

**Northern Onondaga Public Library
Monthly Board Meeting
January 23, 2006**

Attending: Charlotte LaPorte, Pat Heindorf, Dottie Rushworth, Seth Groesbeck, Lynda Holbrook, Linda Parise, Sue Berti, Glenda House, Pat Madigan, Robert Bick, Pat Bragman, Susan Kowalski and Library Director, John Walter.

Guests: Nancy Baker, Lynne Yackel, Camille Luteran and Peter Ward of Single-Source Solutions.

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

Introduction of Peter Ward of Single-Source Solutions and one of our newest board members, Susan Kowalski.

Presentation by Peter to the board of all maintenance functions that his company is providing for all (3) NOPL Libraries.

Motion to Approve December minutes by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

President

- Oath of office- Swearing in of new trustees, Susan Kowalski, Patricia Bragman and Robert Bick.
- Charlotte gave an update on Joyce Brown and Joya Tucci. Please keep the cards coming.
- Michael Benn suggested that we have an Audit Committee and Fraud Committee. Mike will come to our meeting next month to explain these committees and why they are necessary. We will need a CPA on the Fraud committee and one or two board members also.
- Political Action Committee- Received a letter from Dick Straus on the OCPL board for 2006 donations. A memo was passed out to board members if they would like to make a personal contribution.

Vice President – We will be appointing a new Vice President.

Treasurer

- Abstract #1 discussed by the board.
- We are in very good shape with the budget in the upcoming year.
- 2006 Budget passed out to the board and discussed.

Motion by Dottie Rushworth to Approve Abstract #1 in the amount of \$72,936.75; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve 2006 Budget as presented by Robert Bick; 2nd by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary

- Dottie will send cards to Joya and Joyce.

Trustee Reports – None

Managers

Lynne (N.Syracuse) – The painting of the mural is scheduled to begin March 31st. The artist is Jeff Mack. We are welcome to come and watch him. The mural will be behind the Children's librarian's desk at North Syracuse.

Nancy Baker (Cicero) – The Friends Group is having their book & bake sale on February 11th. Also, we received a donation from Linda Benn (Michael Benn's wife) of a MagnaSight Reader machine which allows print to be magnified. It is located in the Cicero library. There will be an article about this donation in the newspaper and on our website.

Director's Report

- Circulation up a little this month.
- Mr. Walter reported on the many holiday programs that were held at the libraries in December.
- Next month Mr. Walter will have the overall circulation figures for the 2005 review.
- John Walter has checked out the lighting around the outside and inside of the buildings at night. The lights are on a timer that shut off at a specific time to conserve energy.
- PLA Conference- The library managers and Kathy Osmond will be going to the conference in March.

Charlotte commented that the new employee handbook will have a policy of definitive rules on conferences. We will have the new handbook next month for your review.

Susan Kowalski suggested that we send the NOPL newsletter to the school librarians.

Strategic Plan – Copies of the Strategic Plan supplied to the board for review at a later board meeting.

Legislative – Library day will be sometime in mid-March. Seth will give us that date when it is available.

New Business

Leave of Absence – Darlene Piper, a part-time employee at North Syracuse, has requested a family leave for 12 weeks. Her husband needs open heart surgery at the Cleveland Medical Center in Ohio. We will keep you informed as to when she will be taking this leave.

Motion by Linda Parise to have Secretary cast ballot for officers:

- President – Charlotte LaPorte
- Vice President – Sue Berti
- Corresponding Secretary – Dottie Rushworth
- Treasurer – Pat Heindorf
- Parliamentarian – Seth Groesbeck

Repeated by Charlotte LaPorte and 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Approved the Personnel report by Seth Groesbeck; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Approve Maintenance contract by Pete Ward of Single-Source Solutions by Glenda House; 2nd by Pat Madigan; All in favor—Motion Approved.

North Syracuse Sidewalk Project

- Clough Harbour is now reviewing the contract specifications and should be in the mail by the end of this week. The board can review the specs and get them back to them by February 3rd. We are looking at May 12th for the completion of the project. The Board agreed to meet Monday, January 30th at 7:00 p.m. at the NSEA union office to go over plans with Amy Damon of Clough Harbour and James Trasher.

Motion to go into Executive Session at 8:25 p.m. to discuss employment history of particular persons by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:12 by Sue Berti; 2nd by Glenda House; All in favor—Motion Approved.

Motion by Seth Groesbeck that NOPL continues to pay 75% of Medical Insurance premiums for Marianne Vaughn (Family), Nancy Baker (Family), Lynne Yackel (Double), Carol Westcott (Double) and John Walter (Double); 2nd by Sue Berti—All in favor—Motion Approved.

Motion to Adjourn at 9:14 p.m. by Linda Parise; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 9:14 p.m.

Respectfully Submitted by,

Marianne Vaughn

Northern Onondaga Public Library
Monthly Board Meeting
February 27, 2006

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Robert Bick, Linda Parise, Dottie Rushworth, Pat Bragman, Sue Kowalski, Glenda House, Pat Madigan and Library Director, John Walter.

