

**Northern Onondaga Public Library
Monthly Board Meeting
January 28, 2008**

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

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

Meeting called to order at 7:06 p.m.

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

President

- Thank you notes were read by Charlotte from Suzanne Nelson, who received her MLS from Syracuse University and from Dottie Rushworth for the flowers and clock.

Vice President- No Report

Treasurer

- Abstract #1 discussed by the board.
- Capitalization Policy –Tabled until next month. We need to find out what needs to be depreciated.
- Auditor Bids – We met with two (2) companies already and will be meeting with another firm this week. We can discuss the costs at our February board meeting.
- Chase Bank – Chase has transferred our money over to another account that earns less interest. The reason is that we have exceeded our transfer amounts per month. We will be looking into transferring to another bank. We will have more information at our next board meeting.

Motion to Approve Abstract #1 in the amount of \$93,538.01 by Pat Heindorf; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Trustee Reports – None

Librarian Comments

Carol Westcott – Carol reported on the Tech Conference she attended in Washington DC. It was very informative and she will be bringing a lot of her training back to NOPL.

Nancy – Cicero received a \$500 donation. We have received this donation each year for at least the past five years from this patron. This year we are using it for the teen's non-fiction. Saturday, February 9th, The Friends are having a Book & Bake Sale. Also the Friends Group is having the Plainville promotion again this year. Plainville will donate 15% of the amount of the bill to the Friends of the Library. The date is not known at this time.

Lynne – North Syracuse Friends Group raised \$1500 on the Book Sale. Also, Suzanne Nelson, Children's Librarian, has received her Librarian I license.

Old Business – None

New Business

Motion to Approve the Personnel Report as written by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion by Linda Parise to have Secretary cast a unanimous ballot for:

Charlotte LaPorte (President)
Sue Berti (Vice President)
Pat Bragman (Secretary)
Patricia Heindorf (Treasurer)
Seth Groesbeck (Parliamentarian)

2nd by Bob Lalley; All in favor—Motion Approved.

Motion to Approve Charlotte LaPorte for President, Sue Berti for Vice President, Pat Bragman for Secretary, Pat Heindorf as Treasurer and Seth Groesbeck for Parliamentarian; All in favor—Motion Approved. Unanimous.

Oath of Office of new Trustees –The following new trustees read the oath of office and signed:

Linda Parise
Lynda Holbrook
Robert Lalley

Insurance – Part-time employees can take advantage of our Excellus insurance at the full monthly rates.

Motion made by Seth Groesbeck to Approve medical benefits for Part-time employees; 2nd by Rob Bick; All in favor—Motion Approved.

Children’s fines – This is a county wide community policy. The proposal is to lower fines on Children’s material to .10 cents per day.

Motion to Approve Children’s material fines to .10 cents per day with the maximum fine of \$5.00 by Rob Bick; 2nd by Sue Kowalski, All in favor—Motion Approved.

Motion to Approve leaves without pay for Ruth Horner (North Syracuse Clerk 1) and Barb Florczyk (Brewerton Clerk 1) by Glenda House; 2nd by Sue Berti; All in favor—Motion Approved.

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

Executive Session

Motion to come out of Executive Session at 8:45 p.m. by Pat Madigan; 2nd by Sue Berti; All in favor—Motion Approved.

Motion to Approve Employment Agreement for Marianne Vaughn for a 4-year term until December 31, 2011 by Pat Madigan; 2nd by Sue Berti; All in favor—Motion Approved.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
February 25, 2008**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Rob Bick, Robert Lalley, Linda Parise, Sue Kowalski, Pat Madigan.

Absent: Seth Groesbeck, Glenda House, Lynda Holbrook

Guests: Nancy Baker, Camille Luteran, Carol Westcott, Jill Wiechmann

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

President

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

- Charlotte read a letter from Mark Allnat regarding grant for magnifying software for the blind to be installed on one computer in each library. This will be at no cost to the library. Carol Westcott will explain it later in the meeting.

Vice President – No Report

Treasurer

- Abstract #2 discussed by the Board.

Motion to Approve Abstract #2 in the amount of \$58,939.88 by Bob Lalley; 2nd by Pat Bragman; All in favor—Motion Approved.

- Revised financials were handed out to each Board member.
- Auditor bids- We have 2 bids so far—we are meeting with another on Friday. Next month we will meet with the Audit Committee.
- Rob Bick will meet with Mike Benn regarding the Capitalization Policy and we will be ready to close out 2007.
- NOPL will be changing banks-When our tax checks come in, we will be signing up with KeyBank.

Trustee Reports - None

Librarian Comments

Carol Westcott (Technology) - Northern Onondaga Public Libraries (NOPL) has been invited to participate in the Library Services and Technology Act (LSTA) grant project. As submitted by Mark Allnatt of Onondaga County Public Library (OCPL), the grant will provide specialized software that enables people with blindness, low vision, or learning disabilities to use the libraries electronic resources by magnifying print and/or utilizing synthetic speech to read information aloud. The software will enhance the usability of current public technology such as Polaris online catalog, NOVEL databases, e-mail, and word-processing for our elderly and disabled patrons. The specialized software is expected to increase library use among the elderly and other persons with disabilities.

