

Northern Onondaga Public Library
Monthly Board Meeting
January 10, 2000

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Steve Carr, Bob Powell, Alice Lipovsky, Doretha Lofters, Mary Lindsley, Taylor Lapham, Paul LeLonek, John Reichel, Dorothea Rushworth.
Director John Walter.

Guests: Nancy Ewanyk, Elyse Meltz, Joyce Brown, Catherine Cifaratta-Brayton, Terry Kirwan, Andy Ewanyk, Representatives from Cicero and North Syracuse Friends Group.

Attorney Terry Kirwan administered election and oath of office to officers and new members (attached).

Attorney Kirwan gave the board an update on the sale of the old North Syracuse library building.

Motion to approve December minutes by Doretha Lofters, second by Alice Lipovsky. All in favor, approved.

Reports:

- President-Patron in wheel chair had problem getting over threshold at Cicero library, it sticks up $\frac{3}{4}$ of an inch. Rudy called Matt Broderick and he said he would look into it.
 - Vice President-No report
 - Treasurer-Explanation of 1999 budget and spending.
 - Corresponding Secretary-No Report
 - Trustee Report-Doretha Lofters expressed concern about a newspaper article about the school district's summer reading program which quoted an administrator saying, "Apparently the Liverpool library has a better selection at times."
 - Director's Report-State of libraries given by managers.
 - Committee Reports:
 - Building Committee-No Report
 - Insurance/Personnel-Joan Kesel as new PR person.
 - Technology-All networks up and running. New PC's to be installed at North Syracuse.
 - Publicity-No Report
 - Endowments and Dedications-No Report
- Payment of bills-Motion by Paul LeLonek, second by Taylor Lapham. All in favor, approved.

Old Business:

Presentation by Andy Ewanyk of Small Business Consultants, Inc. regarding their payroll program.

New Business:

- Gladys King memorial-A brick will be put in at each library with her name on it and memorials books to be placed at the Cicero library.
- Approved Small Business Consultants, Inc. for payroll services. Motion by Steve Carr, second by John Reichel. All in favor, approved.
- Approval of meeting calendar-Motion by Mary Lindsley, second by Doretha Lofters. All in favor, approved. Meeting place schedule will be as follows:

2000:

February 21-North Syracuse, March 20-North Syracuse, April 17-North Syracuse, May 15-Brewerton, June 19-Brewerton, July 17-Brewerton
August 21-Brewerton, September 18-Cicero, October 16-Cicero
November 20-@Cicero, December 18-Cicero

2001

January-North Syracuse, February-North Syracuse, March-North Syracuse, April-North Syracuse, May-Brewerton, June-Brewerton, July-Brewerton
August-Brewerton, September-Cicero, October-Cicero
November-Cicero, December-Cicero

Approved appointment of Joan Kesel to PR position. During discussion it was noted that employment of Tracy Higginbotham had been explored and she had declined the position. -Motion by Alice Lipovsky, second by Charlotte LaPorte. All in favor.

President requested that the Friends Group give reports.

The Cicero Friends Group will be having a bake sale on February 12, 2000. The North Syracuse Friends will be donating money for children's books.

Executive session-discussion of personnel issues. Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Board Secretary

**Northern Onondaga Public Library
Special Meeting
February 7, 2000**

Called to order at 7:00 p.m.

Present: Charlotte LaPorte, Steve Carr, Dorothea Rushworth, Taylor Lapham, John Reichel, Mary Lindsley, Mary Lou Fraser, John Walter.

