

**Northern Onondaga Public Library
Monthly Board Minutes
January 22, 2007**

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

Absent: Robert Bick, Pat Bragman

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

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

President

- Oath of Office completed by new board members.
- Pete Ward of Single Source was supposed to speak tonight but could not be here. He will be discussing new proposals for our new heating and Air Conditioning Company. We will have Pete here at our next board meeting.
- Mike Benn will be contacting everyone on the fraud committee soon.
- Ryan Harrington is our new librarian at Brewerton library. He is doing very well. When Ryan was hired he had a vacation already planned. He will need a week off in March. We agreed to this when he was hired.

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

Vice President – No Report

Treasurer

- Abstract #1 discussed.
- We will ask Pete Ward of Single Source to give us a quote on painting and library maintenance work to be included in his contract.

Motion to Approve Abstract #1 in the amount of \$123,951.21 by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary— I will be sending Connie Ebner a get well card.

Trustee Reports – None

Librarian Comments

Nancy Baker – Cicero received a donation from a patron the amount of \$500. This is the third year in a row that this patron donated to our library. We will be spending it on children's and non-fiction. Joann Busse is having her baby tomorrow. Amy Loveless (former employee) will be covering some of Joann's hours. Also, Saturday, February 10th we are having the Book & Bake Sale.

Lynne Yackel – Memo was passed out to the board asking to close the libraries on the Saturdays during Memorial weekend and Labor Day weekend. There are very few patrons that come in during these weekends. This would actually be a savings for the library because this would not be considered holiday pay.

Committee Reports – We will review what committees (current or needed) should report to the Board each month. We should also have a Salary/Negotiations committee also. We will vote which committees should be included at next months Board meeting.

Strategic Planning – The policies and procedures need to be reviewed soon.

Old Business – None

New Business

Motion to Approve the Personnel report by Dottie Rushworth; 2nd by Pat Madigan; All in favor—Motion Approved.

Heating proposals and Leave of Absence for Barb Florczyk will be addressed next month.

Motion to go into Executive Session at 7:40 p.m. for Personnel matters by Linda Parise; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:50 p.m. by Seth Groesbeck, 2nd by Glenda House; All in favor—Motion Approved.

Situation concerning staffing problems at Brewerton Library tabled temporarily.

Motion to give Pat Heindorf an additional \$2,000 stipend for her job as Treasurer made by Sue Berti, 2nd by Sue Kowalski; All in favor—except one abstention.

Motion to give the Saturday before Memorial Day & Labor Day for 2007 only made by Sue Kowalski, 2nd by Glenda House. All in favor—except one opposed.

Motion to adjourn made by Seth Groesbeck, 2nd by Pat Madigan; All in favor.

Meeting Adjourned at 9:02 p.m.

Respectfully Submitted,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
February 26, 2007**

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

Absent: Glenda House, Lynda Holbrook

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

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

Presentation by Pete Ward of Single Source: Winter updates.

- The snow has been removed in certain areas at Brewerton Library. We have also pushed back the snow at Cicero and North Syracuse Libraries. The drains on the roofs have been cleared as well as the awnings over the book drops. Pete also explained to the board that it would not be cost effective for the library to have painting included in his contract. It would be less costly to charge by the job because his firm paints according to the needs of the libraries.

Sue Kowalski asked about the lighting outside of Cicero Library. Pat Bragman spoke with Chet Dudzinski, Cicero Town Supervisor, who acknowledged that another light will be installed on the road coming into the Cicero Library.

Presentation by Carol Westcott: Technology update

- The presentation included service provided to staff and public patrons, network equipment and there was also a discussion of computer hardware and rotation of new computer workstations. Carol will be contacting vendors to investigate the possible advantage of leasing computer hardware. The proposed spending for 2007 was revisited.

President

Motion to Approve January's board minutes by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

- **Legislative** - Charlotte passed around a letter to Eliot Spitzer that will be mailed out encouraging him to support the libraries. Each board member signed the letter.
- **Workshop** – The Civil Service workshop held on February 8th was excellent. We have included a packet in your handouts tonight. It is very important that each employees know what laws govern their job at NOPL. There will be another workshop on May 11th on “First Aid Procedures” and Dealing with Difficult People. Lynne and Camille went to a workshop at OCPL on Safety in the Workplace.

