Northern Onondaga Public Library
Monthly Board Meeting
January 27, 2003

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

Attending: Charlotte LaPorte, Pat Madigan, Dorothea Rushworth, Robert Powell, Joan Kesel, Pat Heindorf, Mary Lou Fraser, Taylor Lapham, Seth Groesbeck, Jacquie Owens, Paul Lelonek, John Walter.

Guests: Nancy Baker, Nancy Ewanyk, Joyce Brown

Absent: Joya Tucci

♦ Introduction of new Board Member, Pat Heindorf. She will be replacing John Reichel who has resigned. Pat has experience on other boards as well. We welcome her as a new Board Trustee.
♦ Motion to replace John Reichel with Pat Heindorf by Paul Lelonek; 2nd by Taylor Lapham, All in favor—Motion Approved.
♦ Swearing in of Pat Heindorf, Jacquie Owens and Seth Groesbeck. Oath of Office signed and notarized.

Motion to approve December’s minutes by Dottie Rushworth; 2nd by Paul Lelonek, All in favor—Motion Approved.

Reports:

President
♦ Charlotte and John will meet with Terri Kirwan of Primo, Primo & Kirwan Law Firm to review our by-laws. We will be getting back to board members in the next few months. We will discuss the by-laws with the board first, before they are adopted.
♦ Joan Kesel suggested starting a reference book for board meeting minutes in order to tag motions for reference purposes. John Walter noted that this is part of his goals for 2003.
♦ Abby Russell would like to take a picture of each board member to keep on file. Pictures will be taken at February meeting.
♦ Reading with a Dog Program (P-A-W-S to Read). Met with Bonnie Fuller and Abby Russell regarding the publicity for this program. The program will start at Brewerton Library and if successful, will be brought to Cicero and North Syracuse libraries.

Vice President- No Report
**Treasurer**
- Overall Budget at 86% - very good
- Allocated money in budget: 3% increase over last year.
- $34,096 can be used for Books and Audio’s for the three (3) libraries; to be divided equally between Cicero, North Syracuse and Brewerton.
- There are enough funds to get through February and/or March.
- Money for Capital Improvements is available for all three (3) libraries if needed.
- Motion by Joan Kesel to approve Abstract #01/2003 in the amount of $87,512.98; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

**Corresponding Secretary**
- Dottie sent cards out to Charna Wesche who had surgery. Bonnie Fuller whose sister passed away and Catherine Cifarata-Brayton who was in the hospital.

**Trustee Report** - No Report

**Director’s Report**
- Decorative kites were installed at Cicero Library. (Pictures taken and passed around). We had an overall good response from the patrons.
- Borrowers up 21%- very good also.
- Overall increase between Circulation and Borrowers, 21% in past 2-3 years.
- Library users through doors also increasing.
- Carol Westcott continuing on upgrading our Network. We are now at 90% completion and are working on new network upgrades.
- We are updating and reviewing our three (3) year plan.
- Have very good support by our Library Managers. They are doing a great job.
- We had a staff meeting on January 15th at North Syracuse on our Emergency Procedures Manual, Law Enforcement Procedures Manual and also had hands-on training of our fire extinguishers. Also, a presentation by NAVAC. A good response from employees regarding medical emergency procedures.
- Sent out NOPL Newsletter mid January.
- Received Insurance premium refund of $400 following update of library values.
- Civil Service Annual Report- (Payroll Certification). This Report shows that our records match with Civil Service on employee payroll status.
- State Annual Report starts this month. This will cover Circulation and Finances.
- Technology Goals- these were included in the Board packet this month.
Building - No Report

Personnel - Shannon Dinett Lib. Media Spec Resigned: 11/15/02
Marsia Stehlar Library Clerk 1 Resigned: 12/15/02

Motion to approve Personnel report by Taylor Lapham; 2nd by Bob Powell; All in favor—Motion Approved.

Publicity
♦ Excellent job by Abby Russell. We will be keeping News Articles and Press Releases and will be bringing them to our monthly board meetings.

Finance - No Report

Friends
♦ Friends of Cicero will be having a Logo Contest to put on brochures. This will start in May or June.
♦ Friends groups at all libraries are working out great. Would like to get all Friends together at Plank Road and Cicero Festivals.
♦ Children’s librarians would like to have author, Gail Gibbons come to the Cicero Library. The cost to have her is $500. The Friends Group will pay $250 of this and would like the Library to underwrite the balance of $250. This is a NOPL Program and would be a great opportunity for the Library.
♦ Joan Kesel will continue to report on Friends.

Legislative - No Report

Endowments/Dedications - No Report

Old Business - None

New Business
Motion to authorized expenditure of $250 for Author, Gail Gibbons made by Dottie Rushworth; 2nd by Jackie Owens; All in favor—Motion Approved.

♦ Anyone who would like to make a private donation regarding this motion, send it to Sue Clarey at Cicero Library.

Proposal made by Agway to supply electricity.
♦ Savings of $2600 annually. The savings would be on the delivery costs and on the sales tax. Savings based on a 12-month contract.
Motion to accept Agway proposal by Bob Powell; 2nd by Taylor Lapham; All in favor—Motion Approved.
President Charlotte LaPorte asked for a motion to go into Executive Session to review the personnel record of an employee and to discuss real estate.

Motion to go into Executive Session by Paul Lelonek; 2nd by Pat Madigan; All in favor—Motion Approved.

Executive Session held.

Motion to end Executive Session by Paul Lelonek; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:28 p.m.

Respectfully Submitted,

Marianne Vaughn
Library Secretary
Meeting was called to order at 7:00 p.m.

**Attending:** Charlotte LaPorte, Dottie Rushworth, Bob Powell, Taylor Lapham, Mary Lou Fraser, Joya Tucci, Jacquie Owens and Library Director, John Walter.

