

**Northern Onondaga Public Library  
Monthly Board Meeting  
January 26, 2009**

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

**Absent:** Sue Kowalski, Lynda Holbrook

**Guests:** Lynne Yackel, Jill Wiechmann, Nancy Boisseau

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

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

**President** – No Report

**Vice President** – No Report

**Treasurer**

- Abstract #1 discussed by the board members.
- We will receive our tax checks sometime at the end of February.
- Cicero Library – vacant lot discussed by the board. What about leasing or selling this. Pat and Charlotte will discuss it with our lawyer, Mark Wladis.

Motion to Approve Abstract #1 in the amount of \$104,319.31 by Seth Groesbeck; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports** – None

**Director's Report**

**Music CD's**

- Start-up collections of cd's for Brewerton and Cicero arrived, along with a selection of new titles for North Syracuse. We hope to have them out for the public by mid-February.

**Polaris Acquisitions**

- Staff training is underway, and we will soon begin to order materials using the new system.

### **Envisionware**

- Still on track to start using Envisionware at North Syracuse on February 2<sup>nd</sup>. Judi Muniak and Shanti Shoemaker, tech person and reference librarian from the Central Library, served as consultants, streamlining implementation and training.

### **Facilities**

- Reference desk at North Syracuse has been expanded and moved to the front area of the library, opposite the circulation desk. This will make the reference librarian more visible and accessible to patrons looking for information, materials, or computer help

### **Cicero Friends**

- Approved a proposal for \$1200 to support the new music collection, and a further amount of \$3500 to support designated collections and programs.
- Will hold a book and bake sale on February 7<sup>th</sup> (flyers in packet)

### **Spring Staff Development Day**

- The committee met to plan a half-day event on Friday, April 17<sup>th</sup>, with the libraries opening from 2-5.

### **Annual Report to the Community**

- We will create a report for taxpayers and library users, to include statistics, programming highlights, report on grant projects etc. To be created and printed in-house, it will be available in the libraries and on the website

### **New York State Deferred Compensation Program**

- A number of staff members have expressed interest in participating in the program, which is available to us as municipal employees.

### **Committee Reports**

**Audit/Finance** – Pat will call a meeting after NOPL receives their tax checks.

### **New Business**

- Oath of Office – Charlotte--Swearing in of new board members.

The following new trustees read and signed the oath of office:

Barbara Irwin

Kate Kuryla

Pat Madigan

Motion to Approve new board members to office by Bob Lalley; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion for permission to open the libraries late (2:00 p.m) on Friday, April 17<sup>th</sup> for Staff Development Day by Pat Madigan; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

Motion to go into Executive Session at 7:50 p.m. for personnel matters by Sue Berti; 2<sup>nd</sup> by Kate Kuryla; All in favor—Motion Approved.

Executive Session

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

Meeting Adjourned at 8:35 p.m.

Respectfully Submitted,

Marianne Vaughn

**Northern Onondaga Public Library**  
**Monthly Board Meeting**  
**February 23, 2009**

**Attending:** Charlotte LaPorte, Pat Heindorf, Sue Berti, Pat Madigan, Bob Lalley, Linda Parise, Barb Irwin, Kate Kuryla, Sue Kowalski and Library Director, Kate McCaffrey.

**Absent:** Pat Bragman, Rob Bick, Seth Groesbeck and Lynda Holbrook.

**Guests:** Lynne Yackel, Camille Luteran, Kathy Osmond and Jill Wiechmann, and John Pisani of Nationwide Insurance.

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

Presentation by John Pisani of Nationwide on the NYS Deferred Savings Plan to be offered to all NOPL employees.

**President**

Motion to Approve January board minutes by Linda Parise; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

- Cicero Land - Charlotte and Pat will contact Mark Wladis to call Terry Kirwan (former lawyer) to get the survey and deed on the property that the library owns. We will keep everyone informed of our progress.

**Vice President**

- Sue Berti asked if the lockboxes have been installed at each library—so far they have been installed at Cicero and North Syracuse. We are waiting on the Brewerton Fire Department's paperwork so we can order the one for our Brewerton Library.

