

**Northern Onondaga Public Library  
Monthly Board Meeting  
January 24, 2005**

Attending: Charlotte LaPorte, Pat Heindorf, Bob Powell, Seth Groesbeck, Dottie Rushworth, Joya Tucci, Lynda Holbrook, Suzanne Berti, Glenda House, Anthony Morano, Linda Parise, and Library Director, John Walter.

Absent: Pat Madigan

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

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

**President**

Introduction of new board members: Anthony Morano, Glenda House and Linda Parise.

Motion to approve December minutes by Seth Groesbeck; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

**Vice President** – No Report

**Secretary** – No Report

**Trustees** – No Report

**Treasurer's Report**

- There will be a new line item on the Budget report: “Book Materials Processing”.
- Waiting on two more bids for Auditor/Accountant. We have received one bid so far. We will inform you as soon as they are all received.

Motion to approve Abstract 12/11/04 – 1/20/05 in the amount of \$144,540.90 by Dottie Rushworth; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

**Director's Report** – John Walter reported on Circulation and Borrower's.

**Salary Committee**- Committee met tonight for the first time. We will be looking over the reports on salaries and will be ready for salary recommendations in March.

**Technology**– No Report

**Strategic Planning**- Will be meeting some time in April.

**Friends** – Library Events in January:

Cicero Book & Bake Sale

North Syracuse Book Sale

Brewerton American Girl Doll Raffle

**Legislative** – No Report

**Endowments/Dedications**- Edrie Maloon estate still proceeding.

Motion to go into Executive session at 7:35 to discuss real estate and personnel matter by Seth Groesbeck; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Motion to come out of Executive Session at 8:25 p.m. on motion by Dottie Rushworth; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

Motion by Anthony Morano, second by Lynda Holbrook to authorize Charlotte LaPorte, with the assistance of attorney Terry Kirwan, to enter into negotiations with the Village of North Syracuse for the purchase of the North Syracuse property (entire plot). Expenditure not to exceed \$150,000. Motion passed, Seth Groesbeck and Patricia Heindorf abstaining.

Motion by Joya Tucci and second by Patricia Heindorf to authorize Charlotte LaPorte, Patricia Heindorf, and John Walter to negotiate with Single Source Solutions for property management services of all 3 libraries. Peter Ward owner, to include cleaning, maintenance, lawn care, ice & snow removal & book deliveries. Motion passed.

Motion by Bob Powell and second by Seth Groesbeck to approve Personnel Report. Motion passed.

Motion by Seth Groesbeck and second by Lynda Holbrook to appoint Linda Parise to fill vacant board position formerly held by Joan Kesel. Appointment to run through December 2005. Motion passed.

New members Linda Parise, Anthony Morano and Glenda House were sworn in by Charlotte LaPorte.

Motion for adjournment was made by Bob Powell; 2<sup>nd</sup> by Pat Heindorf; All in favor—Motion Approved.

Meeting Adjourned at 8:33 p.m.

Respectfully Submitted,

Marianne Vaughn

**Northern Onondaga Public Library  
Monthly Board Meeting  
February 28, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Dottie Rushworth, Bob Powell, Pat Madigan, Suzanne Berti, Anthony Morano, Lynda Holbrook, Seth Groesbeck, Linda Parise and Library Director, John Walter.

**Absent:** Joya Tucci, Glenda House.

**Guests:** Nancy Baker, Lynne Yackel and Kathy Osmond.

Meeting called to order at 7:04 pm

Introduction of Peter Ward of Single Source Solutions Property Management.

Presentation by Peter Ward explaining maintenance procedures of all (3) libraries that will be under his management. He will be taking care of all repairs, maintenance supplies, snow removal and other maintenance duties for the libraries.

**President**

Motion to approve January minutes by Bob Powell; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

- We are looking into awnings over the book drops for North Syracuse and Cicero Libraries.
- Charlotte and Pat met with the Village of North Syracuse regarding purchasing the land at North Syracuse library. The meeting went very well, and we are waiting on word from the Village. We should have more information for you by next month.
- We will be updating our Trustee Handbooks – we will be asking everyone to bring them to the next meeting- We will remind you in our Agenda for next month.
- Our new auditor will be Kruth, Stein, Squadrito and Lieberman. They will be conducting the audit starting around April 15<sup>th</sup>. We should have our report from them by early this summer.