**Absent:** Paul Lelonek, Pat Heindorf, Seth Groesbeck, Joan Kesel

**Guests:** Nancy Ewanyk, Nancy Baker, Joyce Brown

- Presentation by Jack and Naomi Cronk of Cronk Insurance Agency regarding library policies and coverage (20 minutes).
- Board member photos taken by Abby Russell.

Motion to approve January minutes with correction by Taylor Lapham; 2nd by Bob Powell; All in favor—Motion Approved.

**President** – No Report

**Vice President** - No Report

**Treasurer** – Reported by John Walter.
- Budget at about 12% - a little over mainly because of $10,000 expenditure of North Syracuse maintenance.
- Overall budget very good.

Motion by Bob Powell to approve Abstract #02/2003 in the amount of $61,161.22; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

**Corresponding Secretary** – Dottie sent a sympathy card to Roy Pickard for the loss of his wife.

**Trustees** – No Report
**Director’s Report**

- Strategic Planning – We are at 90% completion with next 3-year plan. We will be presenting it to the board in the next few months.
- State Annual Report – We began working on this in January. We will be adding the financial figures to this report for completion.
- We are monitoring Vacation and Sick leave for all employees. This will be available to all staff members to keep an update on time used and available.
- We are working on DASNY projects now that we have the funding – (John’s Goals for 2003).
- Circulation and Borrowers down very little—mainly because of the bad weather this month. We are still very strong for circulation in our libraries.
- Brewerton sidewalk raised up due to weather and the main front door will not open. Also, there is damage to their shed. We will need to repair these soon.

**Building** – No Report

**Personnel**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lindsay Pepperman</td>
<td>Lib Clerk I</td>
<td>Resigned: 2/3/03</td>
</tr>
<tr>
<td>Marianne Vaughn</td>
<td>Clerk II</td>
<td>New Hire: 2/3/03</td>
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Motion to approve Personnel Report by Joya Tucci; 2nd by Pat Madigan; All in favor—Motion Approved.

**Technology** – No Report

**Strategic Planning** - Will be meeting this Friday and we will be presenting to the board in March or April regarding subject on by-laws.

**Finance** – No Report

**Friends** - North Syracuse Friends met recently.
Cicero Friends will be having a book sale fundraiser before Mother’s Day.

**Legislative** – Legislative Day is mid-March. John will be attending this.

**Endowment/Dedication** – No Report

**Old Business** – None
New Business –

- Cabinets for Technology Office at approximately $1,100. Best quote from C&R Supply. $767.00 for cabinets and counter. $300.00 for installation. Total of $1,067.00.

Motion to approve cabinets for Computer Consultant Office by Taylor Lapham; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to go into Executive Session to discuss the employment history of a particular person by Jacquie Owens; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Executive Session held.

Executive Session adjourned at 8:40 p.m.

Motion to end Executive Session by Bob Powell; 2nd by Taylor Lapham; All in favor—Motion Approved.

Meeting Adjourned at 8:41 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary
Meeting was called to order at 7:00 p.m.

Attending: Charlotte LaPorte, Paul Lelonek, Mary Lou Fraser, Taylor Lapham, Dottie Rushworth, Bob Powell, Jacque Owens, Seth Groesbeck, Joya Tucci, Pat Heindorf, and Library Director, John Walter.

Absent: Pat Madigan, Joan Kesel

Guests: Nancy Baker, Nancy Ewanyk, Joyce Brown

“Paws to Read” - Presentation by Bonnie Fuller.
  • There has been a very good response to this program. We would like to expand to N.Syracuse and Brewerton libraries after this summer.

Motion to approve February minutes by Joya Tucci; 2nd by Jacque Owens; All in Favor—Motion Approved.

PRESIDENT
  • The property at Brewerton has been purchased. We will be working on this for the next few months. We will be looking into Environmental study, Planning Commission, Architect, and also, notifying the neighborhood of what we will be doing. We will keep you updated on this project as it progresses.

VICE PRESIDENT - No Report

TREASURER
  • Overall budget very good.
  • Expenditures—Tax receipts next month for $834,737.00 (this will be added to the revenue and will show on next month’s income report.)
  • There was a budget cut in OCPL money.(A decrease of $2,000)

Motion by Dottie Rushworth to approve Abstract #03/2003 in the amount of $72,689.83; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to accept Managers and Director’s checking account in the amount of $4,307.12 by Taylor Lapham; 2nd by Mary Lou Fraser; All in favor—Motion Approved.
SECRETARY - No Report

TRUSTEES - No Report

DIRECTOR’S REPORT

- NOPL Strategic Plan – The Board will be reviewing and will be voting on this at this meeting.
- Spring Newsletter completed by Abby Russell.
- 90% of Annual Report is completed.
- Approval of DASNY regarding Brewerton parking lot. This will be our main focus for the next few months.
- Circulation down 8%. Borrowers down 13%. Due mainly to the bad weather in February.
- Proposed State Budget looks bad for others, but will have little direct impact on NOPL.
- Legislative Day- John will be attending this in Albany on March 18th.

BUILDING

- Josall Roofing is working on Brewerton Library to fix the leaking problems in the ceiling. They will also be checking the drains on the roof at North Syracuse and Cicero Libraries.

PERSONNEL

Cheryl A. Jackson Library Clerk I New Hire 2/14/03 (N.Syr)
June E. Parker Library Clerk I New Hire 2/24/03 (Cicero)

TECHNOLOGY - No Report

STRATEGIC PLAN – Very good three 3-year plan. (Memo enclosed to the Board)

PUBLICITY – No Report

FINANCE

- Last week when the officers met they discussed paying the part-time employees Holiday pay. It will cost about $5,000 or less per year out of our budget, which we can afford to do at this time.
- Requested estimates on putting in hand dryers in the bathrooms, instead of paper towels. This would save on the cost of paper towels and would be more sanitary also.
FRIENDS

- Cicero Friends- Sale on new books and gifts in May. Brewerton Friends gave the library (12) new videos. North Syracuse Friends meeting will be coming up soon.