Absent: Seth Groesbeck, Lynda Holbrook

Guests: Nancy Baker, Lynne Yackel, Kathy Osmond, Carol Westcott and Jill Wiechmann

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

Presentation by Michael Benn & Lisa Cooper of Benn & Company Accounting Firm regarding information on starting an Audit and Fraud Committee. NOPL would need to hire another firm and would need to select 3 people to be on the committee.

President

- Next month we will discuss more on starting the Fraud Committee.
- Charlotte introduced Guests to the board members
- Sadly, long time NOPL librarian Joyce Brown passed away on 2/10/06. Donations that were given in Joyce's name will be used to purchase books or a plaque in memory of her.
- A note from Joya Tucci's daughter regarding the condition of Joya. Her birthday is coming up on March 8th and the board will send her some flowers. Please keep cards coming.
- OCPL Advisory Council – The next meeting will be March 14th at the Onondaga Free Library. They will be meeting at NOPL library in May, June and September if any board member would like to attend.
 - Brewerton – May 9th
 - Cicero – June 13th
 - N.Syr – Sept. date to be announced.

Motion to Approve January board minutes by Robert Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Vice President – No Report

Treasurer's Report

- Abstract #2 discussed by the board
- We received the Town of Clay tax check last week and should be getting Cicero's very soon.
- Budget looks very good.

Motion to Approve Abstract #2 in the amount of \$88,401.56 by Pat Madigan; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary

- Sent sympathy card to Joyce Brown's family and also a card to Joya.

Trustee Reports – None

Librarian Comments

Carol Westcott – Have been updating software to detect viruses and spy ware, including regular service maintenance.

Lynne Yackel –

1. Invitation from the Rotary Club to update Books on Wheels program. There may be some financing for the library from them.
2. Malta House- Started a connection with having teen and adult volunteers to read to the people at Malta House. If anyone is interested in donating time to read to someone, please let us know.
3. Gaylord donated furniture to all (3) NOPL Libraries. In return, we gave them a tour of our libraries.

Kathy Osmond – Pictures were taken of the President of Gaylord for the newspaper. Total donation of furniture for our libraries was \$5200.

Director's Report

- Circulation increase.
- Mr. Walter gave a brief presentation on the increase and growth of NOPL over the past years.
- Next month the Annual Report and Strategic Report will be distributed to the board.

Old Business- None

New Business

- Discussion of Library Policies (enclosed in the board packet) was reviewed by the board.

Motion to re-approve policies as written by Sue Berti; 2nd by Glenda House; All in favor—Motion Approved.

Motion to go into Executive Session at 8:32 p.m. on personnel issue by Glenda House; 2nd by Pat Madigan; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:37 p.m. by Pat Madigan; 2nd by Glenda House; All in favor—Motion Approved.

Motion to Approve Library Director's handbook by Sue Berti; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 8:38 p.m. by Sue Kowalski; 2nd by Sue Berti; All in favor—Motion Approved.

Meeting Adjourned at 8:38 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
March 20, 2006**

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

Absent: Robert Bick, Lynda Holbrook

Guests: Lynne Yackel, Camille Luteran, Nancy Baker, Carol Westcott and Amy Damin of Clough Harbour.

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

Motion to Approve February board minutes by Pat Bragman; 2nd by Glenda House; All in favor—Motion Approved.

President

- Joya is not doing well. The board sent flowers to her on her birthday, March 8th.

Vice President – No Report

Corresponding Secretary – Sent card to Joya Tucci.

Trustee Reports – None

Librarian Comments

Carol Westcott – We are now using a trial version of M-Daemon software to eliminate spam and junk email. It has been very successful and will prove to be cost-effective.

Nancy Baker (Cicero) – Gaylord Furniture has been very useful to the Library. We have added displays and also been able to condense videos and the oversized books. We also have moved some of the large print and biology collections.

Director's Report

- Mr. Walter gave a presentation of the Annual Report and Energy Audit to the board. Copies of the Annual Report will be mailed to all board members.

Insurance/ Personnel

- Darlene Piper, from the North Syracuse library, will be on leave of absence from April 4th through April 18th for her husband's surgery. We will have a temporary fill-in for her while she is on leave.

Fraud Committee

- The fraud committee will include Dottie Rushworth, Treasurer from the Village of North Syracuse, a Loan Officer and also a CPA.

Strategic Plan

- We will go over this at next month's meeting.

North Syracuse Sidewalk Project

Presentation by Amy Damin, of Clough Harbour, regarding the contractor bids. The bids came in and James Ross & Sons came in the lowest. Amy discussed the options that the board will have by breaking up the project and doing the most necessary repairs first. A price list sheet for each part of the sidewalk project was distributed to the board for their review.

Total cost of the most necessary repairs (\$63,140) includes:

- A. Entire sidewalk along Trolley Barn Lane & Centerville to the driveway for Parking lot.
- B. Sidewalk along the parking lot.
- C. All sidewalks connecting to the building.

Treasurer's Report

- Abstract #3 discussed by the board.
- We have recently received the Town of Cicero check for \$988,745.19.

Motion to Approve Abstract #3 in the amount of \$87,314.87 by Dottie Rushworth; 2nd by Linda Parise; All in favor—Motion Approved.

Old Business – None

New Business

Policy review and adoption process will be covered and voted upon at our next meeting. Please review them for discussion at our April meeting.

Employee handbook will also be reviewed next month.