**Vice President** – No Report

### **Treasurer**

- There will be some changes and updates on the budget report at our next meeting.
- Abstract #2 discussed by board.
- We have recently received our Town of Cicero tax check.

Motion to approve Abstract #2 in the amount of \$76,530.037 by Bob Powell; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

### **Trustees** – No Report

### **Director**

- John Walter reported on Circulation and Borrowers.
- Presentation on NOPL's new website (work done by Kathy Osmond, Carol Westcott and Joanne Howe, Syracuse University intern)
- We are trying a new procedure at N.Syracuse Library on a trial basis: When North Syracuse schools are closed or delayed; the North Syracuse Library will not open until 10:00 am.
- Trustee Learning Institute discussed. If anyone is interested in attending this meeting on April 29<sup>th</sup>-30<sup>th</sup>, please call John Walter.

### **Building** –None

### **Ins/Personnel** – None

### **Technology** – None

### **Strategic Planning**- In progress.

### **Publicity**- Kathy Osmond's report enclosed.

**Finance Committee**- Met tonight with the NOPL Staff Association and received all the information. The Committee will look over and report back to the board sometime in April.

### **Friends** – Library raffles at Cicero, N.Syracuse and Brewerton.

**Legislation** – Letter from Dave Valesky to John Walter supporting library funding enclosed in board packet.

**Endowments** – Nothing to report at this time.

**Old Business**- None

**New Business**

Motion to Approve Personnel Report by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

Motion for Adjournment by Bob Powell; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 7:52 p.m.

Respectfully submitted,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library  
Monthly Board Meeting  
March 21, 2005**

**Attending:** Charlotte LaPorte, Bob Powell, Suzanne Berti, Pat Madigan, Joya Tucci, Dottie Rushworth, Glenda House, Anthony Morano and Library Director, John Walter.

**Absent:** Pat Heindorf, Seth Groesbeck, Lynda Holbrook, Linda Parise

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

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

Motion to approve February minutes by Bob Powell; 2<sup>nd</sup> by Pat Madigan; All in favor—  
Motion Approved.

**President**

- Waiting for response from Terry Kirwan regarding the purchase of the North Syracuse property.
- We will keep you posted on recent estate donation of Edrie Maloon. We should know something more by the April meeting.

**Vice President**- No Report

**Treasurer**

- No Report (Pat Heindorf on vacation, will have lengthy one in April)
- Abstract #3 discussed with board.

Motion to Approve Abstract #3 in the amount of \$74,204.23 by Dottie Rushworth; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

### **Director**

- Introduction of Jacquie Kowalczyk, our new Cicero Reference Librarian.
- John Walter reviewed circulation reports, PR report, Children's report, and IT Consultant's report.
- Anyone interested in attending the Trustee workshop, April 29 – 30<sup>th</sup>, please let John Walter know.

### **Committee Reports**

**Building** – None

**Insurance/Personnel** – None

**Strategic Planning** – None

**Publicity** – Kathy Osmond's report enclosed.

**Finance Committee**- Will have a report by April meeting.

**Friends** – Upcoming events:

Brewerton – Book Sale in June.

North Syracuse – Book Sale April 2<sup>nd</sup>.

Cicero – Ice Cream Social in June.

April 21<sup>st</sup> – Joint meeting with all NOPL Friends Groups.

### **Legislative**

- John attended meeting March 15<sup>th</sup> and came back with a very positive response from our Legislation.

**Endowments/Dedications**- We are still waiting to hear about our estate donation.

**Old Business** – None

### **New Business**

2004 Annual Report Presentation made by John Walter.

Motion to accept the 2004 Annual Report by Dottie Rushworth; 2<sup>nd</sup> by Bob Powell; All in favor—Motion Approved.

Motion to change next meeting to April 25<sup>th</sup> (4<sup>th</sup> Monday) by Joya Tucci; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

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

Meeting Adjourned at 7:40 p.m.

Respectfully Submitted by,

Marianne Vaughn  
Board Secretary



**Northern Onondaga Public Library  
Monthly Board Meeting  
April 25, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Pat Madigan, Bob Powell, Dottie Rushworth, Lynda Holbrook, Suzanne Berti, Seth Groesbeck, Glenda House, Linda Parise and Library Director, John Walter.