Nancy Baker (Cicero) – All the teen shelving is up at the Cicero library. The north wall of the library is now the Teen section.

Committee Reports – None

Old Business – None

New Business

- Suzanne Nelson now has her MLS degree and we can appoint her as a temporary librarian. She will receive her new increase to the Librarian I salary.

Motion to Appoint Suzanne Nelson as a temporary librarian in hopes that we can hire her off the next eligible list as a permanent librarian by Linda Parise; 2nd by Sue Kowalski; All in favor—Motion Approved.

Motion to Approve the Personnel report as written by Sue Kowalski; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to go into Executive Session for personnel matters at 7:30 by Sue Berti; 2nd by Sue Kowalski; All in favor—Motion Approved.

Executive Session

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

Motion to Adjourn at 7:50 p.m. by Pat Madigan; 2nd by Sue Kowalski; All in favor—Motion Approved.

Meeting Adjourned at 7:51 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
March 17, 2008**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Seth Groesbeck, Pat Madigan, Bob Lalley, Sue Kowalski, and Linda Parise.

Absent: Rob Bick, Glenda House, Lynda Holbrook

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

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

Presentation by Ron Barling of the Cicero Fire Department discussing the need for each library to have lock boxes installed on the outside of the buildings. They would be used in case of a fire emergency and the Fire Department needed to get into the buildings. Each library would be covered by their local Fire Department. The cost would be a one time fee of \$127 plus \$12 for mounting kits.

President

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

- Workshop –There is a workshop for the Gates Grant in Lake George for any trustee who would like to attend on April 6th, 7th & 8th. The reservation has already been paid for by OCPL. Please let Charlotte know if you would like to attend. Lynne Yackel and Carol Westcott will be attending.
- Pete Ward of Single Source will be coming to our next board meeting to provide maintenance updates.

Vice President – No Report

Treasurer

- Abstract #3 discussed by the Board.
- We have changed our primary banking from Chase Bank to Key Bank. We are just awaiting our new checks that should arrive some time this week.
- Rob Bick met with Mike Benn on the Capitalization Policy. We are all set to finalize the budget.
- Audit Committee will meet Monday, March 24th. At that meeting, Auditor bids will be opened.

Motion to Approve Abstract #3 in the amount of \$78,699.06 by Pat Madigan; 2nd by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Librarian Comments

Kathy Osmond-(PR) Kathy's report is enclosed in the board packet – Just a reminder that the Jazz series starts next Wednesday.

Nancy Baker (Cicero) – Nancy discussed why the libraries should be closed on the Saturday before major holiday weekends. This would not be a paid holiday for staff.

Lynne Yackel (North Syracuse) – We are now fully staffed. We have filled our two vacant positions.

New Business

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

Motion to Approve Single Source Contract for 3 years in the amount of 85,440.60 by Linda Parise; 2nd by Sue Kowalski; All in favor—Motion Approved.

Motion to Approve the 2007 Annual Report by Seth Groesbeck; 2nd by Sue Berti; All in favor—Motion Approved.

Capitalization Policy

Purchases which cost \$500 or more should be capitalized and depreciated versus expensed. This policy is recommended so that it is clear which assets will be added to the depreciation schedules and will be used to compute depreciation for the year.

Motion to Approve the Capitalization Policy as written by Bob Lalley; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve Saturday holiday closings for 2008; Saturday, May 24th, Saturday, July 5th and Saturday, August 30th by Sue Berti; 2nd by Linda Parise; All in favor—Motion Approved.

Gates Foundation

- NOPL was asked to match a donation of \$1,980 for the Gates Grant and we will in return receive \$7,000 to use for computers.

Motion to Accept the resolution that allows us to pay OCPL the matching funds of \$1,980 for the Gates Grant by Sue Kowalski; 2nd by Seth Groesbeck; All in favor—Motion Approved.

Motion to expend money for lock boxes for each of the libraries by Linda Parise; 2nd by Bob Lalley; All in favor—Motion Approved.

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

Motion to go into Executive Session for Personnel matters at 7:56 p.m. by Seth Groesbeck; 2nd by Sue Kowalski; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:05 p.m. by Sue Kowalski; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 8:05 p.m. by Sue Kowalski; 2nd by Linda Parise; All in favor—Motion Approved.

Meeting Adjourned at 8:06 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
April 21, 2008**

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

Absent: Seth Groesbeck

Guests: Kate McCaffrey (OCPL), Pete Ward (Single Source), Lynne Yackel,
Camille Luteran, Carol Westcott, Kathy Osmond and Jill Wiechmann

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

All trustees received their new updated trustee handbooks from Marianne Vaughn

President

Charlotte introduced Kate McCaffrey to the Board and guests. Kate was OCPL's Deputy Director and will be appointed to be our new NOPL Library Director.