Guests: Nancy Ewanyk, Terry Kirwan

- **Motion by Taylor Lapham to go into executive session, 2nd by John Reichel. All in favor, approved.**
- **Returned from executive session.**
- **Nancy Ewanyk reviewed the events of Tuesday, February 1, 2000 and Wednesday February 2, 2000 having to do with the water damage at the North Syracuse Library. Terry Kirwan will write a letter to all involved parties (Ashley McGraw, Bovis, Buck Const., Green Plumbing, etc.) suggesting that a meeting take place to try and figure out what went wrong and who is at fault.**
- **Sale of old N. Syracuse building.**
 1. **Agreement with Joe Grosso has lapsed.**
 2. **A contract was submitted to Terry Kirwan by the NSEA (North Syracuse Education Association). This was reviewed and changes made.**
 3. **Motion made by Steve Carr to: Reply to the NSEA and give them one day to get this revised contract signed and back with a deposit. The deadline is set for 5:00 p.m., February 21, 2000 to close on the property. 2nd by Mary Lindsley. All in favor, approved.**
 4. **Motion by Steve Carr: "If the NSEA does not meet the deadline, the property will then be again offered back to Joe Grosso." 2nd by Mary Lindsley. All in favor, approved.**
- **\$5,000 deposit by Joe Grosso:
Authorized Terry Kirwan to negotiate this and get some money for lawyer fees incurred by the board. If negotiations do not work, Terry is authorized to return the entire deposit. Motion by John Reichel, 2nd by Mary Lindsley. All in favor, approved.**

Meeting adjourned at 8:00 p.m.

Respectfully submitted,

**Shannon Dinet
Board Secretary**

**Northern Onondaga Public Library
Monthly Board Meeting
February 21, 2000**

Called to order at 7:00 p.m.

Present: Rudy Tucci, Bob Powell, John Walter, Charlotte LaPorte, Mary Lindsley, Taylor Lapham, Steve Carr, MaryLou Fraser, Alice Lipovsky, Dorothea Rushworth, John Reichel, John Walter.

Guests: Catherine Cifaratta-Brayton, Nancy Ewanyk, Elyse Meltz, Joyce Brown, Jackie, Linda, (Telergy).

- Motion by Taylor Lapham to approve January board minutes, 2nd by John Reichel. All in favor, approved.

- Telergy presentation by

Reports of Officers

President—Trustee liaison assignment sheets handed out.

Vice President—Electronic doorway for libraries bill reviewed. Letters to senators Bruno and DeFrancisco signed by board members.

Treasurer—Review of 2000 budget. Motion by Alice Lipovsky to accept Treasurer Report, 2nd by Mary Lindsley. All in favor, approved.

Corr. Secretary—No report

Trustees—No report

Directors Report—5 new computers at North Syracuse

Committee Reports:

Building—Review of minor problems at all three libraries.

- Sale of old N. Syracuse building—
- Sent \$5,000 deposit back to Joe Grosso. (Received letter of pending lawsuit.)
- Received \$10,000 deposit from the teachers association. (\$170,000 total price)

Ins./Personnel—No report

Technology—New computer at North Syracuse will be installed soon.

Strategic Planning—Will meet as needed.

Publicity—No report.

Endowments/Dedications—No report

Payment of Bills

- Motion by Mary Lindsley to pay bills, 2nd by Charlotte LaPorte. All in favor, approved.

Old Business

- Motion to accept purchase offer of \$170,000 by North Syracuse Teachers Association Made by Steve Carr, 2nd by Taylor Lapham. All in favor, approved.

New Business

- Telergy proposal discussion-Motion by Alice Lipovsky to table discussion until Next month, 2nd by MaryLou Fraser. All in favor, approved.
- Motion to add to meeting room policy by Steve Carr, 2nd by Mary Lindsley. All in Favor, approved.

Next meeting at North Syracuse on March 20, 2000.

Meeting adjourned at 8:30 p.m.

Officers into executive session.

Respectfully submitted,

Shannon Dinet

Northern Onondaga Public Library
Monthly Board Meeting
March 20, 2000

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Steve Carr, Taylor Lapham, Mary Lindsley, John Reichel, Doretha Lofters, Dorothea Rushworth, Paul LeLonek, Bob Powell, Alice Lipovsky, Mary Lou Fraser, and Director, John Walter.

Guests: Nancy Ewanyk

Motion by Taylor Lapham to approve February board minutes, 2nd by Alice Lipovsky. All in favor, approved.

Reports of Officers:

President—Water damage at North Syracuse is all fixed. Another meeting is being set up to see who is going to cover the costs.