**Guests:** Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond, Carol Westcott, Jill Wiechmann, Pete Ward (Single Source Solutions)

**Absent:** Joya Tucci, Anthony Morano

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

Presentation by Pete Ward of Single Source Solutions regarding the Awning recommendations for Cicero and North Syracuse Libraries. Total cost of the awnings per library would be \$1225. All work will be done and guaranteed by Awning Mart.

Motion to Approve March board minutes by Glenda House; 2<sup>nd</sup> by Bob Powell; All in favor—Motion Approved.

**President**

- The purchase of the land in North Syracuse is still in process. We will let you know as soon as we hear anything new.

**Vice President**

- Bob Powell made recommendation to add our NOPL logo to our E-Newsletter.

**Treasurer's Report**

- Abstract discussed with the board.
- Metro Net will be our new system for Dynix. Joyce Latham will be coming to one of our board meetings to explain this system and the additional cost to NOPL.
- 2005 Budget presented by Pat Heindorf.

Motion to Approve Abstract #4 in the amount of \$69,529.17 by Dottie Rushworth; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

**Secretary** – No Report

**Trustee Reports** – None

**Director's Report**

- John Walter reported on library statistics and events.

**Committee Reports**

- Terry Kirwan is still working on Edrie Maloon estate.

**Old Business** – None

**New Business**

Motion to Approve Awnings for Cicero and North Syracuse Library (72" wide) in the amount of \$1225 per library by Dottie Rushworth; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to Approve Personnel report by Seth Groesbeck; 2<sup>nd</sup> by Bob Powell; All in favor—Motion Approved.

Motion to go into Executive Session at 7:55 to discuss personnel matters by Seth Groesbeck; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:51 by Glenda House; 2<sup>nd</sup> by Pat Heindorf; All in favor—Motion Approved.

Motion to Adjourn at 8:52 p.m. by Seth Groesbeck; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Respectfully Submitted,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library**  
**Monthly Board Meeting**  
**May 16, 2005**

**Attending:** Charlotte LaPorte, Bob Powell, Pat Heindorf, Dottie Rushworth  
Joya Tucci, Suzanne Berti, Lynda Holbrook, Linda Parise, Seth  
Groesbeck, Glenda House, Anthony Morano, Pat Madigan, and  
Library Director, John Walter.

**Guests:** Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond, Carol  
Westcott, Jill Wiechmann and Joyce Latham (OCPL).

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

Introduction of Joyce Latham of OCPL by Charlotte.

Presentation by Joyce Latham of new library system that will be implemented and the  
discussion of MetroNet. (High speed internet connection).

Motion to Approve April board minutes by Seth Groesbeck; 2<sup>nd</sup> by Bob Powell; All in  
favor—Motion Approved.

**President**

- The purchase of the North Syracuse Library building has been approved. We have  
the final approval from Terry Kirwan to finalize the acquisition of the property.

**Vice President** – No Report

**Treasurer**

- Abstract discussed with the board.
- We have a new contract with Pete Ward of Single Source Solutions to take over  
the landscaping at North Syracuse. Next year, he will be taking over all three  
libraries including fertilizing the lawns also. He will be obtaining his license to  
fertilize.

Suggestion by Seth Groesbeck to look into Energy Audit for the libraries.

Motion to Approve Abstract #5 in the amount of \$64,400.18 by Dottie Rushworth; 2<sup>nd</sup> by  
Joya Tucci; All in favor—Motion Approved.

**Secretary** – No Report

**Director Report**

- John Walter reported on the current library statistics.

**Committee Reports**

**Friends**

- Mary Kay Dwyer sent out a letter about the get together on April 21<sup>st</sup> with all the (3) Friends Groups. They are planning a Casino Night on October 1<sup>st</sup> off site.

**Endowments/Dedications**

- We should be hearing about the Maloon estate very soon.

**Old Business**- None

**New Business**

- Brewerton Parking Lot – The memorial garden is finished. Larry Rocini gave the go ahead for NOPL to pay the balance of \$500 to Lan-Co.
- Pete Ward or John Kesel will place Pat Rossi's stone deeper into the ground.

Motion to Approve paying Lan-Co \$500 balance by Seth Groesbeck; 2<sup>nd</sup> by Bob Powell; All in favor—Motion Approved. 1 Abstention by Dottie Rushworth.