LEGISLATIVE

- John will attend a Legislative meeting in Albany on March 18th.

ENDOWMENTS/DEDICATIONS - No Report

OLD BUSINESS - No Report

NEW BUSINESS -

- Purchase Policy on consumable supplies for the libraries is enclosed in the board packet. Please add: line #7- All contract services will be put out to bid after three (3) years. Request approval for purchases over $250 and up to $10,000.

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

Motion to accept Purchasing Policy by Taylor Lapham; 2nd by Pat Heindorf; All in favor—Motion Approved.

Motion to approve paying of part-time employees for major Holidays by Jacquie Owens; 2nd by Joya Tucci; All in favor—Motion Approved. (1) Abstention by Taylor Lapham.

Motion to approve Strategic Plan by Paul Lelonek; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Motion to adjourn meeting by Joya Tucci; 2nd by Mary Lou Fraser; All in favor—Motion Approved.

Meeting Adjourned at 8:02 p.m.

Respectfully submitted,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library  
Monthly Board Meeting  
April 21, 2003

Meeting was called to order at 7 p.m.

Attending: Charlotte LaPorte, Pat Madigan, Dorothea Rushworth, Bob Powell, Joan Kesel, Pat Heindorf, Mary Lou Fraser, Joya Tucci, Taylor Lapham, Jacquie Owens, Paul Lelonek, and Library Director, John Walter.

Absent: Seth Groesbeck (Excused)

Guests: Nancy Baker, Nancy Ewanyk, Joyce Brown, Kathy Osmond

- Board Member photos taken by Kathy Osmond.

Motion by Taylor Lapham to approve March minutes; 2nd by Paul Lelonek; All in favor; Motion Approved.

President
- We are still working on the property in Brewerton. We will be getting together with Terry Kirwan to sign the papers for the closing. This should be finalized by mid May.
- Also, we will be getting the survey, insurance and architectural plans and will be discussing the environmental plans, which will be needed.
- You will be receiving revised by-laws in the mail. Please look them over so we can vote on them at the next Board meeting. Terry Kirwan will be attending our meeting in May.

Vice President – No Report

Treasurer’s Report
- The Mortgage and Operating income will now be in the monthly meeting agenda.
- Overall Budget is very good.
- North Syracuse Maintenance agreement and Cicero Road payment are both paid.
- Adult programming is at 50% of our budget- Paul will be looking into this further.
- We have already received money for the Children’s Grant.
- Josall Roofing and Ceiling repairs were applied to DASNY for emergency building repairs on the original construction.
Motion to accept payment of bills Abstract #04/2003 in the amount of $74,825.04 and Director and Managers account in the amount of $4,366.76 by Dottie Rushworth; 2nd by Pat Madigan; All in favor-Motion Approved.

**Corresponding Secretary**

- Dottie will be sending Charna Wesche a get well card.

**Trustee Report** – No Report

**Director’s Report**

- Bought replacement blinds for the Libraries.
- There will be a staff meeting on May 1st regarding our Strategic Plan.
- We will be discussing with our Computer Consultant, Carol Westcott, in obtaining additional Computer training.
- DASNY Funds already expended include: Gutters were installed at Brewerton library. Painting and patching finished at all three (3) libraries. Purchased computer furniture and chairs for North Syracuse. $27,000 spent on computers and monitors we bought in 2002.
- Working with Tony Laratta on accounting solutions.
- Worked on Pension Program.
- Circulation up 8% this month.
- Borrowers up 65%. We are seeing very good growth.
- Elyse Meltz put together statistics of tracking the usage of databases and the number of users of our computers on a monthly basis.
- Sue Clarey and Anita Colangelo gave a report regarding author, Gail Gibbons. It was very successful.

**Committee Reports**

**Technology**

- We have plans to replace all workstations within the next five (5) years.
- Memo handed out to board on estimated budget for this year and next year. If any questions on this, please call Carol Westcott.

**Finance**

- Taylor Lapham will be taking care of the mileage and expense reports each month.
Old Business - No Report

Personnel Report

Charna Wesche N. Syracuse Leave of Absence *

*(Charna will be replaced with a temporary employee at this time)

Motion to accept Personnel Report by Mary Lou Fraser; 2nd by Bob Powell; All in favor- Motion Approved.

Motion to renew Computer Consultant contract at current rate of $720 per week by Paul Lelonek; 2nd by Pat Heindorf; All in favor- Motion Approved.

Public Service Policies

Motion to Approve Public Service Policies by Paul Lelonek; 2nd by Bob Powell; All in favor- Motion Approved. (1) Abstention by Dottie Rushworth.

Employee Pension Fund Contributions

• Amount due for our employee pension fund should be around 4 1/2 % of our payroll for covered employees.
• We are in good shape for Budget of next year’s Pension Fund.

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

Meeting Adjourned at 8:02 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library
Monthly Board Meeting
May 19, 2003

Attending: Charlotte LaPorte, Pat Madigan, Dorothea Rushworth, Pat Heindorf, Mary Lou Fraser, Joya Tucci, Taylor Lapham, Jacquie Owens, Seth Groesbeck, Paul Lelonek, and Library Director, John Walter.

Absent: Joan Kesel, Bob Powell

Guests: Terry Kirwan, Joyce Brown, Nancy Baker, Nancy Ewanyk

Presentation by Terry Kirwan of Primo, Primo & Kirwan Law Firm regarding purchase of Brewerton property on Bennett Street and to discuss NOPL by-laws.

Brewerton Property – The closing on Bennett Street was last week and we will now be looking into these issues:
• Incorporating the two properties in Brewerton. (Brewerton Library and Bennett St.)
• Continuation of Brewerton parking lot or stand alone parking at Bennett St.
• Working with firm of LJR Engineering we will present a draft to the town planning board of what will need to be done with the property (demolition, landscaping, environmental. etc.) Then John will present it to the Board at the Executive Meeting.
• NOPL plans to notify all the neighbors in the area of what we are planning to do with the property.