- **ILS Dynix** -We are keeping you updated on the new system coming in May. There have been Technical Liaison meetings keeping the staff up to date.
- **Cicero Code Enforcement** -We have had the libraries inspected by the Cicero & North Syracuse Codes Enforcement Officers. Lockboxes were suggested if we want to install but not necessary. They will be inspecting Brewerton in March. We are now having our fire alarms inspected by Davis-Ulmer Sprinklers.
- **Disaster Plan**—We will now be working on our library disaster plan for the library. This is for recovery of our materials. We have a copy of Baldwinsville & OCPL’s disaster plans which are very extensive reports. We will be doing some research on this project and it will take at least a year to complete it. We will need to convene a committee to work on this.
- **Staffing Report** - Pat and Charlotte will be conducting a staffing report sometime in April.
- **Annual Report** – The Annual Report is complete and it will be distributed in the March Board packet and voted on in March also.
- **Handbook Revision** - The Employee performance evaluation needs to be changed from new employees being evaluated three times per year to being evaluated at 3 months and prior to 1 year’s employment. A copy of this revision is being handed out tonight. Lynne Yackel spoke of the necessity for evaluations not to exceed twice per year. Camille Luteran suggested that we do them especially before the Civil Service probationary period is up which is one year. Nancy Baker also agreed that most of these employees are part-time Clerks that need the 3 months at least to feel comfortable with the job before they are evaluated.
- **Brewerton Staffing** – We have had difficulty addressing Brewerton’s staffing issues. Hiring a full-time Clerk appears to be needed. We will discuss this in executive session.

Vice President- No Report

Treasurer

- Abstract #2 discussed by the board.
- We are looking into JP Morgan Chase Bank for a safety overdraft protection.

Rob Bick mentioned that he sent a letter to Senator DeFrancisco in regards to expanding the Special Library District.

Motion to Approve Abstract #2 in the amount of \$90,993.26 by Seth Groesbeck; 2nd by Rob Bick; All in favor—Motion Approved.

Corresponding Secretary – Sent a get well card to a Brewerton employee from the board.

Trustee Reports – None

Librarian Comments

Camille Luteran – All (3) Libraries Friends Groups are having a fundraiser with Plainville Farms for the month of March.

Audit Committee

- The meeting will be this Wednesday, February 28th at the NSEA office.

New Business

Motion to Approve the Personnel report by Sue Kowalski; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Motion to Approve the rewriting of the Employee performance evaluation by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved. (Marianne will put the amended paragraph into our employee handbook)

Motion to Approve Pat Waters leave of absence for 3 days in the week of April 22nd with the approval of Lynne Yackel by Rob Bick; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to go into Executive Session at 8:40 by Sue Kowalski; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to come out of Executive Session at 8:55 by Sue Berti; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion made by Sue Kowalski to Authorize Charlotte LaPorte to execute the settlement and release settling all issues relative to the employment of John Walter, which settlement requires NOPL among other things to pay his salary to the end of January 2008; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion made by Seth Groesbeck that all decisions which they are qualified to make relative to the operation of the library could be made by Charlotte LaPorte and Pat Heindorf. 2nd by Sue Berti; All in favor—Motion Approved.

Motion made by Pat Madigan to Approve hiring a full-time Clerk 2 in place of a part-time Clerk at Brewerton Library. 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 9:07 by Sue Kowalski; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 9:07 p.m.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
March 19, 2007**

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

Absent: Robert Bick, Lynda Holbrook

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

Meeting called to order at 7:04 p.m.

President

Motion to Approve February board meeting minutes by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

- Charlotte read a letter from William Hillick, neighbor of our Brewerton Library, requesting that something be done with the tree that is between his property and the Library's. We had Amy Damin of Clough Harbour look at the property and her opinion is that it is not certain as to whose responsibility it is. However, rather than go through a costly survey, we are having it taken down by Creekside Tree Service for \$550, which is a very good price for the size of the tree. (Pictures were passed around to the board of the tree and the property).
- The next Advisory Council meeting is April 10th at 7 pm at the Manlius Free Library.

Vice President – No Report

Treasurer

- Abstract #3 discussed by the board.
- We received our Clay check and should be receiving the Town of Cicero tax check soon.
- We are in very good shape with our budget.

Secretary – A card was sent to Connie Ebner, Brewerton Clerk.

Trustee Reports

- Sue Kowalski attended Library Lobby Day in Albany with some of her students. It was a very good time. The students enjoyed it also.

Librarian Comments

Nancy Baker – The Cicero Library will be having a History of Plank Road event on March 31st at 1:00 p.m. Please come to join us.