Charlotte read the employment agreement as follows:

WHEREAS, the position of Library Director II for NOPL is currently vacant; and
WHEREAS, NOPL has duly canvassed the Onondaga County Personnel Department Civil Service List for qualified persons eligible to act as a Library Director II for NOPL; and
WHEREAS, Kate McCaffrey ("McCaffrey") is such a duly qualified person, and is willing to accept employment with NOPL as a Library Director II; and
WHEREAS, after review of McCaffrey's credentials and qualifications, and after completing the interview process, NOPL believes McCaffrey to be the best qualified applicant for the position of Library Director II with NOPL; and
WHEREAS, NOPL and McCaffrey have agreed to McCaffrey's terms of employment with NOPL, which terms are memorialized in the Employment Agreement attached hereto and made a part hereof.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. Kate McCaffrey is hereby employed with NOPL as Library Director II in accordance with the terms of the Employment Agreement.
2. NOPL authorizes Charlotte LaPorte, as President of NOPL, to execute the Employment Agreement on behalf of NOPL.

Motion to Approve Kate McCaffrey as NOPL Library Director II by Pat Bragman; 2nd by Glenda House; All in favor—Motion Approved.

Presentation by Pete Ward of Single Source regarding spring updates and landscaping and lawn care. Pat Heindorf and Pete will get together to discuss what will be in the front planter boxes.

Motion to Approve March Board minutes by Linda Parise; 2nd by Sue Berti; All in favor—Motion Approved.

Vice President – No Report

Treasurer

- Abstract #4 discussed by the Board.

Motion to Approve Abstract #4 in the amount of \$83,244.94 by Pat Madigan; 2nd by Rob Bick; All in favor—Motion Approved.

Rob Bick mentioned that the appraisals of the NOPL buildings will be done some time in June. Also, if NOPL would like to expand its district, we need to contact the State. First we would need data from Polaris.

Secretary – No Report

Trustee Reports – None

Librarian Comments

Kathy Osmond (Public Relations) – NOPL has received a CRC grant for an artist-in-residence project at Brewerton. The artist, Mary Fragapane, will have a preliminary sketch ready for the board to see at the May meeting. The project is scheduled for the fall.

Camille Luteran (Brewerton) – We had a father and son author come to our Brewerton Library. The program was called the Adirondack Kids.

Lynne (North Syracuse)

- We have been awarded the grant for the Starburst Access Program for low vision patrons.
- Carol Westcott and I attended the Conference in Lake George on “Turning the Page”. It was a wonderful conference. We have brochures and a video on how libraries are run.

Audit Committee – Sue Berti discussed the acceptance of the Auditor, Kruth, Stein, Squadrito, Lieberman & Silverman. We have used them previously and their bid was the best one. We will vote on this under new business.

New Business

NOPL has three (3) employees who are requesting time off without pay. They are all Clerk 1's at our Cicero Library. They have been approved by Nancy Baker. We will from now on have these leaves approved between Kate and the appropriate library manager.

Motion to Approve leaves without pay by Lynda Holbrook; 2nd by Pat Madigan; All in favor—
Motion Approved.

Nancy Baker needs to take an unpaid leave to take care of her father in Long Island until May 16th. She has used her sick time up until now and would like this additional time as unpaid. Her insurance benefits will continue.

Motion to Approve Nancy Baker's Family Medical Leave from April 21st thru May 16th by Bob Lalley; 2nd by Sue Kowalski; All in favor—Motion Approved.

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

Motion to Approve the Auditor Kruth, Stein, Squadrito, Lieberman & Silverman for 3 years by Sue Berti; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to go into Executive Session for Personnel matters at 8:00 p.m. by Pat Madigan; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:12 by Linda Parise; 2nd by Sue Berti;
All in favor—Motion Approved.

Motion to Adjourn at 8:13 by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:13 p.m.

Respectfully by,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Minutes
May 19, 2008

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Linda Parise, Sue Kowalski, Lynda Holbrook and Library Director, Kate McCaffrey.

Absent: Rob Bick, Bob Lalley, Pat Madigan, Seth Groesbeck and Glenda House

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

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

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #5 discussed by the board.

Motion to Approve Abstract #5 in the amount of \$73,647.66 by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Sue Kowalski mentioned that several people in her neighborhood would like to see the libraries open earlier on Saturday.

Charlotte commented that Kate will be doing a staffing study and could look into the possibility of earlier Saturday hours or possible Sunday hours, if financially feasible.

Librarian Comments

Kathy Osmond (PR) – A copy of the rough draft of the Brewerton mural was passed around for the board to see. The artist, Mary Fragapane, will start work on it in October.

Lynne (North Syracuse) – One of our former Pages, Ana Giovianazzo, will be covering for one of our employees out on disability. The Friends Book Sale will be held on June 20th.

Nancy (Cicero) – Nancy would like to thank the Board for extending her the time off for family leave. She is very happy to be back. Cicero is having their Ice Cream Social on June 5th from 5-8 p.m.

Camille (Brewerton) – Brewerton program flyers handed out for the trustees. There are many events coming up. We have been having fun with the Wii that was purchased for programming. We also have “Sail into Reading” soon. We will have 3rd grade classes from Central Square coming to the library.