- Collection Agency is to begin in work in June - More information to follow.
- We will have an Amnesty program for NOPL.

Motion to Approve one week Amnesty program for NOPL prior to the Collection Agency letters by Anthony Morano; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

Motion to go into Executive Session at 8:50 to discuss the employment history of a particular person with no action to follow by Seth Groesbeck; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Motion to come out of Executive Session at 9:20 by Lynda Holbrook; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

Motion to Adjourn at 9:20 by Linda Parise; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

Meeting Adjourned at 9:21 p.m.

Respectfully Submitted,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library**  
**Monthly Board meeting**  
**June 20, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Bob Powell, Dottie Rushworth, Joya Tucci, Suzanne Berti, Seth Groesbeck, Lynda Holbrook, Linda Parise, Glenda House, Pat Madigan, Anthony Morano and Library Director, John Walter.

**Guests:** Nancy Baker, Camille Luteran, Lynne Yackel

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

Motion to approve May board minutes by Anthony Morano; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

**President** – No Report

**Vice President** – No Report

**Treasurer**

- Budget is on target.
- We are still working on US Bank Trust with Mike Benn.
- Our Audit should be finished by July 1<sup>st</sup>.
- Abstract discussed by the board.

Motion to approve Abstract #6 in the amount of \$98,580.70 by Dottie Rushworth; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

**Secretary** – No Report

**Trustees** – No Report

**Director**

- John Walter reported on current events in the libraries.
- Attended Technical training class at OCPL.
- Employees at Tristate would like to donate an outside bench to the Cicero library in honor of Jacob Meltzer, former President of Tristate, who recently passed away.

**Technology** – Nothing to report.

**Publicity** – Kathy Osmond’s report enclosed.

**Finance**- No Report.

**Friends** – No Report.

**Legislative** – No Report.

**Committee Reports**

Edrie Maloon estate is still in process, but moving slowly. We will let you know as soon as we hear something.

**Old Business** – None.

**New Business**

Partial Trustee terms –

Motion to Amend 2B of the By-laws so that no trustee shall serve more than 3 full 4 year terms consecutively by Joya Tucci; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved. 1 Abstention by Bob Powell.

Motion to Approve Personnel report by Bob Powell; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Motion to Approve Bench donation for Cicero library by Joya Tucci; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn meeting at 7:30 by Bob Powell; 2<sup>nd</sup> by Sue Berti; All in favor—Motion Approved.

Meeting Adjourned at 7:30 p.m.

Respectfully Submitted by,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library  
Monthly Board Meeting  
July 18, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Bob Powell, Joya Tucci, Pat Madigan, Sue Berti, Anthony Morano, Dottie Rushworth, Linda Parise, Seth Groesbeck and Library Director, John Walter.

**Absent:** Lynda Holbrook

**Guests:** Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond, Carol Westcott and Michael Benn (Library Accountant).

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

Motion to approve June Board minutes by Seth Groesbeck; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

**President**

- We will be meeting with Terry Kirwan sometime in August to sign the papers for the North Syracuse property.
- Would like to schedule an August 15<sup>th</sup> board meeting at 7:00 at the Brewerton Library regarding the Staff Association contract. The agreement is ready and Terry Kirwan will be mailing or e-mailing the contract to each board member soon.
- Roy Hayward bequeathed \$5,000 to NOPL library.
- Edrie Maloon estate is still in progress.
- Pat and Charlotte attended Special District Library meeting in Jordan Elbridge.
- Special District Libraries will be 10 years old in 2006. We can purchase gold seals for board members in celebration of this event.

**Vice President** – No Report

**Treasurers Report**

- Budget looks very good.
- Abstract #7 discussed with the board.

Motion to Approve Abstract #7 in the amount of \$66,353.28 by Bob Powell; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.



**Secretary** – Dottie sent a card to Joyce Brown who is very ill.

**Trustee Reports** – None

**Director's Report**

- Circulation was up this month. Overall we are very active at all (3) libraries.
- Information in board packet regarding energy audit at the libraries.
- Presentation by managers to speak on regarding staffing. Reports from Nancy Baker, Camille Luteran and Lynne Yackel were distributed with staffing specifications. (Recommendation by Managers to hire Clerk 2 floater or substitute).