NOPL by-laws
• Review of updated by-laws handed out to the Board. Terry Kirwan went through and discussed with the Board.
• Terry will be checking into Article 3 Section 6 of the by-laws in regards to Trustee vacancy of office.

Moment of Silence for Charna Wesche and Dean Fields who passed away recently. Charna was a Children’s Librarian at North Syracuse and Dean Fields was a former Board member. Everyone at NOPL will miss them both.

Motion to contribute 3 books (one from each library) in Charna’s name by Taylor Lapham; 2nd by Pat Madigan- All in favor-Motion Approved.
President

- Closed on the property at Bennett Street and will now be working with our attorney and engineer on next steps for development of the property. We will keep the Board informed before we go ahead with plans.

Treasurer’s Report

- Spending – Maintenance Agreement and Road Payment is all paid (one-time payment). We are doing very well at this time with our spending.
- Children’ Material – covered by Grant money.
- Computer Equipment – We are waiting on approval of 2-year plan before we spend our Computer budget. (Computer equipment still has $22,000 left.)
- Regarding Office XP- This should be put on only the official business computers in NOPL (Director, Managers and Accounting Computers) we also need to do more research on the vendors of these computer updates.
- Retirement Fund – Should only be about a 15% increase.
- We also need to show on our reports each month, where we are getting the money for the property on Bennett Street for taxpayers purposes. This will be on next month’s sheets.
- Directors and Managers need to document the reason for any voided checks.
- Income Report- We have cash in the bank and are doing very well.
- Outstanding DASNY money – We need to find out how we are going to address our surplus of DASNY funds. Also, when we borrow money out of the account and pay it back after 5 years, do we keep the money to invest or pay down Bonds?

Motion to accept payment of bills, Abstract #05/2003 in the amount of $91,728.56 by Dottie Rushworth; 2nd by Joya Tucci; All in favor- Motion Approved.

Motion to accept Director and Manager’s Account in the amount of $7,588.23 by Pat Heindorf; 2nd by Mary Lou Fraser.

Corresponding Secretary

- Sent cards to: Charna Wesche (get well), Liz Cullen (Mother-In-Law passed away) and Nancy Orcott (Mother passed away)
Trustee Reports – No Report

Director’s Report

- There was a slight drop in Circulation this month.
- Borrowers – Up very little. Still doing very well overall.
- Library Goals and Objectives: Literary Base Programs by local Authors such as Don Thompson doing very well at all three (3) libraries. We are ahead on our Goals and Objectives.
- Updated By-laws will be mailed to the Board members with corrections so they may be put into their Trustee handbook.
- Held Staff meeting May 1st on Strategic Plan and Public Service Policies. Established new procedure for counting computer users at our libraries.
- Working with Paul on the budget. Submitted the $27,000 expended last year to DASNY two weeks ago, including gutters and painting of the libraries.
- Submitting $50,000 to DASNY on 5/20/03. (We have been promised that we will be reimbursed with 30 days.)
- Attended Legislative Workshop with Nancy Ewanyk. State Legislative approved money for libraries.
- Part-time Librarian I- will be filling this position soon to replace Charna Wesche.
- Brewerton Parking Lot Plan is started and we will make sure that the Board has an opportunity to look at the Bennett Street plans before we make a decision.
- Databases- (2003-2004) we will be comparing the numbers of database users and will have some training for the staff on this.

Building - No Report

Technology – No Report

Strategic Planning - Taylor Lapham brought up discussion on VHS versus DVD’s. Many seniors still have VHS players and may not want to buy a DVD player. John will discuss this with all the Managers of the Libraries and will get back to them regarding what the libraries should do.

Finance - No Report

Friends – North Syracuse will have a Book Sale in June.
- Cicero- Ice-cream Social and Scholastic Book Fair in June.
- Brewerton – Field Days at Brewerton Elementary, Bake Sale June 3rd, and two Concerts at the Library.
Legislative – No Report

Endowments/Dedications – No Report

Old Business – No Report

New Business

• Paving Stones for Brewerton Library – Front grass path being used by patrons. Would like quotes on putting stones in this area. (Will get quotes on this when we take care of the Bennett Street parking area).

Personnel Report

• No changes currently.
• Letter from Gay Dygert regarding Leave of Absence passed out to the Board.

Motion to approve Personnel Report and approve leave of absence request by Joya Tucci; 2nd by Seth Groesbeck; All in favor-Motion Approved.

Motion to adjourn meeting by Dottie Rushworth; 2nd by Jacquie Owens- All in favor- Motion Approved.

Meeting Adjourned at 8:11 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library  
Monthly Board Meeting  
June 16, 2003

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

Absent: Paul Lelonek, Pat Heindorf, Pat Madigan, Seth Groesbeck and Jaquie Owens

Guests: Nancy Baker, Nancy Ewanyk, Joyce Brown and Kathy Osmond

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

Charlotte introduced Suzanne Berti as our replacement for Jackie Owens who has resigned from the Library Board. Suzanne and her husband live in Cicero and have two children. She is a teacher at Roxboro Middle School. We would like to welcome her to the library board.

Public Relations Specialist, Kathy Osmond made a presentation describing her job and future goals for the libraries. She is involved with all three of the libraries in scheduling of programs, publicity, news releases, flyers for special events and distribution of the monthly program calendar.

Approval of May board minutes tabled until next month.

President

- John and Charlotte have been very busy with the Bennett Street property. We have sent a letter to the neighbors informing them of the changes that we will be making. We will be meeting Wednesday, June 25th at 6 p.m. to present the plans and also to answer any questions that you may have. You are welcome to attend this meeting.
- Charlotte read a letter of resignation by Jacquie Owens to the Board.