**Secretary** – No Report

**Treasurer**

- Abstract #2 discussed by the board.
- We can release the hold on ordering. We have received our Town of Clay tax check. We are waiting on Cicero's which should be here shortly.
- Next month we can finalize the budget.
- Roofing – North Syracuse has recently had some leaks as has the Brewerton library. We will be getting a roofer to inspect all the roofs as they are now over 12 years old and may need to be replaced.

Motion to Approve Abstract #2 in the amount of \$52,148.40 by Linda Parise; 2<sup>nd</sup> by Bob Lalley; All in favor—Motion Approved.

## Trustees

- Sue Kowalski attended an ALA conference on library advocacy. There were suggestions on what to say when we meet with our Legislators and how to analyze collection usage to become more responsive to the changing needs of our patrons.

## Director's Report

### **Updates:**

- We are slowly getting familiar with **Polaris Acquisitions**. Many small questions to work out over the next couple of weeks, but several small orders have been submitted and the fund accounts are in place
- The first day of **Envisionware** at North Syracuse went smoothly, thanks in large part to Jill Wiechmann and Nancy Bamerick, who trained and reassured the rest of the staff
- **Tax forms** have been an issue this year, as a result of the state's decision not to mail paper forms. Forms and booklets have been reordered several times. We implemented a policy to print up to five free sheets of paper, and staff have been encouraged to view this as a PR issue for the library
- **Music CD's** are out and circulating (870 total year-to-date; 270 from the small collections added to Cicero and Brewerton over the past few weeks)
- **Staff changes at Cicero:** Kelly Morris accepted the manager position, and Sue Clarey will move into the reference librarian position. The children's librarian vacancy has been posted for lateral transfer, with a deadline of February 27<sup>th</sup>.
- **State annual report** is nearly completed; awaiting financial information from Mike Benn
- **Annual Report to the Community** is work in progress
- **Cicero Friends** raised \$800 at their book and bake sale on February 7th

### **New:**

- **Suggestion boxes** at each library are coming out into the light of day, with forms available for the public (copy in your packet)
- Carol Westcott and I are both taking an **online course in web design elements** in anticipation of a redesign of the NOPL website later this year

### **Proposals:**

- To open the North Syracuse Library on Sunday, June 21<sup>st</sup> from 1-5, with a minimal staff, so that the Friends can extend their successful book sale.
- To close the libraries on the Saturdays before Labor Day and Memorial Day (5/23 and 9/5). These would not be paid holidays, and there would be no cost.

### Informal survey of other libraries:

#### **Closed both Saturdays:**

Minoa, Lafayette, Camillus, Fairmount, Onondaga Free, Marcellus, Manlius, Fayetteville, East Syracuse, all city libraries

**Closed Labor Day Saturday only:** Solvay, Elbridge, Tully, Dewitt

**Open both Saturdays:** Jordan, Liverpool, Baldwinsville  
**OCPL Advisory Council** –Next meeting will be April 14, 2009 at Maxwell Memorial Library at 7pm. Future meetings: July 14 at the Tully Library; October 13 at the Minoa Free Library.

**Committee Reports** – None

**Old Business** – None

**New Business**

Motion to Approve Personnel report as written by Linda Parise; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

Motion to Approve closing the libraries on Saturday, May 23<sup>rd</sup> & Saturday, September 5<sup>th</sup> for Memorial Day and Labor Day holidays by Kate Kuryla; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Motion to Approve to open the North Syracuse Library on Sunday, June 21<sup>st</sup> for a book sale (with minimal staff) by Pat Madigan; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Motion to go into Executive Session at 8:33 by Pat Madigan; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

**Executive Session**

Motion to come out of Executive Session at 8:58 p.m. by Sue Berti; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Motion to Approve Kate's 2009 goals by Barb Irwin; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Meeting Adjourned at 8:59 p.m.

Respectfully by,  
Marianne Vaughn

**Northern Onondaga Public Library  
Monthly Board Meeting  
March 16, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Pat Madigan, Bob Lalley, Linda Parise, Barb Irwin, Kate Kuryla, Sue Kowalski, Library Director, Kate McCaffrey and Treasurer, Pat Heindorf.