The board will discuss hiring a Full-time Clerk 2 floater or substitute for all (3) libraries.

Charlotte LaPorte introduced our Library Accountant, Mike Benn, to give a brief discussion of our finances to the board. Mike will return at our September board meeting again after the Auditor has finished his report.

Motion to Adopt the 2006 Budget plan with 6% increase by Pat Madigan; 2<sup>nd</sup> by Joya Tucci; All in favor—Motion Approved.

Motion to go into Executive Session at 8:30 regarding employment of a staff member by Joya Tucci; 2<sup>nd</sup> by Seth Groesbeck All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:00 PM Joya Tucci; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

A motion was made by Pat Madigan to let Joyce Brown use her vacation & sick leave and then give her early retirement, with family medical coverage at the current 75% coverage, contingent on the advice of Terry Kirwin. Motion; 2<sup>nd</sup> by Seth Groesbeck & approved by all.

Motion to adjourn at 9:03 PM by Seth Groesbeck, 2<sup>nd</sup> by Joya Tucci, all in favor.

Respectfully Submitted by,

Marianne Vaughn

Board Secretary

**Northern Onondaga Public Library  
Special Board Meeting  
August 15, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Dottie Rushworth, Bob Powell, Linda Parise, Lynda Holbrook, Suzanne Berti, and Library Director, John Walter

**Absent:** Seth Groesbeck, Joya Tucci, Pat Madigan, Glenda House and Anthony Morano

**Guests:** Camille Luteran

Meeting called to order at 6:55 p.m.

**President**

Motion to Approve July board minutes with the corrections: 1) The North Syracuse papers have not been signed. 2) Where floater is mentioned, change to floater or substitute. Motion by Lynda Holbrook; 2<sup>nd</sup> by Suzanne Berti; All in favor—Motion Approved.

**Treasurer**

- Abstract discussed by the board.

Motion to Approve Abstract #8 in the amount of \$72,913.54 by Bob Powell; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

Motion to Approve the Labor contract subject to modifications as discussed by our Attorney and reviewed by the board by Pat Heindorf; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn meeting at 7:10 p.m. by Pat Heindorf; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 7:10 p.m.

Respectfully Submitted by,

Marianne Vaughn  
Board Secretary

Northern Onondaga Public Library  
Monthly Board Meeting  
September 19, 2005

**Attending:** Charlotte LaPorte, Pat Heindorf, Bob Powell, Glenda House, Sue Berti, Pat Madigan, Seth Groesbeck, Linda Parise, Dottie Rushworth and Library Director, John Walter.

**Absent:** Joya Tucci, Anthony Morano, Lynda Holbrook

**Guests:** Nancy Baker, Lynne Yackel

Meeting called to order at 7:02 p.m.

Motion to Approve August Board minutes by Bob Powell; 2<sup>nd</sup> by Linda Parise; All in favor—  
Motion Approved.

**President**

- Joya Tucci is very ill. Charlotte will keep the Board informed on how she is doing when she hears from her family.
- The North Syracuse land papers have been signed.
- Staff Association contract has been signed.
- Roy Hayward estate is still in progress. The \$5,000 will go to all of NOPL.
- The Maloon estate is still not settled yet. Terry Kirwan will keep us updated on the progress.

**Vice President** – No Report

**Treasurer**

- We have recently submitted invoices to DASNY for reimbursement of \$154,768.48.
- Abstract #9 discussed by the Board.

Motion to Approve Abstract #9 in the amount of \$239,059.19 by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

**Corresponding Secretary**

- Sent card and flowers to Joyce Brown.

**Trustee Reports** – None

**Director's Report**

- John Walter reported on Circulation and Borrowers.
- The Children's librarians will be coming to a meeting within the next month or two to give a talk on programs.

Charlotte announced that Bob Powell will not be running again next year and will be kept on the Board in an advisory capacity. Suzanne Berti and Glenda House will be working with Bob on Technology and Networking.

**Technology**

- Bob Powell handed out a memo regarding a liability policy between NOPL and employees for email and internet use. This was sent to our lawyer, Terry Kirwan, and we should have a final copy of the policy next month to show the Board. This will also be added to the employee handbook.