Camille – Brewerton Friends are having a Trash & Treasure Sale on Saturday, March 31st at the Brewerton Fire Barn. Everyone is welcome to participate.

Lynne – The North Syracuse Friends Group is having the Plainville Friends night on Monday, March 26th. You can pick up coupons at the circulation desk.

Committee Reports

Audit Committee – Dottie met with the committee and passed around a summary of what was discussed. Mike Benn and Pat Heindorf will be advisors to the committee because they are directly involved with the library. The next committee meeting will be sometime in May.

Finance Committee – Will no longer be on our agenda. This is being replaced by the Audit Committee.

New Business

Motion to formally establish the Audit Committee in place of the Finance Committee by Pat Madigan; 2nd by Sue Kowalski; All in favor—Motion Approved.

Motion to Accept the Audit Committee Charter by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Annual Report

Mike Benn's office will be doing the annual report. A copy of this report was included in each board member packet.

Motion to Accept the 2006 Annual Report by Dottie Rushworth; 2nd by Glenda House; All in favor—Motion Approved.

Motion to go into Executive Session at 7:36 for personnel matters by Seth Groesbeck; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 7:50 p.m. by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 7:52 by Glenda House; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 7:52 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Meeting
April 16, 2007

Attending: Charlotte LaPorte, Dottie Rushworth, Seth Groesbeck, Linda Parise and Lynda Holbrook.

Absent: Pat Heindorf, Sue Berti, Sue Kowalski, Glenda House, Rob Bick, Pat Madigan and Pat Bragman

Guests: Lynne Yackel, Jill Wiechmann and Pete Ward.

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

Presentation by Pete Ward of Single Source Solutions with proposal for landscaping all (3) libraries and discussion of each of the libraries landscaping needs.

President

- Approval of March minutes will be at next month's meeting.
- Boomer Fair—Charlotte read information for the boomer fair at the Cicero Library on Saturday, April 21st from 10:00 am to 3:00 p.m. This was made possible in part by a state grant from Senator John A. DeFrancisco and the Friends of NOPL @ Cicero.
- Brewerton Library -The tree has been removed at Brewerton by Creekside Tree Service for \$500.
- Electrical Problem – The North Syracuse Library had an electrical problem last week. A transformer in the light ballast was burning out. We called Stagnitta Electric who came and fixed it.
- Cicero sidewalk – A part of the sidewalk at Cicero has dropped. We are waiting to see if it will correct itself, if not, we will have to have it repaired. We put up a caution sign at the location to alert patrons.
- Cicero Plumbing – Paper towels were put into the toilet at the Cicero Library again and they caused us to call the plumber. We should look into the cost of air dryers and consider them if they are not too costly.
- OCPL Council – Pat and Charlotte attended a meeting in Manlius the beginning of this month. It was on the ILS implementation. This should be ready by October of this year. We would like to plan an annual OCPL meeting to make member libraries and OCPL more visible to the county. This should happen sometime late fall.

- We will be having Kate McAffrey coming to our May meeting to give us an update on OCPL MOU (Memo of Understanding). This is about all the services that OCPL offers us and what we should decide to have and pay for. This may have to be decided by October of this year. Nancy Baker will be serving on this committee to represent NOPL.
- Charlotte met with Kathy Osmond regarding the outcome of the Community Survey. Kathy will present a summary to the board in June.
- Geoff Socha, our North Syracuse Reference Librarian, has offered to do research on the Disaster Plan.
- We will be having our 3rd workshop on May 11th at the Cicero Library. This will be on First Aid Procedures and Crisis in the Workplace.
- Staff meetings – We will be implementing meetings with all professional staff members with budgetary responsibilities to discuss their concerns and share helpful information to other staff members.

Treasurer Report – by Charlotte

- Abstract #4 discussed by the Board.

We will approve the abstract at next month's meeting.

Librarian Comments

Lynne Yackel – A patron who was visiting a sick elderly parent called ahead to use one of our computers and needed some professional computer assistance. Nancy Bamerick and Carol Westcott arranged a special computer set up so that by the time she arrived at the library, she could start her work. She was so impressed and grateful to the staff that she sent a beautiful flower arrangement to the North Syracuse Library.

New Business

Landscaping Proposal – Charlotte emailed all absentee board members with explanation of landscaping proposal and estimate. Absentee board members voted and landscaping proposal passed.

Personnel Report will be approved at our next meeting in May.