Motion to Approve North Syracuse sidewalk project to be done by James Ross & Son in the amount of \$63,140 by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve the 2005 Annual Report as presented by Pat Madigan; 2nd by Sue Berti; All in favor—Motion Approved.

Mr. Walter commented that there were problems with the budget.

Motion to go into Executive Session for personnel matters at 8:08p.m. by Seth Groesbeck; 2nd by Glenda House; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:17 by Seth Groesbeck; 2nd by Glenda House; All in favor—Motion Approved.

Motion to Approve Employee Handbook with changes by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn meeting at 9:20 by Pat Madigan; 2nd by Pat Heindorf; All in favor—Motion Approved.

Meeting Adjourned at 9:20 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
April 17, 2006**

Attending: Charlotte LaPorte, Sue Berti, Pat Heindorf, Dottie Rushworth, Robert Bick, Pat Bragman, Lynda Holbrook, Glenda House, Sue Kowalski, Pat Madigan and Linda Parise.

Absent: Seth Groesbeck

Guests: Nancy Baker, Nancy Boisseau, Jacquie Kowalczyk, Camille Luteran, Kathy Osmond, Geoff Socha, Jill Wiechmann, Lynne Yackel and Tim Pritchard (Boy Scout).

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

Presentation by the Reference Librarians giving an overview of what the reference desk has to offer the patrons of NOPL. Each Librarian gave a brief presentation of databases and reference procedures.

Presentation by Tim Pritchard of the local Boy Scouts. Tim gave brief discussion of the cedar bench that he is building for Brewerton Library in memory of Joyce Brown. He will contact the Board when it is completed so that he can present it at a dedication for Joyce at the Brewerton Library.

President

Motion to Approve March board minutes with the correction that Sue Kowalski did attend the meeting, by Pat Bragman; 2nd by Pat Madigan; All in favor—Motion Approved.

- There will be a Memorial Tea for Joya Tucci on Friday, April 21st from 11:30 until 2:00 p.m. at the North Syracuse Library. There will be a presentation of the donations given in Joya's memory to the Children's collection at North Syracuse.
- PLA conference reports from each librarian who attended are included in this month's board packet for you to read.

Vice President – No Report

Treasurer's Report

- We are at 17% with the budget. We are in very good shape.
- Abstract #4 discussed by the Board.
- We will now be ordering supplies from Village Office Supply. Also, we have ordered NOPL letterhead for each library.
- The board will be purchasing cushioned mats for behind the circulation desks at each library.

Motion to Approve Abstract #4 in the amount of 70,934.84 by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

Secretary – No Report

Trustee Reports – None

Librarian Comments

Nancy Baker – We are now getting ready for Spring and Summer programming and concerts that will be at Cicero Library.

Lynne Yackel – Stop by North Syracuse to see the new mural in the Children's section behind Suzanne Nelson's desk. The mural was done by artist, Jeff Mack. We will be having Jeff come back to do another wall that will also be funded by the Friends Group.

Technology Report – No Report

Old Business

Motion to Approve the revised policies by Sue Berti; 2nd by Linda Parise; All in favor—Motion Approved.

New Business

Motion to Approve Personnel Report as written by Pat Bragman; 2nd by Glenda House; All in favor—Motion Approved.

Motion to go into Executive Session at 7:55 to address staffing situation and personnel issues by Lynda Holbrook; 2nd by Pat Madigan; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:02 p.m. by Glenda House; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to hire part-time Library Clerk 2 for up to 20 hours with Camille Luteran's supervision by Lynda Holbrook; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn meeting at 9:04 p.m. by Lynda Holbrook; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 9:05 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
May 15, 2006**

Attending: Charlotte LaPorte, Sue Berti, Pat Heindorf, Dottie Rushworth, Pat Bragman, Seth Groesbeck, Glenda House, Sue Kowalski, Pat Madigan and Linda Parise.

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

Absent: Lynda Holbrook, Robert Bick

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

Presentation by Peter Ward of Single-Source Solutions regarding the cost of painting at all (3) libraries and installing Plexiglas in areas of the libraries to protect the walls and eliminate frequent painting.

President

Motion to Approve April board minutes by Pat Madigan; 2nd by Seth Groesbeck; All in favor—Motion Approved.

- The Memorial Tea at North Syracuse in honor of Joya was wonderful. So far the donations for North Syracuse in Joya's name are \$3400 to date.
- The sidewalks are completed at North Syracuse Library and look very good.
- Waiting to hear from Mike Benn on the Fraud Committee. He will be recommending an Accountant for us.
- Our Auditor will have a report for us at next month's meeting.
- Library Circulation looks good.

Vice President – No Report

Treasurer

- Abstract #5 discussed by the board.
- We are at 28% of our budget thru April which is very good.

Motion to Approve Abstract #5 in the amount of \$78,401.33 by Dottie Rushworth; 2nd by Linda Parise; All in favor—Motion Approved.

Secretary – No Report

Trustee Reports – None

Librarian Comments

Nancy Baker – The Strawberry Ice-cream Social will be at Cicero Library in June.

Kathy Osmond – Today was the last day for seniors to sign up for Medicare Part D drug coverage without incurring a penalty. NOPL at Cicero hosted counselors from the Onondaga County Department of Aging and Youth who helped approximately 50 seniors between 1 and 8 p.m.