Vice President—New officers list should be sent to all appropriate organizations.

Treasurer—We have received all of the money we were waiting for. (Town of Clay-\$479,337/Town of Cicero-\$656,176/Central Square-\$6,000) Motion by Alice Lipovsky to approve Treasurer report, 2nd by Dorothea Rushworth, All in favor-approved.

Corr. Secretary—No Report

Trustees—Optimists Oratorical contest held at North Syracuse went very well.

Director's Report:

- All three librarians went to Albany on March 14th and got a chance to hear Hillary Clinton speak.
- Our new PR person, Joan Kesel is doing a great job. NOPL was mentioned three times in one edition of the Neighbors North.
- A format has been developed so the meeting rooms can be used after library hours.
- Filtering software has been put on all of the children's computers.
- We are working on a Spring newsletter.
- An explanation of the OCPL and Dynix systems was given to the Board.

Committee Reports:

Building-

- Drainage system at North Syracuse has been fixed. The total bill came to about \$6,000. A meeting is being set up to find out who will be paying this bill.
- All three meeting rooms are now on their own light circuits.
- Lights for flag poles and signs at each library are going to be installed.

Ins./Personnel—No report

Technology—Two new computers installed at North Syracuse. Everything else is working well.

Publicity—No report

Strategic Planning—No report

Endowments/Dedications—No report

Payment of Bills:

Motion by Mary Lindsley to approve payment of bills, 2nd by Charlotte LaPorte. All in favor, approved.

Old Business:

Telergy Proposal-Motion by John Reichel to try service for one year to see how well it works, 2nd by Steve Carr. All in favor, approved.

New Business:

- **Staffing at North Syracuse**-Civil Service list was used and we found a good candidate for the job.
- Door maintenance agreement-Motion by Alice Lipovsky to accept agreement of \$600 per year for all units, 2nd by Charlotte LaPorte. All in favor, approved.
- Certificates of recognition for past trustees—John will make these up and past trustees will be invited to a meeting to accept them.
- Friends Group—We are trying to get the three friends groups to coordinate with each other more. John has set up a meeting with all three groups.
- New Book Bags—People have been asking for these so we are going to come up with a design to be used by all three libraries.
- There will be a meeting for New York Library Trustees on May 5th and 6th. The cost is \$55 for registration and \$75 for a hotel room. All costs will be paid for by the library if anyone is interested.

Motion to adjourn by Steve Carr, 2nd by Taylor Lapham. All in favor, approved.

Meeting adjourned at 8:20 p.m.

Next meeting to be held at North Syracuse on April 17, 2000.

Respectfully submitted,

Shannon Dinet
Board Secretary

North Onondaga Public Library
Monthly Board Meeting
April 17, 2000

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Steve Carr, Taylor Lapham, Mary Lindsley, John Reichel, Doretha Lofters, Dorothea Rushworth, Paul LeLonek, Bob Powell, Alice Lipovsky, Mary Lou Fraser, and Director, John Walter.

Guests: Nancy Ewanyk, Elyse Meltz, Joyce Brown

- Motion by Alice Lipovsky to approve March board minutes, 2nd by Mary Lindsley. All in favor, approved.

Reports of Officers:

President-John Walter has printed up certificates of appreciation for Dean Fields and Bill Robbins. They will be invited to a future board meeting to be presented with them.

Vice President-No Report

Treasurer-Everything is in order. Motion by Doretha Lofters to approve Treasurer report, 2nd by John Reichel. All in favor, approved.

Corr. Secretary—No Report

Trustees—No Report

Director's Report:

- The Spring Newsletter will be out by the end of the week.
- A folder of recent press releases and clippings was passed around for everyone to look at. Circulation and borrowers are both up significantly. Circulation-39%, Borrowers-59%.
- We are working with Liverpool, Baldwinsville and Salina on a grant for commerce programs and development.
- All library staff will be attending an in-service program on April 27th.

Committee Reports:

Building—Bovis is sending out for estimates for the drainage problems at North Syracuse.