**Finance** – No Report

**Friends** – North Syracuse will be having a mini book sale on the Saturday before the library election vote.

**New Business**

Motion to Approve the Personnel Report by Pat Heindorf; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

**North Syracuse moving of shelving**

Lynne Yackel handed out a memo containing recommendations and reasons why some of the shelving should be moved to accommodate a growing large print book area and the need for more space. Received two quotes from moving companies.

Motion to Approve North Syracuse book shelf move in the amount of \$1,115 by Brown's Moving and Storage by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

Motion to go into Executive Session at 8:10 to discuss employment history of a particular person with possible action to follow by Pat Madigan; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to come out of Executive Session at 8:35 by Seth Groesbeck; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Motion to hire a Librarian I at Brewerton on a temporary basis by Dottie Rushworth; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to give Treasurer, Pat Heindorf, a stipend payment of \$3,000 by Glenda House; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved. Abstention by Pat Heindorf and Seth Groesbeck.

Motion to Adjourn meeting at 8:37 by Bob Powell; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 8:38 p.m.

Respectfully Submitted by,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library  
Monthly Board Meeting  
October 17, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Bob Powell, Sue Berti, Seth Groesbeck, Glenda House, Lynda Holbrook, Pat Madigan, Dottie Rushworth, and Library Director, John Walter.

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

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

Motion to Approve September board minutes by Seth Groesbeck; 2<sup>nd</sup> by Sue Berti; All in favor—Motion Approved.

- Presentation by Pete Ward of Single-Source Solutions on purchasing mats for the Libraries.

**President**

- Regarding the Election: Linda Parise was not able to run in Cicero because she was in N.Syracuse voting district. Linda will be filling in for Joya. Patricia Bragman was write-in for Cicero and Brewerton had (3) candidates running.
- Charlotte read letter of resignation by Anthony Morano to the board and letter from Joya Tucci to the board regarding her illness and not returning to the board.
- Joyce Brown will be going out on disability at this time. Joyce is very ill. Dottie Rushworth sent cards on behalf of NOPL to both Joya & Joyce.
- Carol Westcott is resigning as NOPL's Technology Co-coordinator. We will be asking Steve Carr to work with Bob Powell on hiring a new person to replace Carol. Her last day will be October 28<sup>th</sup>. She has been a great asset to NOPL and will be missed.
- Good News for NOPL- The Maloon Estate has been settled and has given \$100,000 to our NOPL Libraries.

**Library Audit**

Presentation given by Rob Kenific of Kruth, Stein, Squadrito & Liberman regarding NOPL's 2004 Financial Audit.

**Vice President** – No Report

## **Treasurer**

- Abstract #10 discussed by the board
- We received our most recent DASNY reimbursement check.
- We are now closing out the managers checking accounts. Each manager has a petty cash amount of \$150.00.
- The cost of mileage has been raised to 48.5 per mile to meet NYS requirements.
- We can have Mike Benn come in to discuss DASNY funds.

Motion to Approve Abstract #10 in the amount of \$76,491.15 by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

**Corresponding Secretary** – Sent cards to Joya Tucci and Joyce Brown.

**Trustee Reports-** None

## **Director**

- John Walter reported on Library Statistics.
- Final NOPL Board Member Election Results:  
N.Syracuse: Charlotte LaPorte  
Cicero: Pat Bragman  
Brewerton: Susan Kowalski

Next year NOPL will have each candidate send in brief biography and position statement about them.

**Insurance** – We will be asking Cronk Insurance to come in to get an update on our Library insurance and include any recommended upgrades or changes.

Medical Insurance- Around mid November, we will be looking over any new insurance policies and benefits for our employees.

## **Technology-**

- Committee met with Gary Sanford on MetroNet and regarding the cost and how it would impact library implementation on the new system. North Syracuse and Cicero have fiber optic cables, but Brewerton cannot have fiber so Road Runner will have to install another cable modem. Total cost to NOPL = 0. This conversion will be done next week for new switches in Network Room.
- We will be having a new policy on Internet use for employees- Terry Kirwan advised that each employee must sign and put into employee file.

**Friends** – Cicero will be having a Book & Bake sale on Saturday, October 22<sup>nd</sup>. North Syracuse move of shelving scheduled for this Sunday, October 23<sup>rd</sup>.

**Old Business** – None

**New Business**

Motion to Certify Election Results by Seth Groesbeck; 2<sup>nd</sup> by Glenda House; All in favor—Motion Approved.