**Absent:** Seth Groesbeck and Lynda Holbrook, Bob Lalley.

**Guests:** Lynne Yackel, Camille Luteran, Jill Wiechmann, Kelly Morris

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

**President**

Charlotte announced that our Trustee, Sue Kowalski, was awarded for submitting an article on Librarians in the “Smart Poodle Publishers Writing Contest.” The board recognized Sue with a flower arrangement for her extra hard work in advocating our libraries.

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

**Vice President** – No Report

**Treasurer**

- Abstract #3 discussed by the board.
- We have received most\_of our tax money. Town of Cicero withheld \$10,000 because of anticipated tax certiorari and the possibility of adjusted\_assessments.

Motion to Approve Abstract #3 in the amount of \$67,437.34 by Rob Bick; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

**Secretary** – No Report

**Trustee Reports** – None

**Director Report**

Introduction of Kelly Morris, new Cicero Manager

**Updates:**

- Began process of interviewing for the children’s librarian vacancy at Cicero

- Report to the Community (Kathy) completed and in board packet. They will be available in the libraries and on the website, and there will be a small mailing
- Submitted state annual report
- Lighting maintenance and replacement around the skylights will begin at Cicero and North Syracuse. Pete is arranging for rental of small hydraulic lift and ordering replacement bulbs. The work is tentatively scheduled for the weekend of March 20<sup>th</sup>
- National Library Workers Day is April 15<sup>th</sup>. Posters and stickers that say “Libraries Work Because We Do” have been ordered. Kate suggested that the board recognize the staff on that day, with bunches of balloons to draw attention to the posters and help promote the day.

Responding to the new suggestion forms, we:

- The borrowing limit for DVD’s will increase from 5 to 10 (will not affect Fast Flicks or other high-demand titles)
- Camille Luteran will develop a plan for collaborative purchasing of TV series
- Some specific items recommended by patrons have been purchased for the collections

Other suggestions and comments included compliments to staff; requests that we open the Cicero Library at 9am; requests for more non-fiction audiobooks; and an expression of interest in library fund-raisers.

**Committee Reports** – None

**Old Business** – None

**New Business**

Motion to Approve the Revised Budget in the amount of \$2,224,681.46 by Rob Bick; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

Motion to Approve 2008 Annual Report by Pat Bragman; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

Motion to Approve the Personnel Report by Sue Berti; 2<sup>nd</sup> by Barb Irwin; All in favor—Motion Approved.

Motion to Adjourn at 7:50 p.m. by Pat Bragman; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 7:50 p.m.

Marianne Vaughn



**Northern Onondaga Public Library**  
**Monthly Board Meeting**  
**June 15, 2009**

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

**Guests:** Lynne Yackel, Kelly Morris, Jill Wiechmann, Suzanne Nelson, Wanda Nelson and Nicole Hershberger.

Meeting called to order at 7:20 p.m.

Presentation by each of the Children's librarians regarding summer reading and children's programming events and ideas. (Suzanne Nelson-North Syracuse, Nicole Hershberger-Cicero and Wanda Nelson – Brewerton).

Motion to Approve May board minutes by Pat Bragman; 2<sup>nd</sup> by Rob Bick; All in favor—Motion Approved.

**President**

- Charlotte read a thank you from Kathy Osmond for the flowers the board sent to her for her new job at OCPL.
- Have spoken with our new Public Relations employee, Meg Backus, and was very impressed with her qualifications.

**Vice President** – No Report

**Treasurer**

- Abstract #6 discussed by the board.

Motion to Approve Abstract #6 in the amount of \$79,163.04 by Kate Kuryla; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports** – None

**Director Report**

- Meg Backus will begin as Public Relations and Adult Programming Coordinator on July 20<sup>th</sup>. This will be a temporary (3 month) appointment, pending results of the next Librarian 1 test.