Ins./Personnel—Discussed under new business

Technology—No Report

Publicity—No Report

Strategic Planning—No Report

Endowments/Dedications—No Report

Payment of Bills:

- Suggested memos were added to check roster by Tony.
- Motion by Paul LeLonek to approve payment of bills, 2nd by Taylor Lapham. All in favor, approved.

Board into executive session.

Old Business:

- No Report

New Business:

- The creation of a Clerk 2 position for a full time floater/substitute is needed. There is a new list coming out in May. Motion by Steve Carr to create a new Clerk 2 position, 2nd by Alice Lipovsky. All in favor, approved.
- Creation of Administrative Assistant position concentrating on public relations work. This will be given to Joan Kesel. Motion by John Reichel to create position, 2nd by Mary Lindsley. All in favor, approved.
- Request for increase in pay from \$350 to \$425 per week for Aztec Custodial. Motion by Alice Lipovsky to increase on 1-year anniversary date, 2nd by Taylor Lapham. Defeated.
- Motion by Charlotte to increase pay for Aztec Cleaning from \$350 to \$425 per week immediately in return for added services, 2nd by Steve Carr. 8 in favor, 3 against. Approved.
- Carpet cleaning estimates-Motion by Mary Lindsley to table discussion until next month, 2nd by Alice Lipovsky. All in favor, approved.
- Airside proposal for heating and cooling maintenance-Suggested that two more quotes are obtained. Motion by Paul LeLonek to table discussion until next month, 2nd by Mary Lou Fraser. All in favor, approved.
- Vacation and sick leave proposal-
Vacation time-Full-time clerical and maintenance employees:
After one year of continuous service: One week (5 working days)
After three years continuous service: Two weeks (10 working days)
After nine years continuous service: Three weeks (15 working days)
Full-time "librarian" employees (with "Librarian" civil service rating):
During first year of employment, after six months: One week (5 working days)
After two years of continuous service: Two weeks (10 working days)
After five years of continuous service: Three weeks (15 working days)
Sick Leave- (All full-time employees):
First year of employment: 5 days
After one year of employment: 10 days
These days are not cumulative.
Motion by John Reichel to accept proposal, 2nd by Mary Lindsley. All in favor, approved.
- Signature stamp for payroll checks-Get payroll stamp and have payroll company hold. Motion by Alice Lipovsky to approve this, 2nd by Mary Lou Fraser. All in favor, approved.
- Book Bags-Motion to order 250 bags for \$82.50 by Alice Lipovsky, 2nd by Dorothea Rushworth. All in favor, approved.
- Lawn Care Proposal-Lawn maintenance for April-November by Kesel Landscaping for Cicero and Brewerton Libraries. Service includes cut and trim of lawn, cleaning of landscaping and sidewalks and litter pick-up. Cicero Library \$80 per cut, Brewerton Library-\$25 per cut.

- Motion by Mary Lindsley to accept lawn maintenance proposal, 2nd by Doretha Lofters. All in favor, approved.
- Motion to close libraries until 12:30 on April 27th for in-service program made by John Reichel, 2nd by Charlotte LaPorte. All in favor, approved.
- Motion by Mary Lindsley to pay Village of North Syracuse annual \$10,000 maintenance fee, 2nd by Steve Carr. All in favor, approved.
- Motion by Alice Lipovsky to increase pay for Tony LaRatta 3% and to include him in annual employee increases, 2nd by Steve Carr. All in favor, approved.

Motion to adjourn by Steve Carr, 2nd by Bob Powell. All in favor, approved.

Meeting adjourned at 8:45 pm.

Next meeting to be held at Brewerton on May 15, 2000

Respectfully submitted,

Shannon Dinet
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
May 15, 2000**

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Taylor Lapham, Paul LeLonek, Doretha Lofters, Steve Carr, Alice Lipovsky, Dorothea Rushworth, Mary Lou Fraser, Mary Lindsley, John Walter.

Guests: Nancy Ewanyk, Elyse Meltz, Joyce Brown, Andy Ewanyk.