Vice President – No Report
**Treasurer’s Report** – given by John Walter

- May budget doing very well.
- Bond Payment will be reported on each month. Remainder of taxes is the amount of the bond payment.
- Director’s and Managers accounts were also reviewed with the board.
- Reviewed Abstract #06/2003

Motion by Joan Kesel to pay bills, Abstract #06/2003 in the amount of $60,205.41 and the Director’s and Managers’ accounts from May; 2nd by Joya Tucci; All in favor-Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Report** – No Report

**Director’s Report**

- Circulation up by 2%. Borrowers up 23%. Overall the numbers are increasing and we are doing very well.
- Database usage- gives us an idea of how many times our patrons access the library databases. Next year we will be able to compare year over year trends in the number of users.
- Sent Assemblyman, Jeff Brown a note regarding NOPL libraries. Mr. Brown would like to attend one of our meetings this fall to discuss what our libraries are doing and legislation regarding libraries.
- Seth Groesbeck will now be Legislative liaison.
- Met with Bob Gartley from the Dormitory Authority. DASNY reimbursement funds will be available very soon.
- Diagram of Brewerton parking area was distributed and discussed. We will be expanding the parking and hope to obtain many more parking spaces for the library.
- Sue Clarey has purchased (3) three books in the memory of Charna Wesche.
- HVAC memo from Mike Madigan on recommendations for NOPL libraries for better performance. We will be holding on these until DASNY funds are available. (Dottie Rushworth will send a thank you to Mike for taking the time to write up these recommendations.)
- We are continuing to make the transition from VHS to DVDs in the libraries. Many of the local libraries are also following this trend. We will still continue to offer VHS format.
- Working with Carol Westcott on the Technology Report and continuing to upgrade our computers and equipment.

**Old Business** – No Report
**New Business** - No Report

Motion to approve Personnel Report with the correction of Dorothy Kuwalski as a Clerk 1 not a Clerk 2 by Bob Powell; 2\textsuperscript{nd} by Dottie Rushworth; All in favor—Motion Approved.

**Revised NOPL by-laws**

Motion to approve the revised By-laws by Joan Kesel; 2\textsuperscript{nd} by Mary Lou Fraser; All in favor—Motion Approved. (1) Abstention by Dottie Rushworth.

Motion to adjourn meeting by Taylor Lapham; 2\textsuperscript{nd} by Joya Tucci; All in favor—Motion Approved.

Meeting adjourned at 8:30 p.m.

Sincerely,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library  
Special Board Meeting  
July 14, 2003

Attending: Charlotte LaPorte, Paul Lelonek, Joan Kesel, Pat Heindorf,  
Pat Madigan, Taylor Lapham, Suzanne Berti, Mary Lou Fraser,  
Dottie Rushworth, and Director, John Walter.

Absent: Seth Groesbeck, Bob Powell, Joya Tucci

Guests: Terry Kirwan, Larry Roscini, Kathy Osmond, Nancy Baker, Joyce Brown

Meeting called to order at 7:02 PM

Charlotte introduced Terry Kirwan of Primo, Primo & Kirwan Law Firm and Larry Roscini of LJR Engineering.

- Presentation by Larry Roscini with proposal of (2) plans for the Brewerton Parking Lot.

1st Plan- Consists of creating 21 parking spaces for Brewerton Library. With additional landscaping, sidewalk and lighting. Total estimated cost would be $172,000.

2nd Plan- Consists of creating 7 parking spaces but with no additional landscaping, lighting etc. This would be only phase 1 of the parking lot expansion. Total estimated cost would be $104,000.

President
- Planning Committee meets next month to decide on what plan to proceed with.  
Still two items to address are Town code and parking issues. We need to obtain (2) two variances. We should be able to start to demolition first. But we hope to finish parking lot by October or November or even early Spring. (tentatively)

- Swearing in of Suzanne Berti to office.
• Motion to authorize Terry Kirwan of Primo, Primo and Kirwan to work with the town on any legal matters to approve plan of adding 21 parking spaces to Brewerton property (with any necessary amendments) by Mary Lou Fraser; 2nd by Paul Lelonek; All in favor-Motion Approved.

• Motion to authorize Larry Rosini of LJR Engineers to work with town to approve plan of adding 21 parking spaces to Brewerton property by Paul Lelonek; 2nd by Pat Heindorf; All in favor-Motion Approved.

• Motion to authorize expenditure of DASNY funds up to $200,000 for Brewerton parking lot by Dottie Rushworth; 2nd by Taylor Lapham. All in favor-Motion Approved.

Motion to enter into Executive Session to discuss purchase of real property by Joan Kesel; 2nd by Pat Madigan; All in favor-Motion Approved.

Executive Session started at 7:30 pm

• Question of buying property around NOPL Library in North Syracuse from the Village of North Syracuse. It was decided that a Commercial appraisal would be required prior to presenting idea to the Board.

Executive Session ended at 7:56 p.m with motion by Joan Kesel to spend up to $5,000 for appraisal of land around North Syracuse Library with expectation of buying property; 2nd by Paul Lelonek.

Meeting adjourned at 8:00 p.m. with motion by Mary Lou Fraser and 2nd by Taylor Lapham.

Respectfully Submitted,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library
Monthly Board Meeting
July 21, 2003

Attending: Charlotte LaPorte, Seth Groesbeck, Dottie Rushworth, Paul Lelonek, Pat Madigan, Pat Heindorf, Suzanne Berti, Bob Powell and Director, John Walter

Guests: Nancy Baker, Joyce Brown, Nancy Ewanyk, Elyse Meltz

Absent: Taylor Lapham, Joya Tucci, Mary Lou Fraser, Joan Kesel

Meeting called to order at 7:01 p.m.

Motion to approve June minutes with the change under Director’s Report that Charlotte wrote the thank you note to Mike Madigan for HVAC recommendations by Bob Powell; 2nd by Pat Madigan; All in favor-Motion Approved.