Motion to Approve purchase of mats for the libraries in the amount of \$5,473.00 by Bob Powell; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to Approve Email & Internet policy as written by Sue Berti; 2<sup>nd</sup> by Pat Heindorf; All in favor—Motion Approved.

North Syracuse Sidewalks

- With the purchase of the North Syracuse property, sidewalks are heaving and we need to take appropriate action to repair them. We would like to hire Clough Harbour to get bids to contract out the labor. Total cost is \$8,400. This will start the bidding process. James Trasher of Clough Harbour can come in next month to talk about the sidewalks.

Motion to Approve Clough Harbour to start on tasks 1 & 2 of the North Syracuse sidewalk bidding process in the amount of \$5,800 by Lynda Holbrook; 2<sup>nd</sup> by Glenda House; All in favor—Motion Approved.

Motion to Adjourn meeting by Bob Powell; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 8:30 p.m.

Respectfully Submitted by,

Marianne Vaughn  
Board Secretary



**Northern Onondaga Public Library  
Monthly Board Meeting  
November 21, 2005**

**Attending:** Charlotte LaPorte, Pat Heindorf, Bob Powell, Sue Berti, Pat Madigan, Glenda House, Linda Parise, Dottie Rushworth, Seth Groesbeck, Patricia Bragman and Library Director, John Walter.

**Absent:** Lynda Holbrook

**Guests:** Nancy Baker, Camille Luteran and Lynne Yackel

Meeting called to order at 7:03 p.m.

Presentation made by Amy Damin of Clough Harbour regarding North Syracuse Sidewalks project. Project material passed out to the board for reference and cost.

**President**

Motion to Approve October minutes with correction that Linda Parise was present at meeting by Linda Parise; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

- Charlotte reported on Joya Tucci. She is not doing well. Please continue sending cards and letters to Joya which she really appreciates.
- We will be collecting your Trustee Handbooks next month so we can update new information on Employee handbook, budget, etc.
- Our Annual Christmas party will be at our next meeting in December. We will start the meeting at 6:00.
- Banners- Pat Heindorf discussed that the Chamber of Commerce will be having banners on Main Street in North Syracuse. Businesses will be buying the banners for \$300 each and \$100 each year to maintain them.

**Vice President** – No Report

## **Treasurer**

- Abstract #11 discussed by the board
- We will be having our Accountant, Mike Benn come in January to discuss DASNY.
- The Budget will be set up by December. Overall we are in very good shape.

Motion to Approve Abstract #11 in the amount of \$115,430.82 by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

**Corresponding Secretary**— Called Joyce Brown to find out how she is doing.

## **Director's Report**

- Circulation up and Brewerton doing extremely well.
- Attended NYLA Conference- reports enclosed to board.
- Public Library Conference in Boston – John will provide more information to the board on who will be attending and the cost before our next meeting.

**Committee Reports** – None

**Technology** – Bob Powell thanked Sue Berti, Glenda House and Steve Carr for the help in hiring Carol Westcott from the Civil Service list as Local Area Network Technical Support Specialist.

**Strategic Plan** – A new copy of the Strategic Plan will be given to the board with the updates of the Trustee Handbook.

**Finance** – None

**Friends** – North Syracuse – Books are Fun Sale December 3<sup>rd</sup>.

## **New Business**

Motion to Approve Banner expenditure for North Syracuse of \$300 initially and \$100 per year by Glenda House; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Motion to Approve critical, primary and secondary repairs—including moving sidewalk back from curb and, if possible using recycled tires as fill—except perimeter sidewalk (South Bay Road) areas for a total amount of \$60,349.90 by Pat Madigan; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to Appoint Linda Parise to Joya Tucci's unexpired term and Robert Bick to fill Anthony Morano's unexpired term (each to serve through December of 2006) by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

Motion to Approve Personnel report by Linda Parise; 2<sup>nd</sup> by Glenda House; All in favor—Motion Approved.

Motion to go into Executive Session at 8:20 p.m. on a personnel matter with possible action to follow by Seth Groesbeck; 2<sup>nd</sup> by Pat Heindorf; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:47 by Pat Heindorf; 2<sup>nd</sup> by Sue Berti; All in favor—Motion Approved.