Camille Luteran – There will be a Friends book sale at Brewerton and North Syracuse libraries in June. Any donations would be very much appreciated. Brewerton Library also hosted the OCPL Advisory Council meeting this past week which was very informative. There will be a meeting in June at Cicero and one at North Syracuse in September for any board member interested in attending.

Carol Westcott – I have been working with Sonitrol Security to update the door guard hardware for the libraries. We are now giving employees the key fobs to replace many master keys that are in circulation. This will cut down on the large distribution of keys.

Jill Wiechmann - I would like to thank the board for the approval to hire another Clerk 2 for the libraries.

Strategic Plan – The updated Strategic Plan was handed out for the board to review and it will be voted on at our June meeting.

Friends – None

Old Business – None

New Business

- Leaves of Absence– There are (3) part-time employees and (1) full-time employee who would like time without pay. The employees are Joan Terrill, Joann Busse, Diane Boyd and Camille Luteran. We have letters requesting time from each of these employees.
- NOPL 10th year anniversary – We should acknowledge to the public that being a special district library, we are celebrating 10 years serving the community. The managers have suggested inside banners which would be semi-permanent to be used for other events/programs. We will look into a banner for each library and have 10th year anniversary seals for the board members to use for any correspondence. Kathy Osmond will also write an article for this event.
- Personnel Report – Darlene Piper has now returned from her leave of absence.

Motion to Approve the Leaves of Absence of the (4) employees by Pat Madigan; 2nd by Glenda House; All in favor—Motion Approved.

Motion to Approve the Personnel Report by Seth Groesbeck; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Approve the painting and installation of Plexiglas quote in the amount of \$3,816.50 by Sue Berti; 2nd by Glenda House; All in favor—Motion Approved. (1) Abstention.

Motion to go into Executive Session at 7:50 p.m to discuss personnel matters by Linda Parise; 2nd by Pat Bragman; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:30 by Glenda House 2nd by Pat Bragman; All in favor—Motion Approved.

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

Meeting Adjourned at 8:32 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
June 19, 2006

Attending: Sue Berti, Patricia Heindorf, Dottie Rushworth, Robert Bick, Pat Bragman, Lynda Holbrook, Glenda House, Sue Kowalski and Linda Parise.

Absent: Charlotte LaPorte, Pat Madigan, Seth Groesbeck

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

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

President – No Report

Vice President

Motion to Approve May board minutes by Linda Parise; 2nd by Lynda Holbrook; All in favor—Motion Approved.

- Salina Library Teen Reading memo distributed to the board. This program runs from 6/29 thru 8/3.

Treasurer

- Our Audit is almost completed. I would like to meet with the managers within the next week to go over some issues. Auditor will give there report in July.
- Attended the OCPL Advisory Council meeting at Cicero last week. Joyce Latham would like board members to be more active in legislation. There will be a Government Relations Board being formed. We would like one or more board members to attend these meetings. The next meeting will be in September at North Syracuse Library. There will be a survey coming for all trustees to give recommendations on how to get libraries to participate.
- On September 27th there will be a “Read a Book” program. Volunteers are welcome to read a book to someone. There are grants available by Senator DeFrancisco. We can apply for \$1500 for Summer Reading Programs.
- We will be sending in DASNY invoices for reimbursement of \$67,000.
- Overall budget looks very good.
- Abstract #6 discussed by the board.

Motion to Approve Abstract #6 in the amount of \$140,920.40 by Dottie Rushworth; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Corresponding Secretary- No Report

Trustees – No Report

Librarian Comments

Camille- Boys of Wexford concert was wonderful. Attendance of 75 people at Brewerton Library.

Kathy Osmond – The Star News has a profile of Jill Wiechmann, our Library Clerk 2 at North Syracuse, advocating our libraries.

Nancy Baker – On June 22nd there will be an evening concert featuring Hall & Anderson (retro-folk). Cicero Library has applied to have a CNY work student. Looks very promising that we will be having a student volunteer for the summer.

Lynne- The sidewalks are completed at North Syracuse and look wonderful. The company (James Ross & Son's) was a pleasure to work with. Also the Friends book sale was a huge success. There were crowds both Friday night and Saturday.

Insurance – We are getting quotes from other insurance companies. Will present them to the board when we receive them.

Technology –None

Strategic Plan – None

Friends – Book sales and Ice Cream social at Cicero Library.

Legislation – None

Endowments – None

Old Business – None

New Business

Motion to Approve Leave without Pay for Pat Waters and Barbara Florczyk by Robert Bick; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve Sky Chiefs Event (memo included in board packet) for NOPL by Lynda Holbrook; 2nd by Sue Kowalski; All in favor—Motion Approved.

Motion to go into Executive Session for personnel matters at 7:42 by Linda Parise; 2nd by Glenda House; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 7:49 p.m. by Lynda Holbrook; 2nd by Glenda House; All in favor—Motion Approved.

Meeting Adjourned at 7:50 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
July 24, 2006

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Lynda Holbrook, Linda Parise, Pat Madigan, Dottie Rushworth and Robert Bick.