President

• Regarding the Brewerton Parking Lot-Terry Kirwan informed us that we need to obtain the variance first, and then we go to the Planning Commission.

Vice President – No Report

Treasurer’s Report

• We are at about 50% of our Budget.
• Reserve fund payment will be paid in about (6) six weeks.
• Keep funding for the Adult and Children’s programs- They are doing very well in all the libraries.
• John Walter will follow up on DASNY funds.
• Overall we are in very good shape.
Motion to pay bills and approve Abstract #07/2003 in the amount of $61,415.82 by Dottie Rushworth; 2nd by Pat Madigan; All in favor-Motion Approved.

Motion to accept Director and Manager’s Accounts in the amount of $2,245.11 by Pat Madigan; 2nd by Bob Powell; All in favor - Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Report** – No Report

**Director’s Report**

- Circulation up 16% from last year.
- Borrowers up also-Doing very well.
- Carol Westcott has been installing new flat screen computers in the libraries.
- Kathy Osmond (Public Relations) doing a great job establishing relationships with our local newspapers.
- We are working on our Budget for 2004.
- Response to the Science Camp Program was very good- Pat Madigan was acknowledged on doing a great job. All the programs at the libraries are doing very well.

**Data Base Usage**

Presentation by Cicero Reference Librarian, Elyse Meltz

- Discussed how to use Library databases and how they can be accessed. You can obtain information from home with only your library card and a pin number.
- DataBase mostly used is “Infotrac”. If you need any research help or information, please call Elyse (Cicero) or Geoff Socha (North Syracuse).
Committee Reports – No Report

Old Business – No Report

New Business

Motion to approve Personnel Report with change: Marie Geary starting salary at $8.00 per hour by Seth Groesbeck; 2nd by Bob Powell; All in favor Motion Approved.

2004 Budget

- Approximately 1% increase per Library.
- Charlotte will be meeting with John and Kathy Osmond to discuss election next month.
- Bookkeeping- to be discussed with the Board.
- 2004- this is the last year for our Road payment.

Motion to accept 2004 Proposed Budget $1,169,186.00 by Bob Powell; 2nd by Pat Madigan; All in favor Motion Approved.

- There will not be a Board Meeting in August

Motion to pay August bills on time by Paul Lelonek; 2nd by Bob Powell; All in favor Motion Approved.

- Brewerton Parking lot – We will send a memo to the board to keep you informed on any updates and changes.

Motion to adjourn meeting by Dottie Rushworth; 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
September 15, 2003

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

Absent: Dottie Rushworth, Mary Lou Fraser

Guests: Nancy Ewanyk, Nancy Baker, Joyce Brown, Kathy Osmond, Elyse Meltz.

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

Motion to approve July 14th (Special Meeting) and July 21st (Regular Monthly Meeting) by Taylor Lapham; 2nd by Pat Madigan; All in favor—Motion Approved.

President

• Regarding the Brewerton Parking Lot. We expect construction to begin in the spring. We are scheduled to go before the Zoning Board and Planning Commission for approvals this fall.

Vice President – No Report

Treasurer

• Overall we are in very good shape with our budget until the end of the year.
• DASNY will be reimbursing our legal fees for the parking lot that we are incurring now.

Motion to approve Abstract #08 (August bills) in the amount of $98,717.88 by Pat Madigan; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to approve Abstract #09 (September bills) in the amount of $58,756.84 by Joan Kesel; 2nd by Pat Heindorf; All in favor—Motion Approved.
Secretary – No Report

Trustees – No Report

Director’s Report

Updates:

• Our Bookkeeper, Tony Laratta quit in July.
• Continuing with Capital Improvements to the libraries. (New projector screens, Roof tape for ice build-up in the winter and conversion for more office space.
• Elections coming up in October.
• Reassigning Brewerton Staff- Clerk 2 and Clerk 1 needed at all times in the library.
• Circulation’s down a little. Can be due to the power outage in August (limited number of books patrons can check out).
• Users and Borrowers are up. Overall Statistics look good.
• Cicero- New Books are continuing to expand on the shelves.
• Recommend hiring Michael Benn Accounting Firm for our Bookkeeping Services.
• Regarding the entrance at Cicero Library- wrote a letter to Supervisor Fran Kip and Cicero LDC regarding the barrels and the appearance of the area.

Presentation by Kathy Osmond on the upcoming Election on October 15th.

• All Election maps, voting information and bookmarks, have been distributed to each library and will be on the circulation desk.
• Listening Sessions have started.
• We will be sending out Election reminder postcards in the beginning of October.
• There will be a news article and a letter to the Editor before the Election.

Technology Report

• Carol Westcott will now be reporting to the Library Board.

Strategic Planning – Will be meeting this fall.

Finance

Finance Committee meeting will be next month before the Board meeting. We will work on the budget for 2004.
**Legislative**

John will look into inviting Assemblyman Jeff Brown to one of our Board Meetings.

**Old Business**

Parking lot. Not expected to begin construction until spring. We will look into demolishing Brewerton property now.

**New Business**

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

Motion to add a Full-time Clerk 2 to Brewerton by Joan Kesel; 2nd by Pat Madigan; 1 Abstention-Taylor Lapham; All in favor—Motion Approved.

Motion to hire Michael Benn to supply bookkeeping services by Paul Lelonek; 2nd by Joya Tucci; All in favor—Motion Approved.

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

Meeting Adjourned at 7:58 p.m.

Board members took a tour of the Cicero Library conducted by Nancy Baker and Elyse Meltz.

Respectfully Submitted,

Marianne Vaughn  
Board Secretary
Northern Onondaga Public Library
Monthly Board Meeting
October 20, 2003

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

Guests: Nancy Baker, Nancy Ewanyk

Absent: Mary Lou Fraser, Joyce Brown

Meeting called to order at 7:08 p.m.