Meeting Adjourned at 7:55 p.m.

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Special Board Meeting
May 1, 2007**

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

Absent: Glenda House, Pat Bragman,

Meeting held at the NSEA office and called to order at 7:00 p.m.

Motion to come out of Executive Session at 7:58 p.m. by Rob Bick; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion by Rob Bick to hire The Wladis Law Firm to represent our future interest and approve the appropriate fees; 2nd by Pat Heindorf; All in favor—Motion Approved.
(Glenda House voted by absentee)

Motion to Adjourn meeting at 8:03 p.m. by Sue Kowalski; 2nd by Linda Parise; All in favor—Motion Approved.

Meeting Adjourned at 8:04 p.m.

Submitted by,

Dottie Rushworth
Corresponding Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
May 21, 2007**

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

Absent: Glenda House and Rob Bick, Linda Parise, Lynda Holbrook

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Nancy Boisseau and Kate McCaffrey of OCPL.

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

Presentation by Kate McCaffrey of OCPL on Memo of Understanding (M.O.U).

Motion to Approve March, April and Special Board minutes by Seth Groesbeck; 2nd by Sue Kowalski; All in favor—Motion Approved.

President

- The Septic tank has been cleaned at Cicero. Pete Ward of Single Source was called and came up at 3:00 in the morning to check out the problem. Because the Cicero Commons was never completed, we never had a sewer system installed at Cicero. We should have it checked each year. The total cost was only \$225 because Pete helped to work with Hahn's Septic Tank Service. We will be getting a refund from the County for our previous sewer taxes that we have been charged in the past.
- A thank you letter from Kate McCaffrey on the Advisory Meeting being held at the Brewerton library was read to the Board.
- A donation in the amount of \$5,000 was received in memory of Taylor Lapham to the Brewerton Library. A letter was read to the Board from Taylor's daughter, Kimberly Strine, stating that they would like the money to be used specifically to enhance the Children's library.

Vice President – No Report

Treasurer

- Abstract #5 discussed by the board

Motion to Approve Abstract #4 in the amount of \$69,796.32 and Abstract #5 in the amount of \$80,765.39 by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski attended the Advisory Council meeting at Brewerton Library. She gave a brief report to the Board.

Librarian Comments

Camille Luteran (Brewerton) - The Friends Group has decided to hold the book sale inside the library and not off site. If you have any used books that you would like to donate, please drop them off at the Brewerton library. The Book Sale will be on June 11th.

Lynne Yackel (North Syracuse) – Kathy Osmond and Lynne met with the people at PACE CNY across from the library regarding many ventures planned with them for the near future. Also, the memorial garden that was put in by the Friends of the Library was with the help of a community volunteer member named Kathy Ringham. Kathy and her family have been a tremendous help on the garden.

Nancy Baker (Cicero) – The Friends of NOPL @ Cicero Library are having their 22nd Annual Ice Cream Social. It will be on Thursday, June 7th, from 5-8 p.m. A reminder bookmark was past out to the Board.

Old Business- None

New Business

Motion to Approve April Personnel Report as printed by Pat Madigan; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Approve Leave of Absences for Pat Waters and Jennie Cole by Pat Bragman; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to go into Executive Session at 8:07 p.m. to discuss personnel matters by Seth Groesbeck; 2nd by Pat Bragman; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:19 p.m. by Pat Madigan; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Adjourn at 8:20 p.m. by Seth Groesbeck; 2nd by Sue Kowalski; All in favor—Motion Approved.

Meeting Adjourned at 8:20 p.m.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
June 18, 2007**

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

Absent: Pat Heindorf, Seth Groesbeck, Glenda House

Guests: Camille Luteran, Lynne Yackel, Kathy Osmond, Mark Wladis (Wladis Law Firm)

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

Motion to go into Executive Session for personnel matters at 7:06 p.m. by Pat Bragman; 2nd by Sue Kowalski; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 7:22 p.m. by Pat Bragman; 2nd by Sue Berti; All in favor—Motion Approved.

Motion regarding passing resolution by lawyer (written papers) by Pat Bragman; 2nd by Sue Kowalski; All in favor—Motion Approved.

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

President

- A copy of the 2006 community survey is enclosed in today's board packet. Board members were asked to look it over; and we will discuss it further in the coming months.

Vice President – No Report

Treasurer

- Abstract #6 discussed by the board.