Absent: Seth Groesbeck, Pat Bragman, Sue Kowalski and Glenda House

Guests: Camille Luteran, Lynne Yackel, Carol Westcott

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

President

Motion to Approve June board meeting minutes by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

- Met last Friday with Library Managers, Kathy Osmond, Carol Westcott and Reference Librarians to discuss next year's budget. We will have a Budget ready next month.
- Meeting with Pete Ward of Single Source to discuss some maintenance issues. Pete hired a new employee to help with the maintenance. All issues were discussed and resolved.
- One of NOPL's goals is to have Staff Development Workshops. We find that these are very necessary and would like to have four per year. Our tentative schedule will be:

November	(Customer Service)
February	(Civil Service)
May	(Legal Responsibilities- Patriot Act)
August	(Emergency/Disasters)

- The Library Election will be coming up in October. We have started working with Kathy Osmond and Marianne Vaughn to prepare for this.
- Trustee Petitions have to be in by September 9th. The Trustees up for Election will be Sue Berti, Robert Bick and Seth Groesbeck. Will check with Terry Kirwan regarding Linda Parise who was appointed to fill Joya's vacancy.
- We will be having an August meeting to discuss the "proposed" budget and will present the budget at our September meeting. This meeting will be held August 21st at the Brewerton Library. We will make this August meeting an annual event and include it on our yearly calendar schedule.
- The Audit Report is finished and NOPL did very well. The Auditor will be presenting the report at our August meeting.

Vice President – No Report

Treasurer

- Abstract #7 discussed by the board.

Motion to Approve Abstract #7 in the amount of \$78,119.08 by Robert Bick; 2nd by Lynda Holbrook; All in favor—Motion Approved.

- Mike Benn and Pat Heindorf have been working with the Auditor regarding NOPL's report. We have fulfilled all requirements except cash registers for the libraries which have been deemed unnecessary to incorporate in the libraries. Library assets and total revenue have increased. The report will also will show overall library cost savings.
- NYS Retirement has increased because of many employees reaching their vested 10 years of contributions.
- The next OCPL Advisory Meeting will be held at the North Syracuse Library on September 12th. Please let Pat or Charlotte know if you would like to attend.

Corresponding Secretary – No Report

Trustee Reports – None

Librarian Comments

Camille Luteran- The Sky Chiefs Event will be held on August 20th. If you would like tickets for you and your family, please call Brewerton Library or the Administration office.

Nancy Baker - (Report by Lynne Yackel) – The Cicero Library did get the CNY Works student to help at the library. It is the same person as last year and is working out great. Also a “Thank you Letter Campaign” is underway at all Libraries. The patrons fill out a form thanking our Legislators and will be collected and returned to Albany.

Lynne Yackel -Pete Ward (Single Source Solutions) built shelves for the library storage room and the Friends Group agreed to fund it. They look great and are very useful. Gaylord proposal distributed to the board for purchase of shelving behind the circulation desk. Due to the large volume of books being circulated, there is an urgent need for the additional storage space provided by higher book shelves.

Committee Reports – None

Insurance/Personnel – None

Technology

Carol Westcott spoke about 2006 Technology Purchases and Proposed 2007 Technology budget. Also a brief discussion about computer workstations and server replacement schedule, Microsoft licensing and the importance of upgrading firewall hardware for network security.

Strategic Planning – The Strategic Plan was enclosed in the board packet. We will vote on it under new business.

Friends – Book sales & summer reading programs were very successful.

Endowments – None

Legislative – Library managers are now working on the DeFrancisco grant.

New Business

Motion to Approve the Strategic Plan as written by Dottie Rushworth; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to Approve Leave of Absence of Connie Ebner and Linda Gauthier-Bouwens by Lynda Holbrook; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve NYLA Conference and Survey Workshop by Pat Madigan; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to Approve Personnel Report by Linda Parise; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to Approve North Syracuse Shelving by Linda Parise; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to go into Executive Session for personnel matters at 8:30 by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:35 p.m. by Pat Madigan; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn made by Lynda Holbrook; 2nd by Robert Bick; All in favor—Motion Approved.

Meeting Adjourned at 8:37 p.m.

Respectfully Submitted,

Marianne Vaughn

Northern Onondaga Public Library
Monthly Board Meeting
August 21, 2006

Attending: Charlotte LaPorte, Sue Berti, Pat Heindorf, Pat Bragman, Seth Groesbeck, Lynda Holbrook, Glenda House, Sue Kowalski, Pat Madigan, Linda Parise and Dottie Rushworth.

Absent: Robert Bick

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Jill Wiechmann, David Liberman & Anthony Marchese of Kruth, Stein, Squadrito & Liberman, LLP.

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

Presentation by Auditor reporting on the 2005 Audit. NOPL has met audit standards and has had a very good Audit Report. NOPL financials distributed to all board members.

President

Motion to Approve July board minutes by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

- Conflict of Interest policy that was included in the board packet was discussed.
- Fraud Committee is still proceeding. We will let the board know when this will be initiated.
- Election coming along- we are working on a brochure for the upcoming election to distribute to our library patrons. We will also be starting the listening sessions for the public soon.
- Computer Access Rules – We need to revisit rule #2 regarding reservations for computers to be made in advance. This rule is outdated and should be deleted. Lynne Yackel and Jill Wiechmann explained our current computer policy and discussed why it would propose a problem to start reserving them in advance.
- Next month Jill Wiechmann will give a report on the Outreach Program in which Nancy Bamerick is involved.