Director’s Report – (Kate McCaffrey)

- Theft of DVD’s reported by Channel 9: 600 DVD’s turned up at a pawn shop in East Syracuse. Spoke with Chief Becker and Elizabeth Dailey. Most were from Liverpool, 50 + were from Dewitt, and one was from No. Syracuse. However, the two individuals charged actually brought in about 1200 DVD’s and half were sold before the store owner became suspicious and called police. No way to know which libraries they came from.

In response, staff at all three libraries were asked to inventory the DVD collections (4424) to see how many that should be on the shelves are actually missing (this included opening the cases to check for missing disks).

Result:

Brewerton 5% presumed stolen (46 out of 965)

North Syracuse approximately 3.5 % presumed stolen (46 out of 1263)

Cicero – only 2 out of 1347 presumed stolen

- Bill Meyer, Onondaga County Legislative Chairman, came in to say hello. Kathy took pictures of Kate and Bill for the local papers. The Secretary of the legislature will set up a similar opportunity for North Syracuse legislator Casey Jordan.
- Staff meetings and visits:
Managers’ meeting
Visited Brewerton and North Syracuse
Met with Pete Ward, Single Source Facility Solutions

Committees

Charlotte and Kate will meet regarding current committee structure to review what committees are most important. The Audit Committee has taken over the Finance Committee.

Old Business – None

New Business

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

Motion to Approve the mural design presented for Brewerton Library by Lynda Holbrook; 2nd by Pat Heindorf; All in favor—Motion Approved.

Motion to Adjourn at 7:25 pm by Sue Berti; 2nd by Sue Kowalski; All in favor—Motion Approved.

Meeting Adjourned at 7:25 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

Northern Onondaga Public Library
Monthly Board Minutes
June 16, 2008

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

Guests: Camille Luteran, Lynne Yackel, Carol Westcott, Jill Wiechmann

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

President

Motion to Approve May Board minutes by Pat Bragman; 2nd by Lynda Holbrook; All in favor—Motion Approved.

- Charlotte met with Kate regarding the NOPL committees. We will be keeping only the key committees on the Board agenda.(Technology, Strategic Plan, Legislative & Audit / Finance)
- NOPL will be having receptions for Kate McCaffrey in July. Board members will be receiving an invitation soon. Please try to attend the reception at your library.

Vice President – No Report

Treasurer

- Abstract #6 discussed by the Board.
- Pat will be meeting with KeyBank on Friday. We will be transferring some funds into another Certificate of Deposit.
- August we will be presenting the budget and will be preparing for the upcoming election in October.

Corresponding Secretary – No Report

Trustee Reports – None

Director's Report

- Attended many Staff meetings and library activities this month.
- Cicero – The only way to increase the maximum occupancy of the community room, allowing more children to attend programs, would be to install a sprinkler system. Currently North Syracuse's community room can accommodate more than twice as many people as Cicero's.
- North Syracuse – Reported incident with graffiti on the front door.
- Cicero staff is working on a plan to utilize the reference desk in the children's area. It will involve either moving the desk further into the room (quote from Stagnitta for \$460 to install new wiring) or to move some shelving to improve sightlines from current location.
- Staff has attended training in Simply Reports (Polaris), a sophisticated tool for gathering data about patrons and collections.
- Is discussing with staff the possibility of centralizing ordering of some popular items.
- Would like to purchase a banner for Main Street in Brewerton for \$350.
- Proposed contracting with a provider for an Employee Assistance Program to help staff members deal with personal, family or work-related problems. Have proposals from BOCES EAP and Crouse HelpPeople.
- Central Square – Provided some detail on services provided to Central Square residents. Some discussion on strategies to restore funding from Central Square. Need to expand the district? Pat Heindorf and Seth Groesbeck will explore options.
- Friends Group dinner – We will be hosting an appreciation dinner for all the Friends sometime in August. We think this is a good way to bring the groups together to thank them for recent activities on behalf of the libraries and to propose some possible joint funding projects.

Old Business – None

New Business

Motion to Approve the Personnel Report as written by Glenda House; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to contract with Crouse Hospital to spend \$1120 per year for the Employee Assistance Program by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn at 7:40 p.m. by Glenda House; 2nd by Sue Kowalski; All in favor—Motion Approved.

Meeting Adjourned at 7:40 p.m.

Respectfully Submitted,

Marianne Vaughn

Northern Onondaga Public Library
Monthly Board Meeting
July 21, 2008

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Rob Bick, Bob Lalley, Linda Parise, Pat Madigan, Seth Groesbeck, Lynda Holbrook and Library Director, Kate McCaffrey.

Absent: Glenda House, Sue Kowalski

Guests: Mark Wladis, Lynne Yackel, Kathy Osmond, Jill Wiechmann

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

Presentation by Mark Wladis regarding the grant for the North Syracuse expansion project.