Approval of September minutes by Joan Kesel; 2nd by Bob Powell; All in favor—Motion Approved.

President

• Regarding next year’s calendar, January and February meetings will be held on the 4th Monday instead of the 3rd.
• We will be updating a new trustee listing to be replaced in your handbooks.

Vice President – No Report

Treasurer’s Report

• DASNY – Additional funds will be discussed at our next meeting.
• Bank balance – We are in very good shape until the end of the year.
• Library Budget has passed.
• Our book fund is spent for the year.
• Children’s Material Grant- 100% spent of budget
• Children programs will increase in next year’s budget.
• Computer training for library staff will not be needed next year.

Motion to approve Abstract #10/2003 in the amount of $74,243.15 by Dottie Rushworth; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to approve Manager’s and Director’s accounts in the amount of $7,296.79 by Taylor Lapham; 2nd by Pat Heindorf; All in favor—Motion Approved.
Secretary – Dottie will send Joyce Brown a sympathy card for the passing of her mother.

Trustee – No Report

Director’s Report

- Michael Benn accounting firm is now doing our new Bookkeeping Services.
- Tax bill for Brewerton Property – we had to pay property tax of $1,100.00
- Regarding Maintenance issues: Brewerton sidewalks, Cicero pavers (sidewalks heaved) Have contacted original installers.
- Heat tape installed at Brewerton on canopies.
- Cicero window treatments installed
- Demolition of Brewerton property ready to go. We hope to be done by December 1st.
- Monthly report circulation doing very well. Borrowers are up also.
- Nancy Ewanyk resigning – we all wish her well in her new job.
- Databases are being used.
- Election Results – Budget passed.

Personnel Report

Diane Boyd Library Clerk 1 N.Syr New Hire $8.00/hr
Marjorie Gladle Library Clerk 1 N.Syr New Hire $8.00/hr
Amy Loveless Library Clerk 1 Cicero New Hire $8.00/hr
Linda Parise Library Clerk 2 N.Syr Resignation
Nancy Ewanyk Librarian I N.Syr Resignation

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

New Business

Motion made that a Reference Librarian (Librarian 1) position be created at Brewerton and that Joyce Brown be transferred to that position. Motion by Joya Tucci; 2nd by Pat Heindorf; All in favor—Motion Approved.

Motion made by Paul Lelonek and 2nd by Seth Groesbeck that the contract for technology consultant be put out to bid. Motion passed.

Motion made by Paul Lelonek that we accept the bid of D.J Evans Snowplowing Services for $1,980.00 with stipulation that they have certification of liability insurance. Motion 2nd by Seth Groesbeck. Motion passed.
Election Results:

Proposition #1--Shall the proposed 2004 allocation of $1,169,186 be approved?
  176 Yes
  25 No

Trustees:

  Dottie Rushworth  4-year term
  Suzanne Berti  3-year term
  Lynda Holbrook  4-year term
  Joya Tucci  4-year term

Motion to certify Election results by Pat Madigan; 2nd by Taylor Lapham; All in favor—Motion Approved.

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

Meeting Adjourned at 8:55 p.m.

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library  
Monthly Board Meeting  
November 17, 2003

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

**Absent:** Pat Heindorf

**Guests:** Nancy Baker, Kathy Osmond

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

**President**

- We would like to thank Kathy Osmond for a good job on letting the public know that our Cicero library is not part of Cicero Commons. She distributed flyers at each of the libraries and notified our local Newspaper.
- Next month board meeting will be our Christmas get together- we would like to start the meeting a little earlier. Tentatively at 6:00 p.m. We will confirm the time at a later date.

**Vice President** - No Report

**Treasurer’s Report**

- Bank balances look very good until the end of the year.
- We are at 78% of our total budget – excellent.

Motion to approve Managers and Director’s Account in the amount of $1,937.13 and Abstract #11/2003 in the amount of $114,296.66 by Mary Lou Fraser; 2nd by Pat Madigan; All in favor—Motion Approved.

**Corresponding Secretary** – Sent Joyce Brown sympathy card for the loss of her mother.
**Trustee Report**

- Joan Kesel- Regarding Tax bill – Requested that we check into whether we are being charged for trash pickup for the Cicero district.
- Cicero Commons entrance – Lighting needed at the corner when turning into Cicero Commons. We should write a letter and present it at Cicero board meeting.

**Director’s Report**

- Library signs have been put up in Brewerton.
- Our Databases are being used at the libraries (Post Standard article in board packet).
- Increase in Circulation, Borrowers are up also.
- Kathy Osmond Public Relations budget enclosed.
- Have hired (1) one Clerk 2 at North Syracuse and are in the process of hiring a Librarian 1.
- Legislative breakfast- anyone interested in attending our meeting on December 5th, please notify John Walter.
- NYLA – Elyse Meltz gave feedback report on the conference – (letter enclosed in your packet)
- Video by John Walter on the NYLA Conference – Future and Change of our Libraries.

**Building** – No Report

**Insurance/Personnel** – Will be going into Executive Session after our regular meeting.

**Strategic Planning** – We will schedule a meeting at another time. Anyone interested in joining the committee, please let us know. Meeting will be the first week in December.

**Technology** - No Report

**Publicity** – No Report

**Finance Committee** - We will finalize budget for next year at our December’s meeting and the Board can vote on it in January.

**Old Business** - Brewerton Property- Asbestos is out of the house on Bennett Street and we are now in the process of getting bids for demolition. We will be going to the ZBA sometime in January or February.
**New Business**

Motion to approve the Personnel Report by Joan Kesel; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Photocopiers – Copier needed in Administration office, North Syracuse & Brewerton staff rooms.

Presentation by Kathy Osmond on Usherwood Canon Digital Copier for the Administration office at Cicero.

Motion to purchase (2) small Canon copiers for North Syracuse and Brewerton by Joya Tucci; 2nd by Paul Lelonek; All in favor—Motion Approved.