Vice President – No Report

Treasurer

- Abstract #8 discussed by the board.

Motion to Approve Abstract #8 in the amount of \$79,447.23 by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

- We have a new insurance agent; Gary Ketchum of the Ketchum Agency. We had bids from three companies and the Ketchum Agency will be a savings to NOPL each year. We will be keeping our same company, Utica National. If we pay in full, we will get a dividend check each year of \$2,000. Gary will be coming to our September board meeting to discuss the Library's insurance.
- 2007 Budget – We are asking for 6% this year, which represents no increase to the taxpayer.
- We are starting a contingency fund- we will be setting aside \$50,000 for any unforeseen emergency repairs. E.g. roof, A/C.

Secretary – The board was sorry to hear that Dottie's sister passed away.

Trustee Reports – None

Librarian Comments

Camille – When the construction of the parking lot was done at Brewerton, we moved the bike rack to the back of the library. This rack is cemented in and cannot be moved. We would like to get a portable bike rack for the front of the library.

Nancy – No Report

Lynne – One of our Pages, Christa Leader, has returned to college. We have hired a replacement for her, Ashley Johnson who has already started.

Jill Wiechmann – Every year the library has closed at 5:00 on Thanksgiving and New Year's Eve. Shift changes were 3:00 at Cicero and 4:00 at N.Syracuse & Brewerton Libraries. We would like to request to the board to close the libraries at 3:00 on these days so we do not have to have a second shift come in for only an hour or two. There are very few people in the libraries after 3pm. We have also surveyed other local libraries also.

In response to Jill Wiechmann's request, Seth Groesbeck commented that this would have to be revisited when the NOPL Staff Association contract is up in 2008. We cannot change the contract at this time.

Old Business – None

New Business

Motion to Accept Auditor's report by Pat Madigan; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Accept Conflict of Interest Policy by Seth Groesbeck; 2nd by Glenda House; All in favor—Motion Approved.

Motion to Approve 2007 Budget with no increase to the taxpayer by Sue Berti; 2nd by Glenda House; All in favor—Motion Approved.

Motion to Approve Personnel report as written, by Linda Parise; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to delete Public Computer Use Policy #2 (reserving computers in advance) by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to go into Executive Session at 8:07 p.m. for personnel matters by Glenda House; 2nd by Sue Berti; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:27 p.m. by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to allow Camille Luteran to look for a temporary part-time Clerk 2 to fill some of Connie Ebner's hours in the interim period of her 16 weeks of treatment by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn by Lynda Holbrook; 2nd by Pat Bragman; 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
September 18, 2006**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Sue Kowalski, Pat Madigan, Linda Parise & Dottie Rushworth.

Absent: Robert Bick, Seth Groesbeck, Lynda Holbrook, Glenda House.

Guests: Nancy Baker, Kathy Osmond, Lynne Yackel, Sue Clarey

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

President

Motion to Approve August board minutes by Pat Madigan; 2nd by Dottie Rushworth; All in favor—Motion Approved.

- Sadly, Jill Reichel passed away this past week. Jill was a former librarian of NOPL and an advocate for our North Syracuse library. Flowers were sent from the board.
- Thank you card from Dottie was read to the Board for flowers sent on the passing of her sister.
- Next month we will have Gary Ketchum of the Ketchum Insurance Agency come to give the Board an overview of the library insurance policies.
- Election preparation is going very well and we are right on schedule. Voting machines are available for us to use for the Election. Listening sessions will start next week at Cicero, then Brewerton and North Syracuse in the beginning of October.
- Staff Development Workshop will be held November 9th on Customer Service. This will be presented by Mary Scheckter and will cost NOPL less than \$450.
- NOPL library brochure is finished and will be distributed to each of the library's circulation desks to be available on Election Day.
- Attended an Advisory Council meeting. There will be another OCPL Advisory Meeting on October 10th. This will be held at the Galleries and is on downloading Audio books. They will also have the Trustee of the Year Award. We would like to keep rotating our members to attend these meetings.

Vice President – No Report

Treasurer's Report

- Abstract #9 discussed by the Board

Motion to Approve Abstract #9 in the amount of \$117,038.09 by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

- 2007 Updated Budget distributed to the Board.
- \$100,000 donation that was received last year will be used to close the deficit and also to start a contingency fund.
- Mike Benn has helped us with this year's budget and also our assessments.

Corresponding Secretary – Will be sending a card to Connie Ebner, a library clerk at Brewerton Library who is sick.

Trustee Reports – None

Librarian Comments

Lynne – We received our first donation in memory of Jill Reichel, to the North Syracuse Library.

Nan – Our CNY Works students worked with us for 6 weeks and her last day was 8/16. She was extremely helpful with assisting Sue with the children's programs--we really appreciated the extra help.

Kathy – NOPL Survey process is beginning. We conduct a community survey every three years and are currently working on our 2007 survey with the help of two Syracuse University Maxwell School students. In their public policy course they work with non-profit organizations on public surveys. We were recently notified that our project was accepted and we are now in the process of setting up the format of the survey. One student will be conducting a phone survey of 500 people while the other will conduct a Web-based and paper survey. The letter which will be sent out prior to the phone survey was distributed to the Board for its approval.