- Motion by Taylor Lapham to approve April board minutes, 2nd by Mary Lindsley. All in favor, approved.

Reports of Officers:

President—

- \$60,000 in special funding for all three libraries received from Assemblyman Bragman. Money will be used for books, videos, etc.
- A new contract for the Cicero Road is being negotiated with the town. The bill may have to be paid off in 5 years instead of 10. The total is \$180,000 plus \$8,000 in interest.
- An agreement has been reached with the Village of North Syracuse. They will pay for the maintenance to the drainage system and we will pay for the pipes.

Vice President—

- The North Syracuse Friends will hold their book sale on June 24th from 9 a.m. to 4 p.m. and on June 26th & 27th from 1 p.m. to 8 p.m.

Treasurer—

- Presentation of 1999 audit was made by Andy Ewanyk.
- Review of budget increases suggested by John and the librarians.
- Review of budget for 2001-Steve will have a more specific figure for the budget at the June meeting.
- Motion by Paul LeLonek to accept treasurers report, 2nd by Alice Lipovsky. All in favor, approved.

Corr. Secretary—No Report

Trustees—No Report

Director Report—

- Public relations presentation made by Joan Kesel. She gave a review of all programs that are going on now and ones that are coming up.
- There will be a computer camp this summer at North Syracuse.
- There will also be new computer classes starting soon. They will be: Parent and Child classes, Internet and E-mail, Intro. To Word, and Resume Writing.

Committee Reports:

Building—

- The architect was contacted and a walk through was performed at Brewerton.
- There are minor heating problems at all three libraries.
- The old North Syracuse building sale is set to close on June 1st.

Ins./Personnel—No report.

Technology—Everything is working well.

Strategic Planning—No report.

Publicity—See Directors report.

Endowments/Dedications—No report.

Payment of Bills

- Motion by Paul LeLonek to pay bills, 2nd by Mary Lindsley. All in favor, approved.

Old Business

- Carpet Cleaning—Motion by Paul LeLonek to go with ABC ChemDry, 2nd by Alice Lipovsky. All in favor, approved.
- Heating and Cooling Contract—Motion by Mary Lindsley to stay with Airside, 2nd by Doretha Lofters. All in favor, approved.

New Business

- John Walter would like to attend a workshop in NYC. The cost is \$325 for the workshop and travel expenses. Motion by Alice Lipovsky to approve, 2nd by Charlotte LaPorte. All in favor, approved.
- A letter of support is needed for E-Commerce Grant, Motion by Doretha to go ahead and write letter, 2nd by Paul LeLonek. All in favor, approved.
- John would like to trade in his pager for a cell phone. Motion by Charlotte LaPorte to approve trade, 2nd by MaryLou Fraser. All in favor, approved.

Officers into executive session.

Officers come out of executive session.

- Motion by Steve Carr to approve minimum wage increases, 2nd by Mary Lindsley. All in favor, approved.

Next meeting at Brewerton on June 19th.

Meeting adjourned at 8:30 p.m.

Respectfully submitted,

Shannon Dinet

North Onondaga Public Library
Monthly Board Meeting
June 19, 2000

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Taylor Lapham, Mary Lindsley, John Reichel, Dorothea Rushworth, Bob Powell, Alice Lipovsky, Mary Lou Fraser, and Director, John Walter.

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

- Motion by Taylor Lapham to approve May board minutes with corrections concerning the water problem at North Syracuse. The board president indicated that NOPL would pay for pipes and materials and the Village of North Syracuse would do the installation. 2nd by Mary Lou Fraser. All in favor, approved.

Reports of Officers:

President:

- The Village of North Syracuse does not want to renegotiate our maintenance contract at this time.
- The money provided to the libraries through the Bragman Grant will be divided as follows:
\$30,000—Cicero
\$20,000—North Syracuse
\$10,000—Brewerton

Vice President: No Report

Treasurer: An outline of the 2001 Budget was passed out for review. Budget discussions will be continued at the July board meeting. Motion by Mary Lindsley to table discussion of May 2000 report until July meeting, 2nd by Dorothea Rushworth. All in favor, approved.