Motion to Approve Abstract #6 in the amount of \$80,973.93 by Rob Bick; 2nd by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Librarian Comments

Lynne Yackel (North Syracuse) – The Friends Group is having a Book & Bake Sale at the North Syracuse Library. This promises to be the best sale the Friends Group has ever had to date. Teens and Children's Program calendar passed around with summer events that are happening at the North Syracuse Library.

Kathy Osmond (Publicity) - We will be having our Jazz series and Summer Concert series coming up. Please come to see them at the library.

Committee Reports – None

Motion to Adjourn at 7:55 p.m. by Rob Bick; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 7:55 p.m.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
July 16, 2007**

Attending: Charlotte LaPorte, Pat Heindorf, Dottie Rushworth, Glenda House, Rob Bick, Lynda Holbrook, Linda Parise and Pat Bragman.

Absent: Sue Berti, Sue Kowalski, Pat Madigan and Seth Groesbeck

Guests: Nancy Baker, Lynne Yackel and Kathy Osmond.

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

Motion to Approve June board minutes by Rob Bick; 2nd by Pat Bragman; All in favor—Motion Approved.

President

- We need volunteers for the Finance Committee. The next meeting will be August 1st at 7 p.m. at the NSEA office. Pat Bragman and Lynda Holbrook volunteered to be on the committee.
- We will be establishing a Negotiations Committee also. This committee will not meet continuously, but will negotiate for our new contract in September. Pat Heindorf, Charlotte LaPorte, Rob Bick, Seth Groesbeck, Sue Berti and Lynda Holbrook will serve on the committee.
- Cicero sidewalk- Pete received an estimate by JLE Landscaping to have it repaired. The cost to NOPL will not be more than \$500.
- North Syracuse Library Men and Woman's restrooms will need to have locks installed and a key for patrons to use them. There have been many incidents that have led us to this. We will start at the North Syracuse Library.
- Whistleblower and new Finance Policies were distributed to the board and will be voted on under New Business.

Treasurer

- Abstract #7 discussed by the Board.
- New Computer and Internet policy to be written in the future with new insurance updates regarding employer responsibility.
- DASNY- Under the construction fund, NOPL will have extra money to use for any repairs to the buildings.
- We received a check from DASNY for a yearly escrow refund of 6,431.00 to be deposited into our savings account.
- Mike Benn and Pat Heindorf will be creating a report for the Board to see any budget transfers needed.
- We will be receiving our State Aide check in a few months also.

Motion to Approve Abstract #7 in the amount of \$84,453.78 by Dottie Rushworth; 2nd by Rob Bick; All in favor—Motion Approved.

Finance Committee – Guidelines are out of date and the figures will have to be adjusted to accommodate this. A memo was distributed to the Board.

Corresponding Secretary – No Report

Trustee Reports – A Board Trustee reported that someone she knows was treated discourteously when she phoned the North Syracuse Library recently to place some books on hold. The incident and the importance of courteous customer services will be reviewed with North Syracuse and all other staff.

Librarian Comments

Lynne Yackel (North Syracuse) – Our Friends Group gardener has reported that our trees along Chestnut Street are dying. She called Bartlett Tree Service to come up and look at them. Bartlett suggests saving the evergreens and remove the (3) oak trees before they get bigger and kill the evergreens. They can be removed sometime in the fall.

Also, the UMS Collection fees have been summarized for the 2nd quarter. With all the materials returned, NOPL is ahead in cash and materials minus the fees \$1,547.28. This has been very successful.

Nancy Baker (Cicero Library) – Our CNY Works student has been working about 25 hours per week. She is helping Sue to prepare programs and is helping with our everyday needs. She will be working through August.

Kathy Osmond – Our Jazz series speakers, films & outdoor concerts have been a success. NOPL has had some top-notch performers.

Old Business – None

New Business

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

Motion to Approve the Whistleblower Policy by Glenda House; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve new Finance Policy by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Approve the Cicero paving repair for \$500 by Lynda Holbrook; 2nd by Glenda House; All in favor—Motion Approved.

Motion to go into Executive Session for personnel matters at 8:15 p.m. by Glenda House; 2nd by Rob Bick; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:27 by Rob Bick; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Approve President Charlotte LaPorte to sign resolution concerning John Walter as read by Rob Bick; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 8:30 p.m. by Pat Bragman; 2nd by Rob Bick; 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
August 20, 2007**

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

Absent: Dottie Rushworth

Guests: Camille Luteran, Nancy Baker, Kathy Osmond, Carol Westcott, Pete Ward (Single Source Facility Solutions)

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

Presentation by Pete Ward of Single Source Solutions regarding painting the libraries and installing Plexiglas in the most appropriate areas. Also discussed was using more environmentally friendly or “green” products.