Charlotte and the Board agreed that this would be very beneficial to our library and that it is a good idea to proceed with this community survey.

Sue Clarey -Discussed the Summer Reading Program Statistics and why it is important for the Board to see how the libraries are involved with students and their reading skills.

Community Reports – None

Old Business – None

New Business

Personnel Report – New Library Clerk 1 hired at North Syracuse.

Motion to Approve Personnel report as written by Linda Parise; 2nd by Dottie Rushworth; All in favor—
Motion Approved.

Motion to go into Executive Session for personnel matters at 7:42 by Pat Madigan; 2nd by Pat Bragman; All
in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:07 p.m. by Pat Bragman; 2nd by Sue Berti; All in favor—
Motion Approved.

Motion to Adjourn at 8:08 p.m. by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:08 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
October 16, 2006**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Robert Bick, Pat Bragman, Seth Groesbeck, Glenda House, Lynda Holbrook, Sue Kowalski, Pat Madigan, Linda Parise and Dottie Rushworth.

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Carol Westcott and Gary Ketchum.

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

Presentation by Gary Ketchum of the Ketchum Insurance Agency with insurance costs and coverage for the Library. An insurance summary was distributed to the board.

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

President

- Terry Kirwan's father passed away this past week. The board sent flowers.
- There will be another OCPL Advisory meeting on November 14th at OCPL 7-8:30 pm. Please let Charlotte know if you would like to attend.
- Memo from Dick Strauss was discussed regarding the Town of Manlius and library funding cuts.
- A copy of the Community Survey distributed to the board to review.
- We had our Election and the Library Budget has passed. A copy of each of the libraries results were passed out to the board. Everything went very well on Election Day.
- We will be having our first NOPL workshop on November 9th at Cicero. This will be on customer service.
- The Brewerton landscaping is beautiful. It was done by the Brewerton Friends and some of the funding from Joyce Brown's memorial donations.
- Request for unpaid Leave of Absence for Jacquie Kowalczyk in December (Cicero Reference Librarian) read by Charlotte to the board.

Vice President – No Report

Treasurer

- Abstract #10 discussed by the board.
- We will be going out to bid next year for our heating and air conditioning. We currently are serviced by Airside Corporation.
- We have received another \$18,700 from the Maloon estate.

Motion to Approve Abstract #10 in the amount of \$81,515.55 by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary – Sent Connie Ebner (Brewerton Clerk) a get well card.

Trustee Reports – None

Librarian Comments

Lynne Yackel – Would like to thank the board for the shelving for North Syracuse. Lynne and the staff are very appreciative-- it is very useful.

Camille Luteran – On November 18th Brewerton Library will present the Open Hand Puppet Theatre. This was all from the Senator DiFrancisco grant. Patrons will have to sign up for this event.

Nancy Baker – We received verification that we will be getting a Keuka College Student to volunteer for an internship to help for 140 hours during her mid-winter break. We will give her an overview of our library and she will be working with Sue Clarey and her children's reading programs and also help with program preparation.

Old Business – None

New Business

Motion to Certify the Election Results by Pat Madigan; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Approve Jacquie Kowalczyk's unpaid Leave of Absence by Seth Groesbeck; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to go into Executive Session at 8:00 for personnel matters by Glenda House; 2nd by Sue Kowalczyk; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:34 by Pat Bragman; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Adjourn at 8:35 by Lynda Holbrook; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 8:35 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
November 20, 2006

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Robert Bick, Pat Bragman, Seth Groesbeck, Glenda House, Sue Kowalski, Pat Madigan, Linda Parise and Dottie Rushworth.

Absent: Lynda Holbrook

Guests: Camille Luteran, Lynne Yackel, Carol Westcott, Jill Wiechmann and Pete Ward.

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

Presentation by Pete Ward of Single Source Solutions regarding new procedures, winter maintenance and discussion of any maintenance issues that the board or library staff may have. We are gearing up for the winter season. Pete has incorporated email work orders from each library manager which has been working out very well.

- Sue Kowalski asked if something could be done about the lighting around the Cicero Library entrance. Pete recommended that he can put up reflective stakes to be installed around the library and also suggests that this be brought up to the Town of Cicero supervisor.

President

Motion to Approve October minutes with the correction that Linda Parise did attend the meeting by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

- Charlotte researched maintenance costs at a comparable library with NOPL. We are actually saving money for NOPL with Single Source. Everyone is very pleased with Pete's services.
- Our first Staff Workshop was held on November 9th on the topic of Customer Service. It was very good for our employees and we feel that these workshops are necessary for continued Staff Development. The next workshop will be in February.
- December 4th there will be an annual insurance meeting with our representative from Blue Cross at the North Syracuse Library at 9:00 a.m. who will discuss new updates and answer any questions that our employees may have on their insurance.
- Included in your packet is a copy of OCPL's board minutes. These are a way to keep us informed about what is happening at Central Library.
- Memo from Joyce Latham regarding ILS network upgrades. The bond proposal must first pass the Educational and Library Committees. We will let you know when we get more information on this.
- Legislative Breakfast – The managers will be attending and if anyone else would like to go, please let Marianne know.