Motion made by Pat Madigan and 2<sup>nd</sup> by Glenda House to raise Nancy Baker's pay \$2.17 per hour which she claims was promised to her for May 2005 by verbal agreement with John Walter upon her hiring in 2002. Motion Approved.

Motion to Adjourn at 8:49 p.m. by Bob Powell; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Respectfully submitted,

Marianne Vaughn  
Board Secretary

**Northern Onondaga Public Library  
Monthly Board Meeting  
December 19, 2005**

**Attending:** Charlotte LaPorte, Bob Powell, Pat Heindorf, Sue Berti, Seth Groesbeck, Dottie Rushworth, Linda Parise, Robert Bick, Pat Madigan, Pat Bragman and Library Director, John Walter

**Absent:** Glenda House

**Guests:** Lynne Yackel, Nancy Baker, Jill Wiechman, Carol Westcott

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

Motion to Approve November minutes by Pat Madigan; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

**President**

- Charlotte read a letter of retirement from Joyce Brown.
- Joya is not doing very well. Keep the cards and letters coming to her.
- Employee handbook will be ready by February. Terry Kirwan is working on this.
- We will have the trustee handbooks updated by January.

**Vice President** – No report

**Treasurer's Report**

- Abstract #12 discussed by the board.
- There will be a long report next month with the 2006 Budget
- We will be starting an Audit Committee.

Motion to Approve Abstract #12 in the amount of \$124,815.68 by Seth Groesbeck; 2<sup>nd</sup> by Dottie Rushworth; All in favor—Motion Approved.

**Corresponding Secretary**

- Dottie sent cards to Joyce Brown and Joya Tucci. The board also sent poinsettia plants to both.

**Trustee Reports** – None

**Manager's Reported**

**Nancy Baker** – Betty Campany will be resigning as of December 29<sup>th</sup>, 2005. She has been with us for 20 years. We will be having an open house on January 4<sup>th</sup> from 3:00 to 4:30 if anyone would like to attend.

**Lynne Yackel** – The North Syracuse Friends Group approved payment for these projects:

1. For Jeff Mack to paint a mural on wall at North Syracuse.
2. Providing permanent shelving in our storage area.
3. Iron Plaque of “tribute to the Winnie’s” (contributor of the Library) to be moved and mounted on a decorative stone in the landscaping at North Syracuse.

**Director's Report**

- All (3) Libraries are doing very well.
- North Syracuse sidewalks – The bid package will be ready to be sent out in January or February to contractors.
- Energy Audit – We will get feedback sometime in January.
- Mr. Walter will check out the lighting around the building at North Syracuse Library.

**Committee Reports**

**Insurance/Personnel** – Benefits Specialists came a few weeks ago to update employees on new policies and benefits.

**Technology** – Bob Powell will be having a meeting in January and he will be emailing the committee regarding the budget.

**Strategic Planning-** New updated copy will be coming to the board in January.

**Legislative** – The Patriot Act does not look like it will be approved.

**Old Business** – None

**New Business**

**Personnel Report**

- Motion to Approve Personnel Report as written by Dottie Rushworth; 2<sup>nd</sup> by Bob Powell; All in favor—Motion Approved.

Motion to Approve Robert Bick as new trustee by Seth Groesbeck; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

North Syracuse shed & Snow blower proposal – North Syracuse needs a shed to keep snow blower, gas, equipment and supplies inside.

Motion to Approve purchase of Shed and Snow Blower for cost of \$1,200 by Seth Groesbeck; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

### **PLA Conference requests**

- Sending (6) people to this conference would use up most of next years conference budget. We recommend that four librarians attend the conference.

NOPL will pay \$680 registration fee for 4 librarians to attend the PLA Conference from the 2005 Conference budget. In addition, NOPL will appropriate \$2,000 from the 2006 Conference budget for (4) librarians to attend the PLA Conference and the determination as to who will attend the conference will be decided by Mr. Walter and the Librarians. Motion by Bob Powell; 2<sup>nd</sup> by Robert Bick; All in favor—Motion Approved.

Motion to Adjourn at 6:55 p.m. by Bob Powell; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Charlotte thanked Bob Powell for his dedicated service to the NOPL board. Bob will stay on as NOPL's Technology Advisor.

Respectfully Submitted,

Marianne Vaughn  
Board Secretary