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

President

- Pat and Charlotte met with Kate McCaffrey of OCPL regarding starting a committee to hire a new Director. We will have a report for the Board at our next month’s meeting.
- The Negotiating committee will be meeting in October.
- Charlotte read resignation letter received by John Walter to the Board.

Vice President- No Report

Treasurer

- Abstract #8 discussed by the board.
- 2008 Proposed Budget presented. We will be requesting an increase for 2008. Accounts needed to be increased in the Budget discussed by the board members.
- Proposed funding from DASNY for furniture and computer expenditures distributed to the board. These will be purchased with the DASNY funds.

Motion to Approve Abstract #8 in the amount of \$96,050.94 by Lynda Holbrook; 2nd by Rob Bick; All in favor—Motion Approved.

Finance Committee – Team met last week regarding our new budget. In the past we have kept it at 3% and it is time to really look at each library and what it costs to keep them running. Insurance rates and Pension costs are going up substantially and the tax impact will be around 4% for each library. We will be letting the tax payers know what we are providing for them and about the new ILS system being implemented into our libraries.

Secretary – No Report

Trustee Reports – None

Librarian Comments

Camille Luteran (Brewerton) – Cicero Family Sport Center is offering a corporate rate to NOPL employees of \$13.00 per month. There is no registration fee and you pay by the month.

Nancy Baker (Cicero) – The sidewalk at Cicero has been repaired. JLE landscaping did a wonderful job.

Carol Westcott (Technology) – Attended a Microsoft conference and won a Microsoft Tech-net subscription for technology.

North Syracuse –Received a Bill & Melinda Gates Grant for \$10,000 to the North Syracuse Library for computers.

New Business

Motion to Approve New Computer Policy as written by Sue Kowalski; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve DASNY purchases for furniture, painting and Plexiglas for \$102,000 by Sue Berti; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve 2008 Budget increase to 12% by Lynda Holbrook; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve the Personnel report containing Jacquie Kowalczyk & John Walter's resignation's by Linda Parise; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to go into Executive Session at 8:15 by Seth Groesbeck; 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 Heindorf; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Adjourn at 8:36 p.m. by Pat Heindorf; 2nd by Pat Bragman; All in favor—Motion Approved.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
September 17, 2007**

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

Absent: Sue Berti, Sue Kowalski, Rob Bick

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Kathy Osmond,
Carol Westcott, Sue Clarey and Anthony Marchese of Kruth, Stein,
Squadrito & Lieberman.

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

Presentation by Anthony Marchese (Auditor) of 2006 NOPL Audit. Everything is in order and there are no recommendations. All aspects of the financials were discussed by Anthony and the board was given opportunity to add any comments or questions.

President

Motion to Approve August minutes by Pat Bragman; 2nd by Linda Parise; All in favor—
Motion Approved.

- We are very busy with the upcoming Election. There are (3) candidates, Linda Parise (N.Syracuse) and Lynda Holbrook(Cicero); Robert Lalley will be a write-in for Brewerton.
- After the vote we will set up a meeting with the Negotiating Committee. The meeting will be scheduled for a Monday. We will let notify you when the date is scheduled.
- Sue Clarey will be giving a presentation tonight on our Summer Reading Program.
- We will have the Wladis Law Firm review our Employee Handbook.
- Pat Heindorf, Sue Kowalski any Charlotte LaPorte hosted the OCPL Annual Meeting at the Galleries. It was a very nice. Nancy Baker's husband, Bill Baker, was the Master of Ceremony.

Treasurer

- Abstract #9 discussed by the board.
- The One Communications bill is in error. They charged us in error for connecting lines and they are re-issuing us a new bill.
- We have been advised by the Central Square School District that they will no longer support our library financially. We are currently looking into the issue.

Motion to Approve Abstract #9 in the amount of \$96,745.97 minus the adjustment of 999.36 for One Communications bill by Glenda; 2nd by Pat Madigan; All in favor—
Motion Approved.

Corresponding Secretary – No Report

Sue Clarey's Report

Sue reported on the summer programs and how successful they were. Onondaga County paid for 3 children's programs for each library. Overall statistics are up for the children's programs.