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board.
- We are going to be implementing a new program to monitor books & library supplies so that the budget figures can be reconciled before the financials are received. We will have a report next month on library supplies for the board.
- Because of the Election, some of the board expenses should have been put into Public Notices. Next year we will budget these expenses under one account titled “Board Expenses”.
- Insurance – We have incorporated a new Director Insurance Policy and we are all paid up for next year. We are in very good shape with our insurance.
- Accountant Services – Mike Benn’s office has been working for months on extra services regarding John Walter. Mike has helped tremendously with our added accounting issues.

Motion to Approve Abstract #11 in the amount of \$86,164.11 by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Sue Kowalski attended the OCPL Advisory meeting at Central Library—the discussion was regarding approving the By-laws and also changing the mission of the committee. The next meeting will be January 9th at 7:00 at Central Library.

Librarian Comments

Camille – North Syracuse and Brewerton had the Open Hand Theatre on Saturday – They had a wonderful Russian performer. This was brought to the libraries by part of the grant from John DeFrancisco.

Lynne – The Friends Group is having a Book & Bake Sale on Saturday, December 2nd at North Syracuse Library and it will be run by the Teen Advisory Board.

Nancy Baker (absent) – Charlotte read request from Cicero Chamber of Commerce requesting the use of our community room to have their meetings once a month on Friday’s for 2 hours. Charlotte feels we should make a special consideration to do this for the chamber. It would be very good Public Relations.

Carol Westcott (Technology) – We are still in the process of doing the computer upgrades. This is going very well.

Strategic Plan – In January we begin reviewing one section of the Strategic Plan each month. Also, Kathy will be getting the results of the Community Survey soon and we will be presenting this also to the board.

The December NOPL events calendar was distributed to the board. We have many wonderful concerts coming up in December that you may be interested in attending.

Legislative – We now have a new Assemblyman in office.

Old Business - None

New Business

Motion to give the Cicero Chamber of Commerce permission to reserve our community room for the third Friday of each month from 11:45 to 1:45 for their membership meetings by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve the Personnel Report by Linda Parise; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to go into Executive Session at 7:50 p.m. by Linda Parise; 2nd by Rob Bick; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:15 by Glenda House; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion is made to give raise and pay to \$25,000 per year effective January 2007 to Marianne Vaughn by Sue Kowalski; 2nd by Robert Bick; All in favor—Motion Approved.

Motion to Adjourn at 8:20 by Seth Groesbeck; 2nd by Pat Heindorf; All in favor—Motion Approved.

Meeting Adjourned at 8:22 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Minutes
December 18, 2006**

Attending: Charlotte LaPorte, Pat Heindorf, Dottie Rushworth, Rob Bick,
Pat Madigan, Pat Bragman and Seth Groesbeck

Absent: Sue Berti, Glenda House, Lynda Holbrook, Linda Parise, Sue Kowalski

Guests: Nancy Baker, Lynne Yackel, Camille Luteran, Kathy Osmond,
Carol Westcott and Nancy Boisseau.

Meeting called to order at 6:00 p.m.

Motion to go into Executive Session for Personnel matters at 6:00 by Seth Groesbeck; 2nd
by Pat Madigan; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 6:21 by Seth Groesbeck; 2nd by Pat
Bragman; All in favor—Motion Approved.

Motion to Approve November board minutes by Pat Madigan; 2nd by Seth Groesbeck;
All in favor—Motion Approved.

President

- Charlotte read Bonnie Fuller's (Brewerton Children's Librarian) resignation letter to the board. She will be retiring the end of December.
- Charlotte also read request for Leave of Absence for Joann Busse, Cicero Clerk who will be leaving on maternity leave.

Vice President – No report

Treasurer

- Abstract #12 discussed by the board.

Motion to Approve Abstract #12 in the amount of \$67,504.59 by Seth Groesbeck; 2nd
by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary – No Report

Librarian Comments

Lynne Yackel – Friends of the library have bought (4) new book carousels. Teen Advisory board went to Malta House Christmas caroling. It was really a great day.

Camille Luteran – There will be a reception for our Children's Librarian, Bonnie Fuller, tomorrow from 4 -7 p.m. Every one is welcome to come and wish her well. We have decided on a Librarian replacement. His name is Ryan Harrington. He was the only candidate that had knowledge of Children's Services.

Nancy Baker – Leave of Absence for Joann Busse for maternity leave. We will have Amy Loveless to substitute in covering the majority of Joann's hours and will have other staff cover the remainder.

Charlotte thanked all the managers and staff for their extra hard work this year. She stated that we have made some positive changes and are very grateful to all the staff.

Committee Reports – None

Old Business – None

New Business

Motion to Approve Leave of Absence for Joann Busse and to have Amy Loveless substitute for her by Pat Madigan; 2nd by Pat Heindorf; All in favor—Motion Approved.

Motion to Approve hiring Ryan Harrington as Brewerton's Children Librarian at \$30,000 annually by Pat Heindorf; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to Approve 2007 Calendar by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

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

Meeting Adjourned at 6:50 p.m.

Respectfully Submitted by,

Marianne Vaughn