Corr. Secretary: No Report

Trustees: A letter of support was written and signed by board members for Mr. Bragman.

Director's Report: Sue Clarey gave a presentation about children's programs that are or will be going on at all three libraries.

Committee Reports:

Building: The air conditioning leak at Brewerton has been fixed by Airside.

Ins./Personnel: Will be discussed in executive session.

Technology: Minor problems are being worked out.

Publicity: Covered in publicity notebook.

Strategic Planning: No report.

Endowments/Dedications: All of the bricks that were bought are in.

Payment of Bills: Motion by Mary Lou Fraser to pay bills, 2nd by Mary Lindsley. All in favor, approved.

New Business

- Request for leave of absence by Jynna Brown-Motion by Alice Lipovsky to accept request and grant permission for leave of absence, 2nd by Mary Lindsley. All in favor, approved.
- New Clerk 1 positions at North Syracuse and Cicero-Due to having employees out on extended leave and increase in patrons more staff is needed. Motion by Taylor Lapham to create two new Clerk 1 positions, 2nd by Mary Lou Fraser. All in favor, approved.
- Sprinkler System Maintenance Agreement-The Village of North Syracuse requires all new buildings to have a sprinkler system. Motion by John Reichel to approve maintenance agreement with Davis-Ulmer Sprinkler Co., Inc. for \$620.00, 2nd by Alice Lipovsky. All in favor, approved.
- August Meeting-Motion by Taylor Lapham to take August meeting off the calendar, 2nd by Mary Lindsley. All in favor, approved.
- Notary Public-This will be incorporated into the staff development program. A flyer will also be made up showing local places that have a notary.
- Bragman Fund Expenditure-Motion by Mary Lindsley to approve proposed division of money, 2nd by John Reichel. All in favor, approved.
 - \$30,000-Cicero
 - \$20,000-North Syracuse
 - \$10,000-Brewerton
- Referendum Date-The date will be the one already set on the calendar which is October 18th. Motion by John Reichel to approve, 2nd by Mary Lindsley. All in favor, approved.
- Trustee Stationary-Stationary will be made up and will be available to anybody that needs it. It will be kept with the corresponding secretary. Motion by Taylor Lapham to accept stationary, 2nd by Charlotte LaPorte. All in favor, approved.

Board into executive session

Board out of executive session.

Meeting adjourned

Next meeting to be held at Brewerton on July 17, 2000

Respectfully submitted,

Shannon Dinet
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
July 17, 2000**

Called to order at 7:00 p.m.

Present: Rudy Tucci, Charlotte LaPorte, Steve Carr, Taylor Lapham, Mary Lindsley, John Reichel, Doretha Lofters, Dorothea Rushworth, Paul LeLonek, Bob Powell, Mary Lou Fraser, and Director, John Walter.

Guests: Nancy Ewanyk, Elyse Meltz, Joyce Brown.

- Motion by Mary Lindsley to approve June board minutes, 2nd by Doretha Lofters. All in favor, approved.

Reports of Officers:

President—No Report

Vice President—No Report

Treasurer—Review of proposed 2001 budget

Corr. Secretary—No Report

Trustees—No Report

Director's Report:

- The Cicero library is on the cover of the Cicero Chamber of Commerce pamphlet.
- New Librarian 1 hired in June. He will be working at North Syracuse for a few months, but will eventually take over the Cicero manager position.
- Review of summer programs at all three libraries.
- Petitions were given out for the upcoming trustee elections.

Committee Reports:

Building—

- A letter was received from Terry Kirwan concerning the North Syracuse contract renegotiations.
- Water at Cicero—Our contract says that the town of Cicero is supposed to supply water to the library.
- We will be asking the town of Cicero for a road use payment each time a new building is added at the Cicero site.
- Drainage at Cicero—A deeper drainage ditch is being made.
- The air conditioning drainage problem at Brewerton is being taken care of.