- Kelly Morris returned from maternity leave on June 8<sup>th</sup>, and we have three librarians at Cicero for the first time since last October.
- The data-gathering phase of the staffing study is nearly complete.
- The front door at North Syracuse has been repaired. There were two incidents in May when the door failed to latch properly and patrons walked in when the library was closed.
- Maintenance will be done by the New York Power Authority to clear away branches from power lines on the Brewerton Library property. Some chemical spraying is involved.
- Thanks to a grant written by Kathy Osmond and Nicole Hershberger, the Cicero Library has been selected as one of only 12 libraries across the country that will host a special traveling display: *Harry Potter's World: Renaissance Science, Magic, and Medicine*. The Health Sciences Library at SUNY Upstate and the MOST will partner with us. The exhibit will be here in the early part of 2011 so lots more information will be coming about this project.
- North Syracuse and Brewerton are eligible to participate in the Opportunity Online Broadband Pilot Program, a grant initiative of the Bill and Melinda Gates Foundation. The application is due June 19<sup>th</sup>.
- Nancy Bamerick, Nicole Hershberger and Kate McCaffrey were at the North Syracuse Family Festival on May 23<sup>rd</sup>, talking about library services, promoting the summer reading program, issuing library cards and painting designs on faces large and small.
- New state legislation is intended to reduce the number of taxing entities in New York State. Despite efforts by the New York Library Association and the State Library, some categories of libraries are covered by the bill, including special districts like NOPL. All indications are that that there will be legal challenges, and possibly little overall impact when the dust settles. There is a proposed amendment to exempt libraries.

**Committee Reports** – None

**Old Business** – None

**New Business**

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

Motion to Adjourn at 7:50 p.m. by Sue Kowalski; 2<sup>nd</sup> by Rob Bick; All in favor—Motion Approved.

Meeting Adjourned at 7:50 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library  
Monthly Board Meeting  
July 20, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Seth Groesbeck, Lynda Holbrook, Pat Madigan, Kate Kuryla, Barb Irwin, Treasurer, Pat Heindorf and Library Director, Kate McCaffrey.

**Absent:** Rob Bick, Bob Lalley, Sue Kowalski, Linda Parise

**Guests:** Lynne Yackel, Kelly Morris and Carol Westcott

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

Motion to Approve June board minutes by Pat Bragman; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

**President**

- Insurance Plans – We will be meeting soon with our committee to look over plans from NYS & Benefit Specialists for our medical insurance. The 2010 rates are not available until August or September. We will attempt to get a plan that is equal to or better than what we offer now through Excellus.

**Vice President** – No Report

**Treasurer**

- Abstract #7 discussed by the board.
- Attended meeting in Saratoga with Tom DiNapoli. There will be an increase in our NYS Retirement payments. Employers increase will be 16.5% and employees will be 9.5 %.

Motion to Approve Abstract #7 in the amount of \$81,419.61 by Pat Madigan; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports** – None

## Director Report

### **Updates:**

#### **GRANTS**

All three libraries were identified by the Gates Foundation as eligible to receive funding under their **Opportunity Online Broadband Grant Program**. Because this project is being muddled with federal stimulus funds intended to improve and expand broadband access the guidelines were unclear. If funded, our proposal will pay for 50% of the costs (for two years) of faster, more reliable Internet access for North Syracuse and Cicero. It will also improve wireless access, which will benefit Brewerton. Other elements include equipment that will enable us to offer and use teleconferencing ability in NOPL's community rooms.

#### **NOPL FRIENDS**

- The **Friends of the North Syracuse Library** made a profit of approximately \$8,000 (after expenses) on their recent booksale. The library staff also pulled many of the books to add to the library's collection. There was a small group of dedicated volunteers who did a remarkable job of setting up for the large-scale event.
- The **Cicero Friends** are following through on their offer to help Cicero get a better projection and sound system for the community room. Various vendors have visited the library and will submit quotes.
- **Brewerton's Friends** are sponsoring a "Trash and Treasure" sale at the Brewerton Fire Hall on July 25<sup>th</sup>, in conjunction with the fire department. Two of the friends are helping with a reception before the upcoming concert by Dan Duggan.

#### **COLLECTIONS**

- Small collections of **Playaways** were added at each library. Playaways combine an audiobook and player in a single small unit. They're convenient when traveling or out walking because they fit easily into a pocket or purse, and they can be used with car sound systems with the use of an inexpensive adaptor.
- **Fiction Rapid Reads** collections were added at all locations and are circulating wildly. Rapid Reads are extra copies of popular titles that circulate for one-week only, and don't go to fill holds (like the Fast Flicks). Lynne will be selecting titles each month, based on patron holds and using a new book lease plan from McNaughton Books.
- **Fast Flicks** continue to be very popular with our patrons. Circulation for the first half of the year: Brewerton 2276; Cicero 3490; North Syracuse 3993

**Technology** (Carol Westcott) – Print management (Envisionware) is working out great at our North Syracuse library.

**Audit & Finance** – The next meeting will be on July 29<sup>th</sup> at 3:30 at the NSEA office.

**Old Business** – None

**New Business** – None

Motion to go into Executive Session at 7:23 p.m. for personnel matters by Seth Groesbeck; 2<sup>nd</sup> by Barb Irwin; All in favor—Motion Approved

Executive Session

Motion to come out of Executive Session at 8:04 p.m. by Seth Groesbeck; 2<sup>nd</sup> by Kate Kuryla; All in favor—Motion Approved.