- NOPL has the opportunity to apply for a construction grant under the State grant program by the Division of Library Development. Onondaga County qualifies for about \$455,000 to be divided among the libraries that submit a qualifying application. NOPL would have to demonstrate ability to cover 50% of the cost. Pat and Mark will call the Dormitory Authority regarding our construction reserve money. The deadline for this application is in early August. The board needs to vote on a resolution to go forward with the expansion of the North Syracuse Library. NOPL would like to use this grant to expand the North Syracuse Library community room area.

Kate McCaffrey commented on how the North Syracuse Library is heavily used in the area and that they have had to turn people away for programs. This would be an opportunity to expand and add more programming and meeting room space.

- Kate would like to do a community survey to gather information and input from staff and members of the community.

Also, we need to do more investigating on adding sprinklers to our Cicero Library to allow for an increase in the maximum occupancy number for the community room. Currently, the code permits only 48 people in the room. Davis Ulmer informed Kate that adding sprinklers would be very expensive, requiring an additional water source, and the removal of the roof in order to complete the work.

- Rob Bick will check with the codes enforcer for Cicero to see if there are other steps that could be taken to meet the requirements needed to increase the room's maximum capacity.

Motion to resolve that the Board is authorizing the executive officers to direct the Library to go forward with their consultants to look at possible areas of expanding North Syracuse Library and funding the expansion by Seth Groesbeck; 2nd by Rob Bick; All in favor—Motion Approved, Unanimous.

Motion to resolve that the Board is authorizing the executive officers to direct the Library to go forward in preparing a grant application for the Public Library Construction Grant Program concerning the sprinklers at the Cicero Library by Lynda Holbrook; 2nd by Pat Heindorf; All in favor—Motion Approved, Unanimous.

President

Motion to Approve June Board minutes by Pat Bragman; 2nd by Bob Lalley; All in favor—Motion Approved.

- Finance & Audit Committee will meet either the 3rd or 4th week in August to discuss the budget. Kate and Pat will have a meeting before the committee meets. (Lynda Holbrook, Pat Bragman, Sue Berti, Charlotte, Pat and Kate)
- The Board Election Vote will be coming up in October. We will be meeting to discuss the start of our Election process on August 11th with Pat, Charlotte, Kate and Kathy Osmond.
We will be using paper ballots this year. Pat Heindorf will not be running again, but will stay on as Treasurer for NOPL.

Vice President – No Report

Treasurer

- Abstract discussed by the Board.

Motion to Approve Abstract #7 in the amount of \$111,513.30 by Seth Groesbeck; 2nd by Pat Bragman; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director's Report

- New liaison to OCPL board of trustees is Bob Manning
- A staff development day has been scheduled for Friday, September 26th at 9:00 – 1:00 p.m. at the Cicero Library. The Libraries will open by 2:00 p.m. Board members are welcome to attend or to join staff for lunch.
- Summer Reading Program is underway, with 1185 children and 225 teens registered. 112 programs have been scheduled.
- Davis Ulmer contacted regarding sprinkler system for Cicero Library. Prohibitive cost—includes need for new water supply; removal of ceiling, etc.
- Exploring credit card payments for fines and lost item charges.
- NOPL has been awarded a grant from the New York Council for the Humanities “Together—Book Talk for Kids and Parents” program.
- Internet Express PC will be added at the North Syracuse Library.
- UMS collection agency 2nd quarter report: NOPL was billed \$376 for a return of \$1,547 (combined fines collected and value of returned materials)
- Expanding district – According to DLD, it is not possible to expand beyond Onondaga County (Seth Groesbeck will look into restoration of Central Square funding).
- Proposal to hire substitute librarians for coverage at all (3) libraries.
- Proposal to open libraries at 9 am on Saturdays; starting after Labor Day.
- Removal of slant top picture book tables from Cicero and North Syracuse. Can donate to a school or library.
- Report of news and activities at individual libraries submitted

Motion to hire (3) substitute part-time Librarians to cover for all (3) libraries at a cost of approximately \$13,000 per year with no benefits by Rob Bick; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to expand library hours for all (3) libraries to open on Saturday at 9:00 am. This will start after the Labor Day holiday by Lynda Holbrook; 2nd by Pat Bragman; All in favor—Motion Approved.

Charlotte announced that there will be a reception tomorrow night, July 21st, for Kate McCaffrey, given by the Cicero & Brewerton Friends Groups. This will be from 6-7 p.m. at the Cicero Library. The North Syracuse reception will be Thursday, July 31st from 6-7 p.m. at the North Syracuse Library.

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

Meeting Adjourned at 8:37 p.m.

Respectfully Submitted,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
August 18, 2008**

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

Absent: Rob Bick, Sue Kowalski, Pat Madigan & Bob Lalley

Guests: Lynne Yackel

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

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

President

- Finance Committee will meet on September 8th at 7:00 p.m. at the NSEA office.
- Election is underway. Charlotte, Kate McCaffrey & Kathy Osmond met to discuss the Election schedule.
- Receptions for Kate McCaffrey went very well. The board has sent a thank you to all the Friends Groups for a doing a wonderful job.
- Attorney General, Andrew Cuomo, will be at the North Syracuse Library tomorrow at 2:30 p.m to continue an ongoing campaign to combat online child pornography. Board members are welcome to attend.
- Charlotte read a letter of congratulations from Adria Ripka on her being selected as “Trustee of the Year” of the OCPL Advisory Council. She was very pleased and thanked the board for their nomination.