New Business

- Our Cicero Reference Librarian, Jacquie Kowalczyk, has relocated. We are sorry to see her leave NOPL. We have hired a replacement, Kelly Morris, who is originally from Florida.
- Charlotte read resignation from Darlene Piper, North Syracuse Clerk 1, who is leaving for a full-time job.

Motion to Approve the Personnel report by Pat Bragman; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Librarian Comments

Lynne Yackel – North Syracuse has had more vandalism. The planters in front of the library were dragged and moved to another area and the lettering on the window near the book drop was scraped off. We have spoken with Chief Connelly from the North Syracuse Police. We are having new signs put up that will say "No Trespassing-Violators will be prosecuted". Hopefully, this will take care of the problem.

Karen Diederich will fill-in for Darlene Piper temporarily until we hire a new Clerk. We are waiting to hire a permanent employee so we do not have to train them on the Dynix system plus the new ILS System.

Carol Westcott – The new Polaris computer machines for the new ILS System will be delivered next week. The system will be coming on-line October 23rd.

Nancy Baker – Our new Reference Librarian, Kelly Morris, has had experience with Polaris since 2003 so she will be a great help with our new system.

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

Executive Session

Motion to come out of Executive Session at 8:00 by Seth Groesbeck; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Adjourn at 8:01 p.m. by Seth Groesbeck; 2nd by Pat Heindorf; All in favor—Motion Approved.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
October 15, 2007**

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

Absent: Lynda Holbrook

Guests: Mark Wladis of the Wladis Law Firm

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

Motion to go into Executive Session at 7:04 p.m. to discuss negotiations for an Association Contract by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 7:55 p.m. by Seth Groesbeck; 2nd by Rob Bick; All in favor—Motion Approved.

President

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

- The three (3) trees at North Syracuse could not be removed to be replanted. The roots have grown into the foundation. Pete has cut them down and covered up the stumps with mulch.

Vice President – No Report

Treasurer

- The DASNY purchases are all listed on this Abstract. We will be getting the reimbursement for these purchases some time this month of \$105,000 from the Dormitory Authority.
- Abstract #10 discussed by the board.

Motion to Approve Abstract #10 in the amount of \$160,344.55 by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

New Business

- Mileage and Expense policy needs to be included in our Employee Handbook. A copy of this is included in the board packet.

Motion to Approve the Mileage and Expense policy by Rob Bick; 2nd by Pat Madigan;
All in favor—Motion Approved.

Motion to Approve the Election Results by Dottie Rushworth; 2nd by Pat Bragman;
All in favor—Motion Approved.

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

Motion to Adjourn at 8:21 p.m. by Seth Groesbeck; 2nd by Linda Parise;
All in favor—Motion Approved.

Meeting Adjourned at 8:21 p.m.

Respectfully Submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
November 19, 2007**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Dottie Rushworth, Seth Groesbeck, Pat Madigan, Sue Kowalski, Pat Bragman, Rob Bick,

Absent: Lynda Holbrook, Glenda House, Linda Parise

Guests: Camille Luteran, Lynne Yackel, Jill Wiechmann and Robert Lalley

Meeting called to order at 7:10 p.m.

President

Motion to Approve October minutes by Sue Berti; 2nd by Pat Bragman; All in favor—
Motion Approved.

- Introduced Bob Lalley as our new Brewerton Trustee to replace Dottie Rushworth leaving at the end of December.
- The Cicero Library had to be closed 11/19 and 11/20 because of a furnace problem. The heat exchanger burned out. We will be meeting with Pete on Monday to get more information. Airside is our Furnace Maintenance Firm.
- A thank you letter from Gay Dygert was read to the board for the beautiful flower arrangement on her retiring as Clerk 1 at the North Syracuse Library.
- We received a grant from the Cultural Resource Council of \$1,400 for the jazz and music series project.
- Sue Kowalski received a \$5,000 grant from the ALA Public Awareness Committee to use for her school to support the promotion of National Library week.

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board.
- Mark Wladis has approved NOPL to surplus our old computers. We will vote on this under new business.
- We will be meeting with Mark Wladis regarding Central Square District. Our Brewerton Library currently serves many patrons from this area and we are looking into getting our funds back from the district.

Motion to Approve Abstract #11 in the amount of \$108,135.09 by Dottie Rushworth; 2nd by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary- No Report

Trustee Reports – None

Librarian Comments

Camille – The managers wrote a report together for this month on the new Library System (Polaris). The new system is going very well.