Motion to Approve the recommendations of the 2009 Staffing Study by Sue Berti; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

Motion to Approve Sunday hours (12-5 p.m.) at the North Syracuse Library starting September 13<sup>th</sup> by Seth Groesbeck; 2<sup>nd</sup> by Kate Kuryla; All in favor—Motion Approved.

Motion to Adjourn at 8:06 p.m. by Pat Madigan; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Meeting Adjourned at 8:06 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library  
Monthly Board Meeting  
August 17, 2009**

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

**Absent:** Kate Kuryla, Pat Madigan

**Guests:** Anthony Marchese (Auditor), Lynne Yackel, Kelly Morris, Jill Wiechmann, Auriol Doherty, Nancy Boisseau and Marie Geary.

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

Presentation by Anthony Marchese of Kruth, Stein, Squadrito, Lieberman & Silverman of NOPL's 2008 audit. We have passed all validation with no exceptions.

Presentation by Auriol Doherty (NS Friends Group), who read a letter urging the board to seek funding to for an expansion of the North Syracuse Library.

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

**President** – No Report

**Vice President** – No Report

**Corresponding Secretary** – No Report

**Treasurer**

- Abstract #8 discussed by the board

Motion to Approve Abstract #8 in the amount of \$78,093.74 by Seth Groesbeck; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

**Director's Report**

**STAFFING CHANGES**

- The managers have been sharing information with each other, and making preparations to shift locations in September
- Two part-time clerks will be leaving at the end of the month. Norene Saccone has accepted another position, and Cathy Yates will be devoting more time to her family's business. Both will be greatly missed.

## **SUNDAY OPENING AT NORTH SYRACUSE**

- The Friends of the North Syracuse Library generously offered to fund live entertainment for the first Sunday the library is open (9/13). The Soda Ash Six will perform, hopefully on the lawn. The teen advisory group will participate in some way.

**Technology** – New Technology Team will meet for the first time in September.

**Audit/Finance** – We will need to include the 457 Deferred Savings Plan in the 2009 audit.

**Old Business** – None

### **New Business**

Presentation by Jill Wiechmann of the NOPL Staff Association regarding weekend hours for the full-time employees.

Motion to go into Executive Session to discuss personnel issues at 8:00 pm by Rob Bick; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:00 pm by Rob Bick; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion by Lynda Holbrook;

In exchange for working a five-hour shift on Sunday, full-time staff will be given a seven-hour day off within the pay period. Beginning in October of 2009, NOPL libraries will be open on Saturday from 9:30-5:00. Full time staff will continue to work on rotated Saturdays and will be given a seven-hour day off within the pay period. This will eliminate the need to make up hours during the week.” 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

Motion to Adjourn at 9:10 pm by Linda Parise; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 9:10 p.m.

Respectfully submitted,

Marianne Vaughn

**Northern Onondaga Public Library**  
**Special Board Meeting**  
**August 26, 2009**

**Attending:** Charlotte LaPorte, Pat Bragman, Sue Kowalski, Kate Kuryla, Rob Bick, Linda Parise, Pat Madigan, Bob Lalley, Seth Groesbeck, Library Director, Kate McCaffrey and Treasurer, Pat Heindorf

**Absent:** Sue Berti, Lynda Holbrook, Barb Irwin

**Guests:** Heather Cole (Wladis Law Firm).

Meeting held at the North Syracuse Library and called to order at 7:00 p.m.