Vice President – No Report

Treasurer’s Report

- Abstract #8 discussed by the board.
- We are doing very well with the budget.
- Kate had a Cicero codes officer come to the library to check out the community room and the capacity. Apparently, the room was listed as regular office space instead of a community and program room. We have now been approved to enlarge the capacity of the room for library programs.
- North Syracuse Expansion project is on hold until we meet with Mark Wladis and the architect on September 5th.

Motion to Approve Abstract #8 in the amount of \$58,029.84 by Seth Groesbeck; 2nd by All in favor—Motion Approved.

Director Report

- **Substitute librarians** – the ad was posted on various websites and emailed to school librarians in the North Syracuse School District. Interviews will be set up at the end of August.
- **Collection codes** – each library was using a separate set of codes to identify items in the collection. The staff went through the painstaking work of reviewing all of the codes, eliminating those that are no longer relevant, and then deciding on a master list of codes to be used by all three libraries. This will improve efficiency, and make statistics more accurate and useful.
- **Periodicals** – the three libraries have separate contracts with three different vendors for magazine subscriptions. Quotes have been solicited from each vendor for a single contract. It will take time to make the switch, because the three contracts are up for renewal at different times, but this should also result in some savings, and make the process more efficient.
- **Memorandum of Understanding** – Kate continues to work on the MOU (essentially a contract between the OCPL board of trustees and each member library board), and submitted revisions to the OCPL board of trustees following several meetings with the other member directors.
- **OCSL** – Kate will represent the member directors on the OCPL strategic planning committee and on a workgroup to meet with the county budget analyst and a consultant hired to work on a cost allocation study for system services.

Collection:

- Kate is gathering information to guide decisions on how to allocate materials funds in 2009, from the staff, and from circulation reports. Met with the reference librarians to review current databases and to discuss coordinated purchasing of expensive reference materials.

Security:

- There were several minor incidents at North Syracuse in July relating to kids and problem behavior outside the library. The police were called but the problems (loitering, spitting, graffiti, etc.) persist. The library is a pickup/drop off point for a summer school bus, which may be contributing to the problem.
- The alarm system went off repeatedly due to a malfunction in the system. The problem appears to have been corrected.

Proposals:

- The board is asked to consider a proposal to create three librarian 2 positions (to replace the librarian 1 positions of the three managers)

Corresponding Secretary – No Report

Trustee Reports – None

Old Business – None

New Business – None

Motion to go into Executive Session for personnel matters at 7:20 p.m. by Seth Groesbeck; 2nd by Sue Berti; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:14 by Seth Groesbeck; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to Adjourn at 8:15 by Seth Groesbeck; 2nd by Glenda House; All in favor—Motion Approved.

Meeting Adjourned at 8:15 p.m.

Respectfully Submitted,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Minutes
September 15, 2008**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Glenda House, Lynda Holbrook, Seth Groesbeck, Bob Lalley, Pat Madigan, Sue Kowalski and Library Director, Kate McCaffrey.

Absent: Linda Parise, Rob Bick

Guests: Camille Luteran, Carol Westcott, Jill Wiechmann and Bob Manning (OCPL Trustee).

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

Introduction of Bob Manning, OCPL Board of Trustees liaison to the NOPL board. He is also a trustee at Baldwinsville Public Library. Bob gave an update on the OCPL Executive Director search and expressed interest in improved communication between the system and suburban library boards.

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

President – No Report

Vice President

- Received a thank you from Andrew Cuomo's office regarding the news presentation on efforts to control access to child pornography over the Internet.

Treasurer

- Abstract #9 discussed by the board.
- The Finance committee met regarding the 2009 budget. We will be asking for 8% for 2009. This is less than 3% per library.

Motion to Approve Abstract #9 in the amount of 93,546.80 by Seth Groesbeck; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Sue Kowalski commented on the ALA website that you can nominate your favorite librarian. The prize is \$5,000. You can go to www.ilovelibraries.org to vote for a school or public librarian.

Director Report

Updates:

- **Summer Reading Program** – successful by any measure, thanks to very hard work by all staff, but especially Sue Clarey, Wanda Nelson and Suzanne Nelson.

Children's program: 774 children (+6%) read a total of 15,484 books (+9%)
3015 children (+0%) attended 81 programs (+9%)

Teen program: 151 teens (+7%) read a total of 1,893 books (-2%)
81 teens (+9%) attended 24 programs (-17%)

- **Substitute librarians** – there were many good candidates. Interviews have begun and the positions should be filled very soon.
- **Together Grant** –ten families have registered for the project and there is room for several more.
Staff Development Day – September 26th. Plans are finalized and a brief outline of the planned activities was given. Trustees are invited to lunch. The Staff will be honoring Charlotte LaPorte, winner of the Trustee of the Year Award.
- **Local Holds** - OCPL implemented new procedure aimed at (1) reducing the volume of delivery and (2) making more new items available at owning libraries. NOPL libraries will make all new adult books and DVD's available for local holds only. After six weeks the items revert automatically and will be available to fill holds at other libraries.
- **Collection** – During the first 8 months of the 2008, NOPL libraries circulated (rounded off)
 - 214,000 books
 - 60,000 DVD's
 - 8,000 music CD's (own only 784 total)
 - 12,000 audiobooks

Old Business – None

New Business

Motion to Approve the 2009 budget for 8% increase in the amount of \$2,134,661.00 by Sue Berti; 2nd by Glenda House; All in favor—Motion Approved. Unanimous.

Motion to Adjourn at 7:25 p.m. by Lynda Holbrook; 2nd by Sue Berti; All in favor—Motion Approved.

Meeting Adjourned at 7:26 p.m.
Respectfully Submitted,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
October 20, 2008**

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

Absent: Rob Bick

Guests: Camille Luteran

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

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

President

- The Election went well. Our budget was passed. Election results distributed.
- Kate McCaffrey will be out for the next two weeks following surgery. We wish her well.
- Nancy Baker, our Cicero Library Manager, is retiring at the end of October. She will be missed at NOPL.
- The Friends Reception will be this Wednesday, October 22nd at 6:00 p.m. at the North Syracuse Library. All Board members are invited to attend.

Vice President – No Report

Treasurer

- The Audit is finished – Everything is in order and no recommendations. A copy was distributed to each board member. We will vote on this at our next meeting in November.
- Abstract #10 discussed by the board.

Motion to Approve Abstract #10 in the amount of \$90,824.62 by Seth Groesbeck; 2nd by Sue Kowalski; All in favor—Motion Approved.

Trustee Reports – None

Director's Report

Substitute librarians –following interviews, three librarians (Mary Gosson, Chuck McCabe, and Linda Saliba) were hired. They began working at all three locations following an orientation and Polaris training.

Together Grant- we are halfway through the series. Auditors from the New York State Council for the Humanities planned to attend the program on October 18th.

Staff Development Day – was very successful. Evaluations were enthusiastic about the format, which was more flexible than in the past, with a greater variety of activities. Plans are already underway for the next SDD.

Personnel – Nancy Baker announced her early retirement, effective October 31st and Linda Gauthier-Bouwens resigned her position as part-time library Clerk 1 at Brewerton, effective September 19th.

Collection

- Placed order for popular DVD's as start of "Fast Flicks" collections at each library. These high-demand items will circulate for three days only, no renewals and no holds permitted.
- Committed NOPL to implementing the acquisitions module of Polaris in 2009. This will allow us to track funds very closely, and will streamline the ordering and processing of new materials.

Circulation – circulation statistics show a dramatic increase at all locations, but we believe that the figures are misleading. In September we made changes to the list of collection codes, or tags, on NOPL materials. The codes are used in tracking circulation by category, and it appears likely that many items were un-coded, or coded incorrectly before the changes were made.

New Business

Motion to Approve 2008 Election results by Pat Madigan; 2nd by Linda Parise; All in favor— Motion Approved.

Motion to Adjourn meeting at 7:16 p.m. by Seth Groesbeck; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 7:16 p.m.

Respectfully Submitted by,

Marianne Vaughn
Board Secretary

**Northern Onondaga Public Library
Monthly Board Meeting
November 17, 2008**

Attending: Charlotte LaPorte, Sue Berti, Pat Heindorf, Pat Bragman, Rob Bick, Pat Madigan, Linda Parise, Lynda Holbrook, Sue Kowalski, Bob Lalley, Seth Groesbeck and Library Director, Kate McCaffrey.

Guests: Camille Luteran, Carol Westcott, Kathy Osmond, Jill Wiechmann and Bob Manning (OCPL).

Absent: Glenda House

Meeting called to order at 7:07 p.m.

Bob Manning gave an update on what is happening with OCPL and the search for their new Library Director, the status of the Galleries' roof, the upcoming strategic plan, and the Lifecycles study. He spoke briefly on the state budget and possible cuts in library funding. There will be a Legislative breakfast on December 12th. More information will be sent to Kate to give to the trustees who would like to attend.

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

President

- Charlotte read thank you notes from Nancy Baker and also from the American Humane Association. Nancy Baker has retired and NOPL donated to the humane association in memory of Rob Bick's mother.
- December's meeting will be our annual holiday dinner. We will start the meeting at 6:00 p.m. and will serve a light dinner at 6:30.
- NYSALB – Dick Strauss recommended that we have a letter writing campaign regarding library budget cuts in Albany. He suggested we have letters available at for patrons to sign at our circulation desks.
- Please check Kathy Osmond's report. We have great programs and concerts coming up soon for the holidays.

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board.
- We are still under our expense budget for the year.

Motion to Approve Abstract #11 in the amount of \$100,450.01 by Rob Bick; 2nd by Bob Lalley; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Sue Kowalski attended the NYLA conference in Saratoga Springs, attending on behalf of her school library. She also presented a very successful workshop. (Camille has written a paragraph about Sue in her report.)