We will discuss the purchase of the administrative copier at our December meeting.

**Phone Listings**- regarding purchasing an Ad in the yellow pages. Cost of this is $800.00 Not recommended by the Finance Committee.

Motion to go into Executive Session at 8:20 pm. to review a personnel matter by Seth Groesbeck; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to go out of Executive Session by Paul Lelonek; 2nd by Joya Tucci; All in favor; Motion Approved.

Board will meet for a Special Board meeting to vote on personnel matters on Wednesday, November 19th at 5:00 p.m.

Motion to adjourn meeting by Mary Lou Fraser; 2nd by Joya Tucci; All in favor; Motion Approved.

Meeting Adjourned at 9:05 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary
Northern Onondaga Public Library  
Special Board Meeting  
November 19, 2003

**Attending:** Charlotte LaPorte, Bob Powell, Dottie Rushworth, Mary Lou Fraser, Seth Groesbeck, Joan Kesel, Paul Lelonek, Joya Tucci, Pat Heindorf and Library Director, John Walter.

**Absent:** Taylor Lapham, Pat Madigan, Suzanne Berti

**Guests:** Nancy Baker

Meeting was called to order at 5:18 p.m.

**Personnel**

Motion to approve to hire Camille Luteran for Librarian I at Brewerton Library with salary of $30,000 effective December 8, 2003 by Mary Lou Fraser; 2nd by Dottie Rushworth; All in favor—Motion Approved. (1) Abstention by Bob Powell.

**Personnel Committee**

- We will need to discuss employee base and cut-off salaries and include written guidelines in our rules. We will be talking with Civil Service regarding the base salary for specific job positions. Committee meeting is scheduled for Monday, December 1st at 4:00 p.m. at Cicero Library.
- We need a policy for all job descriptions.
- The hiring and firing of all employees rests with the Library Director. The only employee the Board hires, is the Library Director.

**North Syracuse Library Manager’s position**

- We have been in the process of interviewing for this position and should have this position filled by our next meeting and will present him/her to the Board. Those involved in the interviewing process are John Walter, Charlotte LaPorte, Nancy Baker, Suzanne Nelson and Geoff Socha.
Motion to pay Librarian I salary at North Syracuse Library $30,000 annually by Seth Groesbeck; 2nd by Mary Lou Fraser; All in favor—Motion Approved. (1) Abstention by Bob Powell.

Technology- We will be talking to Terry Kirwan regarding a written contract for Carol Westcott’s position. Once we get the contract, we will present it to the Board.

One other item that was discussed involved a new copier purchase – We will be looking into a maintenance agreement with Usherwood that would be more cost effective for the library as we grow.

Meeting Adjourned at 5:58 p.m.

Respectfully Submitted,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
December 15, 2003

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

Absent: Joan Kesel

Guests: Nancy Baker, Camille Luteran and Kathy Osmond

Meeting called to order at 6:35 p.m.

Motion to approve November 17th board minutes by Taylor Lapham; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to approve November 19th, Special Board meeting minutes by Joya Tucci; 2nd by Paul Lelonek; All in favor—Motion Approved.

President

• Joyce Brown had her surgery this past Friday. She will be in Crouse Hospital 4-5 days. Please keep her in your thoughts.

Vice President – No Report

Treasurer

• We are in very good shape for January thru March. Our budget overall is very good.
• We are at 90% of our budget and all major items are paid.
• 2004 will be the last payment on reserve fund and road payment.
• DASNY reimbursed money for the Brewerton parking lot.
• Reviewed Abstract #12/2003

Motion to approve Abstract #12/2003 in the amount of $73,847.25 and Director’s and Managers’ account in the amount of $1,797.28 by Dottie Rushworth; 2nd by Joya Tucci; All in favor—Motion Approved.
**Corresponding Secretary**

- Sent a card to Joyce for her surgery and to Joan Kesel for the passing of her mother in law.

**Trustee Report** – No Report

**Director’s Report**

- Introduced Camille Luteran as our new Brewerton Librarian I manager.
- Circulation up 6% and Borrowers up 24%.
- Database usage doing very well.
- Carol Westcott & Kathy Osmond’s reports enclosed.
- Nancy Baker NYLA report also enclosed in board packet.
- Legislative Breakfast was very good.

**Personnel Committee**

- Meeting at Cicero, December 16th at 4:00 p.m.

**Friends**

- North Syracuse had their Election of officers. Mary Kay Dwyer, Auriol Doherty, Linda Parise and Darlene Piper.

**Old Business**

None

**New Business**

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

Motion to approve the purchase of the Usherwood Canon copier for $2,085 and the 3-year maintenance agreement for $1,620 by Joya Tucci; 2nd by Taylor Lapham; All in favor—Motion Approved.
Motion to approve and accept demolition bid for the Brewerton property by John E. Fisher Construction Company in the amount of $12,350 by Paul Lelonek; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to go into Executive Session at 7:07 p.m. on a Personnel matter regarding hiring a Librarian I manager at North Syracuse and a bonus for Nancy Baker by Paul Lelonek; 2nd by Taylor Lapham; All in favor—Motion Approved.

Motion to end Executive Session by 7:25 p.m. by Paul Lelonek; 2nd by Pat Heindorf; All in favor—Motion Approved.

Motion to approve to hire Lynne Yackel as part-time Librarian I for North Syracuse Library at an hourly rate of $16.50/hour by Suzanne Berti; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to reward Nancy Baker with a bonus of 1 weeks salary for her excellent work at North Syracuse Library while in the process of hiring a new Librarian I manager by Paul Lelonek; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to authorize Charlotte to execute contract with Carol Westcott by Paul Lelonek; 2nd by Joya Tucci; All in favor—Motion Approved.

Motion to Adjourn meeting by Pat Madigan; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 7:30 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary