjourn meeting by Bob Powell; 2nd by Dottie Rushworth; All in favor—
Motion Approved.

Meeting Adjourned at 8:45 p.m.

Respectfully submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
October 18, 2004**

Attending: Charlotte LaPorte, Bob Powell, Pat Heindorf, Dottie Rushworth, Suzanne Berti, Pat Madigan, Lynda Holbrook, Mary Lou Fraser,

Absent: Seth Groesbeck, Joan Kesel, Joya Tucci

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond.

Meeting called to order at 7:07 p.m.

Motion to Approve September board minutes by Pat Madigan; 2nd by Bob Powell; All in favor—Motion Approved.

President

Election is over and the Budget has passed.

Vice President

- Attended Database workshop and OCPL Advisory Board meeting.

Treasurer

- Budget and Abstract were discussed with the board.
- Overall looks good.

Motion to Approve Treasurer's Report by Mary Lou Fraser; 2nd by Bob Powell; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director's Report

- Reported on Circulation and Borrowers (transactions).
- John Walter will contact OCPL Business Manager, Sally Jensen, to come to our next board meeting to speak about the Fines and Fees Recovery program.

Committee Reports – None

Old Business – None

New Business

Election Results

Operating Funds: Yes (288) No (59)

Trustees Elected: Patricia Heindorf (NS) 4 - year term
Glenda House (Cic) 4 - year term
Patricia Madigan (Brew) 4 - year term
Anthony Morano (Brew) 2 -year term (write-in)

Motion of Approval to certify Election Results by Dottie Rushworth; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

- Review of revised Employee Handbook for approval at November board meeting.
- Snow Plowing quotes are included in your hand-outs. John Walter will call All-Seasons to verify price of \$1100 for both libraries and get additional quote for extra snow removal for Brewerton.

Personnel Report

Motion to Approve Personnel Report by Bob Powell; 2nd by Pat Madigan; All in favor—Motion Approved.

- Charlotte will convene Salary Committee in January – would like volunteers for this committee.
- John Walter will write a letter to welcome our two new board members.

Motion to Adjourn meeting. by Mary Lou Fraser; 2nd by Bob Powell; All in favor—Motion Approved.

Meeting Adjourned at 7:45 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Minutes
November 15, 2004**

Attending: Charlotte LaPorte, Bob Powell, Suzanne Berti, Pat Heindorf, Pat Madigan, Dottie Rushworth, Mary Lou Fraser, Joya Tucci, Seth Groesbeck, Anthony Morano, and Library Director, John Walter.

Absent: Lynda Holbrook, Joan Kesel

Guests: Nancy Baker, Lynne Yackel, Camille Luteran, Kathy Osmond, Jill Wiechmann, Mary Kay Dwyer, Sally Jensen (OCPL).

Presentation by OCPL Business Manager, Sally Jensen, regarding Fines and Recovery Program that we will be introduced into our libraries.

- All libraries will be trying to collect any fines or fees from any patrons owing \$75.00 or more. Memo from OCPL distributed to the board.

Introduction by Charlotte of one of our new board members, Anthony Morano of Brewerton.

Presentation by Jill Wiechmann introducing the NOPL Staff Association to the board.

President

Motion to Approve October board minutes by Bob Powell; 2nd by Pat Madigan; All in favor—Motion Approved.

- Next month's board meeting will be our annual Christmas get together at Cicero Library.
- We will be establishing a new calendar for 2005.

Vice President – No Report

Treasurer

- Abstract discussed by the board.
- Overall we are doing very well with the budget.

Motion to accept Treasurer's Report by Bob Powell; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Secretary – No Report

Trustee Reports

- Pat Madigan attended OCPL Advisory meeting on November 9th.

Director's Report

- John Walter reported on Borrowers and Circulation.

Finance

- Salary Committee starting in January. We will meet at 6:00 p.m. before the board meeting.

Friends

- Book Fairs were held at the Libraries.

Legislative

- Legislative Breakfast will be Friday, December 3rd. Please let John know if you would like to attend.

Old Business

- Staff Handbook- We are looking to do a revision of the Handbook for approval early next year.

New Business

- We are interviewing for a replacement for Elyse Meltz, Cicero Reference Librarian.

Motion to approve Personnel Report by Bob Powell; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to:

-- agree to participate in OCPL Fines and Fee Recovery Program (via collection agency) with reluctance.

--write to OCPL Board to express the NOPL Board's concern that our input regarding this program was sought only after the fact.

--participate in any associated amnesty programs.

Motion by Pat Madigan; 2nd by Mary Lou Fraser; All in favor—Motion Approved with one abstention by Dorothea Rushworth.

Motion to approve expenditure of up to \$3,000 of DASNY funds for tiling of bathrooms at Brewerton Library by Joya Tucci; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn meeting by Bob Powell; 2nd by Joya Tucci; All in favor—Motion Approved.

Meeting Adjourned at 8:22 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
December 20, 2004**

Attending: Charlotte LaPorte, Pat Heindorf, Bob Powell, Joya Tucci, Mary Lou Fraser, Pat Madigan, Dottie Rushworth, Suzanne Berti, Anthony Morano, Seth Groesbeck and Library Director, John Walter.

Guests: Nancy Baker, Lynne Yackel, Camille Luteran, Patty Friers

Absent: Lynda Holbrook

Meeting called to order at 6:05 p.m.

A correction was made to November's board minutes that Joya Tucci made the motion to approve the expenditure of tiling Brewerton library bathrooms. Motion to approve November minutes by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

President

- Joan Kesel resignation letter read to the board. Charlotte sent Joan a letter thanking her for her service.
- Linda Parise will be replacing Joan Kesel starting in January.
- Next month we will be having a swearing in of all new Trustee members.
- We have been named one of the beneficiaries of Edrie Malloons estate. The Letter was read to the board.

Vice President –No Report

Treasurer

- Abstract discussed by the board.
- We will be changing payroll companies and auditing firm. We are now in the process of receiving bids.

Motion to approve Abstract and Treasurer's Report by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Secretary – No Report

Trustee Reports – No Report

Director's Report

- We hired a new Reference Librarian for Cicero Library to replace Elyse Meltz. Her name is Jacqueline Kowalczyk. She will be starting in January.
- Attended Legislative Breakfast.
- Developing some new procedures for unruly patrons.
- Blue Cross/Blue Shield medical insurance costs have increased for both the library and employees.
- Revised Employee Handbook will be presented in January or February.

Committee Reports

Finance – There will be a meeting next month for the Salary and Finance Committee. It will be sometime at the end of January. We will inform you when and where it will take place.

There will not be an Executive Session this month regarding a real estate matter. We will wait until next month to present it to you.

Old Business – No Report

New Business

Election of Officers

Nominating committee recommended retention of current officers, along with nomination of Seth Groesbeck as Parliamentarian. Motion for approval of Nominating Committee recommendations by Joya Tucci, 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Motion to approve the 2005 proposed Calendar by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to accept the Personnel Report by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to Adjourn meeting by Bob Powell; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Meeting Adjourned at 6:40 p.m.

Respectfully Submitted,

Marianne Vaughn