Director's Report

Circulation – again this month circulation statistics show a dramatic increase at all locations. Total circulation figures are accurate, but the individual categories, with the exception of the new Fast Flicks, may not reflect increases accurately, in part because of the cleanup of NOPL collection codes in September, and in part because of the transition to Polaris last October.

Personnel

- Kate approved a three-month unpaid leave for Liz Cullen (Cicero - clerk 1). Liz will be staying with her daughter, who has a toddler and is expecting twins.
- The performance evaluation process for professional staff, to be completed by the end of the year, is underway

Collection

- The new *Fast Flicks* collections are very successful. 177 DVD's were added to the collection beginning on October 29th. They have circulated 834 times in just under three weeks.

Projects

- Moving ahead with plans to implement Polaris Acquisitions module
- Plans to implement centralized processing of materials have been put on hold temporarily, until the Cicero library manager position is filled

Grants

- NOPL has been awarded \$2400 in additional state funding through the Senator John A. DeFrancisco Library Grant Program. The funds will pay for mask-making workshops and performances at each library by Bells & Motley, and will tie into the Chinese Culture project planned by Kathy Osmond.

Staff Development

- Lynne and Camille attended the NYLA Conference in Saratoga Springs
- Kate has been asked to serve on planning committee for the 2010 Public Library Association Conference (Portland, Oregon)

Public Relations (Kathy Osmond) – There will be an artist reception at the Brewerton library on Thursday, December 4th at 6:30 – 8:00 to celebrate the new mural. You can meet the artist and enjoy a holiday performance concert.

Committee Reports – None

Strategic Plan – A strategic planning process should begin in 2009, possibly using the format that OCPL will use, based on PLA's *Strategic Planning for Results*

Old Business – None

New Business

Motion to Approve 2007 Audit by Pat Madigan; 2nd by Sue Kowalski; All in favor—
Motion Approved.

Motion to Approve 2009 NOPL Calendar by Rob Bick; 2nd by Sue Berti; All in favor—
Motion Approved.

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

Executive Session

Motion to come out of Executive Session at 8:26 p.m. by Seth Groesbeck; 2nd by Lynda
Holbrook; All in favor—Motion Approved.

Motion to Adjourn at 8:27 p.m. by Pat Madigan; 2nd by Sue Kowalski; All in favor—
Motion Approved.

Meeting Adjourned at 8:27 p.m.

Respectfully submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
December 15, 2008**

Attending: Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Bragman, Sue Kowalski, Rob Bick, Seth Groesbeck, Lynda Holbrook, Glenda House, Pat Madigan and Library Director, Kate McCaffrey.

Absent: Linda Parise, Bob Lalley

Guests: Barb Irwin, Kate Kuryla, Bob Manning, Lynne Yackel, Camille Luteran, Kathy Osmond, Kelly Morris, Adria Ripka and Dick Strauss.

Meeting called to order at 6:10 p.m.

President

Motion to Approve last month's minutes by Pat Bragman; 2nd by Rob Bick; All in favor—Motion Approved.

- We would like to introduce two new board members, Barbara Irwin and Kate Kuryla. We welcome them to our NOPL board.

Vice President – No Report

Treasurer

- We are doing very well with the budget. We are only at 82%.
- Abstract #12 discussed by the board.

Motion to Approve Abstract #12 in the amount of \$139,412.38 by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustees – No Report

Director Report

Personnel

- Hired Linda Bouwens to work temporarily at Cicero. Linda will cover for leave-time requested by clerks Liz Cullen, Randy Wheat and Joanne Busse.
- Amy Conger, of Benefits Specialists met with staff to present alternatives to the current medical insurance plan. The current plan will only be available one more year, but most of the staff attending agreed to remain with current plan and to take the year ahead to investigate and consider alternate plans.

Collection

- The Cicero Friends will purchase a display unit for the new collection of music cd's that will be added in 2009.
- Library users may see some lag in new materials due to the implementation of the Polaris acquisitions module. OCPL automation staff will help with the setup of electronic ordering. Nine staff members will attend training at Polaris in Liverpool.

Circulation

- Circulation is up by double digits at all three libraries, with significant increases in some categories (dvd's, audiobooks, and young adult materials). At Brewerton, Wanda Nelson weeded and reorganized the children's collection, which saw a 38% increase. Nancy Boisseau added new titles and created excellent displays on the presidential election and on green conservation efforts, contributing to a 38% increase in adult non-fiction circulation.
- OCPL automation staff members are developing new statistical reports to help with the state annual report. They are willing to develop specialized reports useful to staff or of interest to suburban library trustees.

Old Business – None

New Business

Dick Strauss and Adria Ripka presented Charlotte LaPorte with the OCPL Trustee of the Year Award. Charlotte received a plaque in her name and a check for \$250 to use for books at the North Syracuse Library in recognition of her extraordinary contributions to NOPL.

Motion to Adjourn at 6:35 p.m. by Seth Groesbeck; 2nd by Pat Madigan; All in favor—
Motion Approved.

Meeting Adjourned at 6:35 p.m.

Respectfully by,

Marianne Vaughn