Motion to go into Executive Session at 7:05 by Seth Groesbeck; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:40 by Kate Kuryla; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

Motion to Approve Resolution:  
(Read by Heather Cole/Wladis Law Firm)

The NOPL Board authorizes its President to execute a Memorandum of Agreement/Memorandum of Understanding with the NOPL Staff Association, which shall act as a supplement or amendment to the current collective bargaining agreement between NOPL and the Staff Association, with the following terms:

1. Overtime will be defined as work performed in excess of 70 hours per pay period, and not in excess of 35 hours per week.
2. Full-time employees may be required to work on Sundays, but no more than four Sundays per calendar year. A Sunday shift shall consist of five hours, for which the Full-Time employee shall receive seven hours of compensatory time. The compensatory time earned must be utilized in its entirety (i.e., not in segments) in the pay period in which it is earned. However, if the Sunday worked falls at the end of a pay period, the compensatory time earned must be utilized in its entirety (i.e., not in segments) within the immediately following pay period. The Library Director, in her sole discretion, shall determine on which day the compensatory time shall be utilized.
3. Full-time employees may be required to work on Saturdays under special circumstances. Special circumstances include, but are not limited to, NOPL special programs. Full-time employees working on Saturday shall receive compensatory time for actual time worked in excess of 70 hours per pay period.

Votes - 7-Yes, 1- No, 1- Abstention

Meeting Adjourned at 9:10 pm  
Pat Bragman



**Northern Onondaga Public Library  
Special Board Meeting  
September 17, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Sue Kowalski, Barb Irwin, Rob Bick, Linda Parise, Pat Madigan, Bob Lalley, Seth Groesbeck, Library Director, Kate McCaffrey.

**Absent:** Kate Kuryla, Lynda Holbrook.

Meeting called to order at 7:09 p.m.

Motion to go into Executive Session to discuss personnel issues by Rob Bick; 2<sup>nd</sup> Barb Irwin.

Executive Session

Motion to come out of Executive Session at 8:16 p.m. by Rob Bick; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

Motion to accept Patricia Heindorf's resignation as Treasurer effective immediately, based on her letter dated September 17, 2009, and that she shall return a pro-rated portion of her stipend to NOPL as she will not act as Treasurer for the remainder of the year, but has received the full stipend for the year. Motion Approved.

Yes votes – 9     1- Abstention, Seth Groesbeck

Meeting Adjourned at 8:25 p.m.

Pat Bragman

**Northern Onondaga Public Library  
Monthly Board Meeting  
September 21, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Lynda Holbrook, Pat Madigan, Kate Kuryla, Barb Irwin, Rob Bick, Bob Lalley, Sue Kowalski, Linda Parise, and Library Director, Kate McCaffrey.

**Absent:** Seth Groesbeck

**Guests:** Lynne Yackel, Camille Luteran, Meg Backus, Jill Wiechmann, Darlene Piper

Meeting called to order at 7:01 pm

Motion to Approve August 17<sup>th</sup>, August 26<sup>th</sup> (Special meeting) and September 17<sup>th</sup> (Special meeting) board minutes by Rob Bick; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

**President** – No Report

**Vice President** – No Report

**Treasurer Report** – by Kate McCaffrey

- Abstract #9 discussed by the board.

Motion to Approve Abstract #9 in the amount of \$119,559.19 by Sue Kowalski; 2<sup>nd</sup> by Pat Madigan; All in favor—Motion Approved.

**Staff Reports**

Meg Backus reported on upcoming library programs, including a square dance at the Cicero Library on October 8<sup>th</sup>, and a “co-working” project at the North Syracuse Library. This is an innovative idea, inviting people who work in isolation at home to bring their laptops and work together in the library’s community room once a month. Coffee and snacks will be provided.

Lynne Yackel reported on the installation of JAWS and Zoomtext software at the Cicero Library. This is a grant-funded project to make public computing and the Internet accessible to community residents with visual or hearing disabilities.

**Director Report**

The first open Sunday at North Syracuse was a success. The weather cleared up and we were able to have the Soda Ash Six performing outside, along with four therapy dogs, chalk drawing, and an ice cream cart manned by teen advisory board members.

Thanks to the staff who worked and those who just showed up to help, to the North Syracuse Friends who paid for the great music and were on hand to sell books. Meg Backus not only organized the events, she brought her husband and her dog to participate. Carol Westcott responded to a call for help with a problem with the Envisionware pc management system.

A Flu/continuity of operations plan has been developed and initial steps have been implemented. These included installation of hand sanitizers throughout the libraries, posted signs listing important precautions, and the distribution of information to staff.

The newly-formed Technology Team met for the first time. Items on the agenda included:

- Continuing education needs for technology competencies
- A redesigned website for NOPL
- A Wiki to make the website a collaborative project
- A technology “petting zoo”
- The 23 things project
- Training in Microsoft One-Note
- Members of the committee:  
Nicole, Linda and Jennie (CC), Wanda (BR) Geoff and Jill (NS), Meg, Carol and Kate, Sue K.

### **Spending Proposals**

1. Replace carpeting in community rooms and entry ways in all three buildings (est.\$13,000)
  - Carpets are 10 years old and stains cannot be removed
  - Replacements will be carpet tiles, so that most areas with spills or in highest traffic areas can be replaced in small sections, with reduced costs over time
2. Polaris Express-Check unit at North Syracuse (\$6000 includes equipment, license and maintenance fee. Cost to operate in subsequent years will be \$250)
  - Provides privacy for patrons
  - Should reduce traffic at the circulation desk by 15-20%
  - Will reduce need for extra clerk at busiest times (storyhour evening, for example)

**Trustee Reports** - None

**Corresponding Secretary** – No Report

### **New Business**

Motion to Approve adoption of 2010 budget of 2% in the amount of \$2,167,116.00 by Pat Madigan; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved. (2) Abstentions, Sue Berti, Kate Kuryla.

Motion to Approve the 2008 Audit by Rob Bick; 2<sup>nd</sup> by Bob Lalley; All in favor—Motion Approved.

Motion to Authorize the expenditure of \$6,000 for the purchase and installation of a Polaris Express-Check station for the North Syracuse Library using technology funds in the 2009 operating budget by Pat Madigan; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Motion to Authorize the expenditure of no more than \$13,500 for the purchase and installation of new carpeting for entry ways and community rooms at all (3) libraries, using capital improvement funds in the 2009 operating budget by Kate Kuryla; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Darlene Piper (Guest) speaking on behalf of the North Syracuse Friends Group regarding the status of the expansion of the North Syracuse Library community room.

Motion to Adjourn at 8:00 p.m. by Barb Irwin; 2<sup>nd</sup> by Rob Bick; All in favor—Motion Approved.

Meeting Adjourned at 8:00 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library**  
**Monthly Board Meeting**  
**November 16, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Lynda Holbrook, Pat Madigan, Kate Kuryla, Barb Irwin, Bob Lalley, Sue Kowalski, Rob Bick, Linda Parise and Library Director, Kate McCaffrey.

**Absent:** Seth Groesbeck

**Guests:** Lynne Yackel, Camille Luteran, Kelly Morris, Jill Wiechmann and Darlene Piper.

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

Motion to Approve last month's board minutes by Pat Bragman; 2<sup>nd</sup> by Lynda Holbrook;  
All in favor—Motion Approved.

**President**

- Next month will be Charlotte's last meeting. Instead of the usual Christmas dinner, she prefers that we all go out to dinner in January after the holidays. She requests no fanfare.

**Vice President**- No Report

**Treasurer** – by Kate McCaffrey

- We received check for State Aid (\$13,477) and also a grant check (\$750) for children's programming from Senator DeFrancisco (programs given in the summer of 2009).
- One of our CD's has matured and was rolled over into a new 8-month CD.
- We will have a final 2010 budget for review at the December board meeting.
- Polaris Charges are up because full-year maintenance charges kicked in for 2009. As a result they are up from 2008, but still 11% lower than they were in 2007.
- Abstract #11 discussed by the board.

Motion to Approve Abstract #11 in the amount of \$121,897.64 by Pat Madigan; 2<sup>nd</sup> by Pat Bragman; All in favor—Motion Approved.

**Trustee Reports** – Bob Lalley attended Staff Development day and was very impressed with the presentation by Kathy Schalk-Greene and Joan Bernstein (past and present Directors of Mount Laurel Library in New Jersey). They discussed many techniques on how to increase circulation through more effective “merchandising” of materials.

## **Director Report**

- The Polaris ExpressCheck terminal for North Syracuse is now up and running. Patrons are finding their way to it, and we expect usage to increase.
- Electrical work was done in preparation for the installation of new equipment for the Cicero Community Room. Installation was done on Veterans Day when the library was closed. All worked perfectly for our Staff Development Day. Marianne will order a plaque thanking the Cicero Friends for their gift.
- The Cicero Friends raised \$1,100 at their Book & Bake Sale on Saturday, October 24<sup>th</sup>.
- The technology team met to discuss suggestions for the new website. Carol, Meg and Nicole will develop three versions of a home page for the group to consider.
- Staff Development Day was very successful – lots of positive comments and ideas already. Kate is asking each library to work on a plan and budget, and there will be a workgroup made up of representation from each library so that there is a common strategy
- No update on carpeting – still gathering information

## **Audit & Finance**

- Charlotte will be staying on the committee. The group also includes Greg Evans, Diane Kufel, Lynda Holbrook, Sue Berti and Mike Benn who serves as an advisor. The committee meets (4) times a year.

## **Legislative**

- Kate McCaffrey- The NOPL board is now included on a “Google Group” for all trustees. This is for an advocacy group that the OCPL board is trying to implement with trustees from the whole system. The group email will be used to extend invitations or issue announcements about meetings with legislators and requests for actions on behalf of OCPL and library services for NOPL.

## **Old Business** – None

## **New Business**

- We will table the 2010 NOPL Calendar until next month. Need to discuss closing of the libraries on the Saturday’s for Memorial Day and Labor Day.

Motion to go into Executive Session at 7:45 p.m. to discuss personnel by Rob Bick; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:05 by Sue Kowalski; 2<sup>nd</sup> by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 9:05 p.m.

Respectfully by,  
Marianne Vaughn

**Northern Onondaga Public Library  
Monthly Board Meeting  
December 21, 2009**

**Attending:** Charlotte LaPorte, Sue Berti, Pat Bragman, Lynda Holbrook, Pat Madigan, Barb Irwin, Bob Lalley, Sue Kowalski, Rob Bick, Linda Parise and Seth Groesbeck.

**Absent:** Kate McCaffrey, Kate Kuryla

**Guests:** Lynne Yackel, Camille Luteran, Kelly Morris, Jill Wiechmann, Alice Lipovsky, Darlene Piper and Mary Nelson.

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

Motion to Approve November's board minutes by Pat Bragman; 2<sup>nd</sup> by Linda Parise;  
All in favor—Motion Approved.

**President**

- A thank you letter was read from Teresa Ross from the Village parks and recreation thanking us for the cooperation we showed with the parade.

**Vice President** – No Report

**Treasurer's Report** – Sue Berti

- Discussed the changes made in the revised budget to be approved under new business.

Motion to Approve Abstract #12 in the amount of 126,914.14 by Pat Bragman; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports** – None

**Director Report** (written report submitted)

**Committee Reports** – None

**Old Business** – None

**New Business**

Motion for Secretary to cast unanimous ballot for new NOPL Board Officers:

President – Rob Bick  
Vice President – Pat Madigan  
Treasurer – Sue Berti  
Parliamentarian – Seth Groesbeck

Motion made by Lynda Holbrook; 2<sup>nd</sup> by Bob Lalley; All in favor—Motion Approved.

Motion to Approve 2010 NOPL Calendar by Pat Madigan; 2<sup>nd</sup> by Barb Irwin; All in favor—Motion Approved.

Motion to Approve the revised 2010 Budget as presented by Pat Bragman; 2<sup>nd</sup> by Seth Groesbeck; All in favor—Motion Approved.

Motion to go into Executive Session for personnel matters at 7:14 by Seth Groesbeck; 2<sup>nd</sup> by Linda Parise; All in favor—Motion Approved.

Motion to come out of Executive Session at 8:10 by Pat Madigan; 2<sup>nd</sup> by Barb Irwin; All in favor—Motion Approved.

Motion was made that NOPL's President is authorized to execute an Addendum to the NOPL Director Employment Agreement; All in favor—Motion Approved. (2) Abstentions.

Motion to Adjourn at 8:11 by Rob Bick; 2<sup>nd</sup> by Sue Kowalski; All in favor—Motion Approved.

Respectfully submitted by,

Marianne Vaughn