- Camille would like to request that we have Single Source contract to clean the bathrooms on Friday night before opening on Saturday morning. Charlotte and Pat will be meeting with Pete next Monday and it will be included into the contract.

Lynne – We are very proud of all the staff. They are all working and helping each other with the new system.

Committee Reports

Audit Committee

- In our recent 2006 Audit, sick pay can be accumulated but not paid for so we do not have any liability.
- There will be a meeting on December 4th to vote on the budget. We will be meeting with Mark Wladis regarding Central Square District. Our Brewerton Library currently serves many patrons from this area and we are looking into expanding our district.

New Business

The old computer equipment is outdated and of no further use to NOPL and is hereby declared surplus and may be offered for sale or other disposition at the discretion of the Library Director or Chairman of the Board of Trustees.

Motion to Approve the surplus of computers by Seth Groesbeck; 2nd by Pat Bragman; All in favor—Motion Approved.

Contract Proposal – This is not the final draft. Items No. 20 and 21 will be corrected. They seem to contradict each other. Item No. 25 –vehicle statement should be left in.

Draft agreement constitutes NOPL offer of a revised wage and benefit package for NOPL Employees covered under the previous Agreement with the Staff Association. Asking for a motion to approve the proposed revisions contained within this draft and to present this offer to the NOPL Staff Association for consideration.

Motion to Approve this contract proposal by Sue Berti; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve Adult Programming Evaluation form by Rob Bick; 2nd by Sue Kowalski; All in favor—Motion Approved.

Appraisal of Buildings – Rob Bick will look into getting a proposal from a company to appraise all three (3) NOPL buildings. We will vote on this at our next board meeting.

- Dottie suggested that all three (3) buildings should have carbon monoxide detectors installed. Pete will be looking into buying the appropriate detectors for our size of buildings and will take care of installing them.

Personnel

Cicero – Joann Busse is requesting a leave without pay for one day in April. She will be using her allotted vacation time and needed an extra day for the week of April 14 – April 18th.

Motion to Approve leave for Joann Busse by Pat Madigan; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve Personnel report by Rob Bick; 2nd by Sue Kowalski; All in favor—Motion Approved.

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

Executive Session

Motion to come out of Executive Session at 8:26 p.m. by Pat Madigan; 2nd by Rob Bick; All in favor—Motion Approved.

Motion to Adjourn at 8:27 p.m. by Seth Groesbeck; 2nd by Rob Bick; All in favor—Motion Approved.

Meeting Adjourned at 8:28 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
December 17, 2007**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Dottie Rushworth,
Seth Groesbeck, Sue Kowalski, Pat Bragman, Rob Bick,
Linda Parise, Pat Madigan

Absent: Glenda House, Lynda Holbrook

Guests: Nancy Baker, Camille Luteran, Lynne Yackel, Jill Wiechmann,
Robert & Lauren Lalley.

Meeting called to order at

Motion to go into Executive Session for personnel issues at 6:03 p.m. by Sue Kowalski;
2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 6:20 p.m. by Pat Madigan; 2nd by Linda
Parise; All in favor—Motion Approved.

President

This will be Dottie's last meeting as Corresponding Secretary. We thank her for years of
dedication to the NOPL Board of Trustees. We will miss her. Robert Lalley will be our
new Brewerton Trustee.

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

Vice President – No Report

Treasurer

- Abstract #12 discussed by the Board.

Motion to Approve Abstract #12 in the amount of \$141,808.31 by Dottie Rushworth; 2nd
by Pat Bragman; All in favor—Motion Approved.

New Business

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

NOPL hereby ratifies the Agreement with the Association to be effective from April 1, 2008 through March 31, 2008 as presented to NOPL on November 19, 2007. NOPL hereby authorizes the NOPL President to execute the Agreement on behalf of NOPL.

Motion to Approve resolution for NOPL Contract by Seth Groesbeck; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Approve the Airside contract proposal as written by Sue Berti; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve the NOPL 2008 calendar as presented by Pat Madigan; 2nd by Rob Bick; All in favor—Motion Approved.

Motion to Approve the NOPL Closing Procedure as written by Rob Bick; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Approve Request for Leave for Carol King at North Syracuse by Sue Kowalski; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn meeting at 6:40 p.m. by Seth Groesbeck; 2nd by Dottie Rushworth; All in favor—Motion Approved.

Meeting Adjourned at 6:40 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary