Northern Onondaga Public Library  
Monthly Board Meeting  
January 24, 2011

**Attending:** Rob Bick, Pat Madigan, Pat Bragman, Bob Lalley, Randy Lacelle, Barbara Irwin, Frank Laifer, Linda Parise, Kate Kuryla and Library Director, Kate McCaffrey.

**Absent:** Lynda Holbrook, Alice Lipovsky, Shelley Tafel

**Guests:** David Lankes, Bob Manning, Lynne Yackel, Kelly Morris, Carol Westcott, Jill Wiechmann and Meg Backus

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

Rob Bick introduced and welcomed new trustee Frank Laifer to the board.

**Presentation by David Lankes** - Director, Masters in Library and Information Science Program at Syracuse University. David spoke on Strategic Planning for libraries. What does NOPL want for the future and how can it best impact the community and its members.

**President**  
Oath of Office – Swearing in of Frank Laifer as board of trustee.

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

- Pole Barn – The specifications for the Cicero Pole Barn will be available at our next board meeting.
- NOPL is not required to pay back the Town of Cicero for certiorari taxes because we were not legally served.

**Vice President** – No Report

**Treasurer** – by Kate McCaffrey

- The Audit Committee met regarding the external audit and accounting RFP’s and decided to re-engage Benn & Company. There will be a slight increase in Mike’s cost because he will now be including the extra fees that we were paying him separately for the audit and annual report work.

  The committee recommends Kane, Bowles & Moore for our outside audit firm. The cost will be substantially lower than the previous audit firm. The audit committee will meet with them sometime in April for finalization.

- We ended 2010 at 91% of budget.

Motion to Approve Abstract #1 in the amount of $108,326.46 by Pat Madigan; 2nd by Kate Kuryla: All in favor—Motion Approved.
Corresponding Secretary – Sent cards to Shelley Tafel (Get Well) and Barb Irwin (Sympathy).

Trustee Reports – None

Director Report

The deadline for applications for the assistant director was January 14th. There were 38 applicants (some did not meet the minimum qualifications). Rob Bick, Suzanne Nelson (representing the North Syracuse staff) and Kate will interview with a goal of having someone in place by mid-March.

December statistics for library users through the doors and computer use are down for all three libraries. The trend in computer use may be offset in part by the number of wireless users. 431 wireless users logged on in December. The unusually severe weather in December was probably a factor. It kept people home, and the libraries closed early two days, and opened at noon on another. On December 3rd the libraries were closed until 2pm for Staff Development Day.

Overall, in 2010 circulation was up in all three libraries. This is in contrast to other county libraries, where circulation decreased or showed small increases (2 or 3%). Only one city library saw an increase in circulation (Hazard Branch 1%); others declined from 2 to 18%.

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<th></th>
<th>2009</th>
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<td>535631</td>
<td>568888</td>
<td>6%</td>
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<td>110063</td>
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<td>CC</td>
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Collection turnover rates were highest for non-print collections across the board. In adult collections, numbers were high for Rapid Reads and magazines, reflecting their shorter loan periods. Large print collections also circulated very well. Areas of the children’s and teens’ collections that were heavily used: board books, picture books, graphic novels, and readers.

Bob Manning (OCPL) – Bob, OCPL Director Elizabeth Dailey, and some of the member library directors have been meeting with state legislators, including Don Miller, recently elected to represent the 121st Assembly District. Senators Valesky and DeFrancisco are currently working on legislation to provide increased state purchasing of databases. The OCPL foundation has purchased an expensive software package developed by consultant Libby Post. The OCPL government relations committee will use it to advocate for legislation that supports library funding, and it will be available for individual libraries to develop support for an annual budget or capital project. The OCPL website has a “library advocacy” link that can be used to send a message to legislators regarding library issues.
**Old Business** – Rob read a thank you from Charlotte LaPorte for the dedication of a reading area in her name at the North Syracuse Library.

**New Business**

**Cleantec contract**
Motion to Approve the revised Cleantec contract for 3-year period, by Randy Lacelle; 2nd by Barb Irwin; All in favor—Motion Approved.

Motion to Adjourn at 8:17 p.m by Kate Kuryla; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:17 p.m.

Next meeting will be February 28th at the North Syracuse Library.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
February 28, 2011

**Attending:** Pat Madigan, Pat Bragman, Shelley Tafel, Bob Lalley, Randy Lacelle, Barbara Irwin, Frank Laifer, Linda Parise, Kate Kuryla and Library Director, Kate McCaffrey.

**Absent:** Rob Bick, Lynda Holbrook, Alice Lipovsky.

**Guests:** Lynne Yackel, Kelly Morris, Jill Wiechmann and Meg Backus

Meeting called to order at 7:11 pm.

Oath of Office – swearing in of Shelley Tafel.

Motion to Approve January board minutes by Pat Bragman; 2nd by Randy Lacelle; All in favor—Motion Approved.

**President** – No Report

**Vice President** – No Report

**Treasurer Report**

- Abstract #2 discussed by the board.
- Mike Benn’s office completed financial section of the State Report.
- New Budget has been entered into the financials.
- We would like to increase the credit card limit to $9,000. We are using the credit more than anticipated. Increasingly, there are small vendors who only accept credit card payment. Also, we are able to get better fill rates and competitive pricing through sites like Barnes & Noble and Amazon for some types of materials.

Motion to Approve Abstract #2 in the amount of $69,583.81 by Linda Parise; 2nd by Frank Laifer; All in favor—Motion Approved.

**Corresponding Secretary** – Sent card to Dick Roberts (Sympathy) and Alice Lipovsky (Get Well).

**Director Report**

- Our state annual report is complete. The process went very smoothly this year. Patrick Boyle, on Mike Benn’s staff, completed the financial sections.
- The OCPL Advisory Council is winding down, after struggling to find an appropriate role over the last few years. Their big accomplishment was to get a designated position for a member library trustee on the OCPL board.
• If you’re in the Cicero Library, take a look at the displays. Jennie Cole, Ann Kokoris, Chris Lowery and Randy Wheat have taken on responsibility for creating and maintaining displays. The results have improved the library’s appearance and promoted circulation of materials in our collection that aren’t brand new.

• In response to reductions in state funding, a committee is working on developing a fair way to share costs for system services in the future. This will replace the current Polaris transaction charges, and will be used for other cooperative projects.

• 23 hardy souls attended a gardening program on Saturday, February 18th, despite the terrible driving conditions and blowing, drifting snow. It’s a good omen for the gardening season ahead.

Other programming news:

- Recipe club at Cicero on Monday nights. People swapping recipes and sharing favorites. Meg will document and find a creative way to share the recipes, perhaps with a personal story or tie to the person who shared it.
- A Scrapbooking series at Cicero, beginning on Saturday, March 5th
- Couponing in CNY at Brewerton. Presenter, Andrea McCarthy, who blogs at MyCNYMommy, will share secrets of saving money by using coupons wisely
- Save Energy, Save Dollars Thursday, March 31 at North Syracuse (Cornell Cooperative Extension and NYSERDA) Household energy-saving tips, as well as services available from the state, like free energy audits.

Managers

Lynne (Cicero) – We had regular story hours all last week on winter break, a cupcake program for tweens and a chocolate program for teens. The most fun was a stuffed animal sleep over for preschoolers.

Kelly (Brewerton) – We also had story time all week. A visit from the MOST which included some science experiments and also a Karate demonstration from one of the local Karate schools. There is a survey on our website requesting feedback on video games.

Jill Wiechmann (North Syracuse) – We had the Twin Magicians which had a very good turnout.

Strategic Plan – We have not yet set a date to meet.

Legislative – No Report

Audit/ Finance – No Report

New Business

Motion to Approve the 2010 State Annual Report by Frank Laifer; 2nd by Shelley Tafel; All in favor—Motion Approved.
Motion to Approve raising the MasterCard credit limit to $9,000 by Barb Irwin; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Adjourn at 8:00 by Randy Lacelle; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 8:00 pm

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
March 21, 2011

Attending: Rob Bick, Pat Madigan, Shelley Tafel, Bob Lalley, Frank Laifer, Linda Parise, and Library Director, Kate McCaffrey.

Absent: Pat Bragman, Lynda Holbrook Barb Irwin, Kate Kuryla, Alice Lipovsky and Randy Lacelle. (lack of quorum)

Guests: Lynne Yackel, Bill Hastings, Meg Backus, Bob Manning (OCPL Board) Raechel Altman, Elizabeth Gall (Syracuse University iSchool students) Jon DeWolf (Eagle Scouts).

Meeting called to order at 7:05 pm.

Introduction of NOPL’s new Assistant Director, Bill Hastings. Bill brings a great deal of knowledge and experience with libraries and computers to the NOPL team. He was chosen from a very impressive collection of candidates. There will be a reception for Bill next Wednesday, March 30th, 6-8 pm at the North Syracuse Library.

Presentation by Rachel Altman proposing that we make the piano in the North Syracuse Community Room available to individuals who take lessons, or play, but have no piano available in their home. The piano could be reserved and “checked out” for on-site use when the room is free.

Presentation by Elizabeth Gall proposing that the Cicero Library be a drop-off site the Community Supported Agriculture Program (CSA). Consumers make arrangements to purchase (in advance) a portion of a local farmer’s produce, which is dropped off at the library. The proposed pole barn will have an awning and might be an ideal location for the drop off. Participants would need to respect the requirement that they pick up their produce on the day it is dropped off.

Presentation by John DeWolf proposing to raise money and build a walkway and seating areas around the Library Farm garden. It would be handicapped accessible and would provide a pleasant resting place for our gardeners. Rob and Kate will look into the building permit from the Town of Cicero and also insurance responsibilities for this project before its final approval.

President
- A meeting is scheduled for some time next week on the Pole Barn. We should have a proposal written up by our next meeting to present to the board.

Vice President – No Report

Treasurer
- Abstract #3 discussed by the board.
- We have received our Town of Clay tax revenue ($872,092.05) and should have Cicero’s by the end of this week. We also received a check for $13,704 from New York State (from 2010).
- We are on target with the budget.
**Corresponding Secretary** – None

**Trustee Reports** – None

**Director Report**
Utica National Insurance is handling a **claim for medical expenses** from a woman who fell on the sidewalk at the North Syracuse Library on February 11th.

As part of a purge of inactive records, NOPL cardholders who (a) have not used their card in three years, and (b) have less than ten dollars in charges have been deleted from the patron database. “Active” patrons have checked things out or used their card to access resources online (Freegal, databases, Overdrive) or to use the computers at the North Syracuse Library. As a result of the purge the number of **registered borrowers for NOPL** went from 37,975 to 23,331.

On March 3rd the **Central New York Women in Leadership** group held an event to celebrate Women’s History Month. Cicero Town Supervisor Judy Boyke presented me with a book for the library’s collection: *Not One Damsel in Distress: World Folktales for Strong Girls* by Jane Yolen.

We are into our third month with the **new maintenance service** (Cleantec), and so far things are going smoothly. Cleantec staff work as a team, going to each library in the morning before opening. We received inspection reports which we reviewed prior to meeting with representatives from the company. Pete’s responsibilities with the new company include inspecting all of their sites, and staff training.

The OCPL Foundation wants to put the bookmobile back on the road to promote libraries and literacy. The project is called **“Library to Go”:**
- A new van, designed to be recognizable at a distance, with Internet access
- Space for collections that would be pulled for specific events
- All OCPL part-time staff – tentatively a driver, librarian, page. If we scheduled the van we could include a NOPL staff member

The idea is to establish a stronger presence in our communities by bringing the library to places and events. Libraries will be able to book the van for special events like the family festivals in Brewerton and North Syracuse, or for visits to senior centers or daycare centers for onsite story hours.

**Strategic Plan** – We have not set a date to meet.

**Legislative**
We met with our Assemblyman, Don Miller, expressing concerns over State Funding. We are hoping that they will increase our funding as they see that Libraries provide a great deal to the public. While NOPL itself is fairly secure with its own funding, the system (OCPL) is in great risk. If the system goes down, we would then have to pay them as a vendor to provide services for us, so will see an impact on our operating budget as a result.

**Bob Manning (OCPL)**
OCPL has two major sources of funding-- the County and State. Both of these budgets have been cut, and further cuts are expected in the future. OCPL director and trustees met with the head of NY library Association and others to discuss alternative funding models. They have decided to establish a Citizen’s Committee to sort through strategies on other funding alternatives. Al Stirpe has been asked to participate.

**Audit/Finance** – No report

**Old Business** – None

**New Business**

Annual Report to the Community-- Distributed a draft to the board. This report will be available on the NOPL website. There was a recommendation that a single page with highlights be printed and distributed to NOPL taxpayers.

Brewerton construction project- We would like to consider creating an entrance to the Community Room from the library in order to increase usable space in the library. One possibility is using it as a reading area. Another is to divide the space in order to designate an area for computer training. State construction funds may be available to support the project.

Staff Development Day – June 17th – We would like to open the libraries 2:00 pm on Friday, June 17th to allow all staff to attend staff development day from 9 to 1. The main topic will be adopting a Modified Dewey System for our non-fiction collections. The intent is to make them more browser-friendly in the style of a bookstore. (Resolution to be voted on at April meeting due to lack of quorum).

Meeting Adjourned at 8:06 pm.

Next meeting will be Monday, April 18th, at the North Syracuse Library.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
April 18, 2011

Attending: Rob Bick, Pat Madigan, Shelley Tafel, Pat Bragman, Bob Lalley, Linda Parise, Barb Irwin, Alice Lipovsky, Randy Lacelle, and Library Director, Kate McCaffrey.

Absent: Lynda Holbrook, Kate Kuryla, Frank Laifer.

Guests: Lynne Yackel, Bill Hastings, Jill Wiechmann

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

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

President

- Pole Barn – As a public entity we are required to pay prevailing wage costs to the contractor who constructs the building, significantly increasing the cost. Also, the project will have to go out to bid. We will meet with a new contact from the Wladis Firm to finalize the specifications for the bidding process.

Vice President – No Report.

Treasurer

- We are in line with our budget for this first quarter.
- Abstract #4 discussed by the board.

Motion to Approve Abstract #4 in the amount of $104,110.14 by Pat Madigan; 2nd by Randy Lacelle; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports- None

Director Report

Sue Clarey and Linda Bouwens will be working on procedures for circulating ebook readers, and I expect to have a loan policy for your approval at the May meeting. We have two SONY Readers and a Nook. We’ve also purchased a first generation iPad which will circulate for in-library use only. The items will be circulated out of the Cicero Library.
OCPL’s administration and the Suburban Library Directors are working together to develop a way to share costs for system services. The old model was based on the number of circulation transactions. The proposed new model will be based on the number of registered borrowers in each library’s tax district. There will be more information coming about this subject over the next few months.

The discussion, along with better statistical reporting features in the new version of Polaris, brought to the forefront the issue of non-resident borrowers. NOPL’s proximity to towns in Oswego County, where libraries are not well supported or funded, has resulted in large numbers of library users who do not pay any taxes to support the collections and services we provide.

Up until now, each system library has been paying the cost of use by non-resident borrowers, through our operating budget, but also through the transaction charges we pay to OCPL. With the proposed new model, non-resident (out of county) borrowers are not accounted for in any way, since they don’t fall into any of our taxing districts. The best solution would be one that is developed and recommended by the system administration, and approved by the suburban library boards. NOPL has a very strong interest in the outcome, because we have a disproportionate percentage of non-resident borrowers.

A strategic planning meeting has been scheduled for May 9th, at 7pm. The committee members are Rob Bick, Pat Madigan, Randy Lacelle, Alice Lipovsky, Bob Lalley, Kate, Bill Hastings, Meg Backus and Jill Wiechmann.

**Lynne Yackel** (Cicero Library) – We are having a Volunteer Sunday again to rearrange the children’s area. The group ‘Change the World” from the Cicero United Methodist Church will be coming to help move books, etc.

**Bill Hastings** (North Syracuse Library) – We have a lot of ideas for moving some of the shelving and redesigning spaces in the library.

**Strategic Planning** – First meeting is scheduled for May 9th at 7:00 at the Cicero Library.

**Technology** – None

**Legislative** – None

**Audit/Finance** – Charlotte is in the process of setting up a meeting with the committee. We will let you know the date and time.
Old Business

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

Motion to Approve March Abstract #3 in the amount of $86,135.85 by Alice Lipovsky; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Approve Resolution to close the libraries for Staff Development Day on Friday, June 17th from 9:00-2:00 pm. by Linda Parise; 2nd by Shelley Tafel; All in favor—Motion Approved.

New Business

Motion to Approve the Summer Reading Fine Amnesty Program by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Adjourn at 7:45 by Alice Lipovsky; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 7:45 pm.

Next meeting will be on Monday, May 16th, at the Brewerton Library.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
May 16, 2011

Attending: Pat Madigan, Bob Lalley, Linda Parise, Frank Laifer, Kate Kuryla, Lynda Holbrook, Barb Irwin, Alice Lipovsky and Library Director, Kate McCaffrey.

Absent: Rob Bick, Pat Bragman, Shelley Tafel and Randy Lacelle

Guests: Lynne Yackel, Bill Hastings, Kelly Sobrino

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

Motion to Approve April minutes by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

President – reported by Pat Madigan
We contacted Jennifer Granzow at Wladis Law Firm regarding the multi-use facility. We will be proceeding with the next step in preparing the RFP’s.

We have also consulted a landscape architect regarding the area in front of the building (between the library and the garden). We would like to have some type of benches or seating for this area. Kate proposed to cut back some of the trees and shrubbery in front of the library because they obscure the library from Route 11.

Vice President – No Report

Treasurer Report – by Kate McCaffrey
We are at 27% of budget - very good shape at four months into the year
Abstract #5 discussed by the board.

Motion to Approve Abstract #5 in the amount of $87,207.44 by Alice Lipovsky; 2nd by Bob Lalley; All in favor—Motion Approved.

Corresponding Secretary – None

Trustee Reports

Barb Irwin asked if NOPL was still having the book sale at our North Syracuse Library. There have been no issues from the community regarding not having a place to drop off books for the sale. We have found space around the library in certain areas for the storing of books. The Friends will be having their book sale for one day on June 25th.
**Director Report**
The LibraryFarm is lively right now, and the gardeners can frequently be seen into the early evening. Around the buildings mulch has been put down, and the beautiful trees are in full bloom at Cicero. The weather is having an effect on our patrons too. The libraries are noticeably quieter, and some collections – in particular the fast flicks, are gathering dust. We know it to be the quiet before the storm though, and the staff is working hard planning ambitious summer activities.

Overall, circulation was up 12% in April, with big jumps in adult non-fiction, YA non-fiction, and magazines. Staff at all three libraries continue to improve the way materials are displayed and their efforts are paying off. Also, there were significant increases in the number of children’s programs (25%) and attendance (67%), thanks to our very talented and hardworking children’s librarians.

The door counter at the Brewerton Library stopped working and needs to be replaced. We will replace the Cicero counter at the same time. It’s been unreliable, and was installed at the same time as the Brewerton counter.

Computer use continues to decline, possibly related to increased ownership of smartphones, tablets, laptops and personal computers. 627 people used the wireless access, logging a total of 1180 hours of use.

We’ll be undertaking an inventory for insurance purposes. The most recent inventory was done years ago and is incomplete.

Our proposed “multi-use storage facility” meets the requirements for state construction grant applications. We’ve been advised to emphasize any environmental benefits. The term “pole barn” is discouraged as they view it as implying a temporary structure.

**Strategic Planning**. The strategic planning committee met on May 9th to discuss ideas and next steps in developing a 5-year plan. We will begin by developing and distributing a patron survey. We are in the process of mailing the annual report and the survey will be included in the mailing. The surveys will be available on our website and at local businesses. Kate, Bill, Jill and Meg will meet with staff focus groups.

**Audit/Finance** – The committee met with our new auditor, David Bowles of Kane, Bowles & Moore. We are waiting for Mike Benn to be ready and then they will be starting their field work soon. After completion, David Bowles will report to the board.

**Old Business**

With the increase in ownership of eBook readers, tablets, and the use of Smartphone apps for Kindle and Nook the demand for downloadable ebooks through Overdrive has increased sharply. We would like to purchase more titles, and duplicates of popular items to fill holds, and need to persuade other libraries to increase funds devoted to these collections as well. We plan to begin circulating the eReaders we currently own (two SONY’s and one Nook) and to allow patrons to check out an iPad for use in the...
library. We are currently working on the procedures and trying to solve the problem of security, particularly for the iPad.

**Manager Reports**

**Lynne Yackel (Cicero)** - The knitting group has created knitted vegetables and finger puppets. They are on display in the library. Our Cicero Friends are hosting an Ice cream Social on Thursday, June 2nd. Please join them. The United Methodist Church “Change the World” group came on Volunteer Sunday to help with rearranging the children’s area. The result is a more open and inviting space for families and better sight lines for the children’s librarian.

**Kelly Sobrino (Brewerton)** – Saturday, June 4th is the River Front Days in Brewerton. The library staff will march in a parade with a NOPL banner and will have a table down at the river. They’ll promote summer activities and sign up people for library cards. We have moved the reference desk close to the front entrance and opened up the space where the new books are located.

**Bill Hastings (North Syracuse)** – The Friends are having a 1-day book sale on May 18th. Staff will participate in the North Syracuse Family Fun Days on Saturday, May 28th; with face-painting, promotion of summer activities, and library card signup. The Friends are helping to fund summer reading activities, and have purchased a Wii for the library. We have opened up our Large Print and Reference areas to accommodate our growing DVD collection. Bill is chairing a workgroup to update our circulation procedures. The group includes clerks from all three libraries.

**New Business**

**Better World Books**

The company works with libraries, taking donated and withdrawn books that meet their criteria. They sell them, and give 15% of the sale price to the library, and 5% to a non-profit literacy partner. Staff (or volunteers) use a simple online prescreening process to determine whether or not BWB will take the book. They arrange for pickup and pay the shipping costs, and provide packing materials and boxes if needed. We propose a trial period of one year, for the North Syracuse Library.

The board was in agreement that we set up an account with Better World Books and report on the results.

Motion to Adjourn at 7:55 p.m. by Linda Parise; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 7:55 p.m.

Respectfully by,

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

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

**President**
- Multi-Storage Facility – We are still waiting on our lawyer to finalize legal documents so we can start the bid process.

**Vice President** – No Report

**Treasurer** – by Kate McCaffrey
- We are at 34% of our budget – very good shape for five months into the year.
- Tax/Government line is over budget due to an increase in certiorari payments. We will put more money aside next year.
- Abstract #6 discussed by the board.

Motion to Approve Abstract #6 in the amount of $99,392.38 by Alice Lipovsky; 2nd by Randy Lacelle; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports** – None

**Director Report**
After a period of calm, we’re in a state of change that is exhilarating, challenging, and stressful. Some of the highlights:
- Getting ready for summer - school reading lists and summer reading programs for children, teens and adults
- Increased activity for the LibraryFarm
- Friends activities: Ice Cream Social at Cicero and the booksale at Brewerton
- Community events: North Syracuse Family Fun Day and the Riverfront Parade in Brewerton
- Planning for staff development day
• Strategic Planning activities
• Envisionware upgrade at North Syracuse
• Rearranging the children’s area at Cicero
• Personnel changes – Kelly and Lynne moving on, and all that needs to happen to ensure that the libraries continue to operate smoothly

We added caller ID for the administrative office phone which required purchase of a new phone with a display screen for Marianne. This was in response to a dramatic increase in the number of unsolicited calls from sales reps.

Elizabeth Gall was hired to fill a vacant substitute librarian position. She will work some regular hours, covering public service shifts at Brewerton and Cicero, and will rotate through the Saturday and Sunday coverage. She has also been asked to develop teen programming at Brewerton, and will work on a variety of projects. Lizzie did an internship with us last summer and we’re happy to have her back.

North Syracuse has been added to the contract with Ehrlich Pest Control under the same terms as the other two libraries (six visits per year at $75 per visit).

Circulation is up at all three libraries, with an overall average of 14%. There were 27 adult programs in May, a 42% increase over 2010, with a whopping 98% increase in attendance. The number of children’s programs decreased by 22%, but attendance was up by 16%.

Staff representatives on the strategic planning committee (Jill, Meg, Bill and Kate) held seven meetings with staff focus groups to gather input for the strategic plan. (summaries are in board packets)

**Strategic Planning** – We are currently working on a survey for the public.

**Legislation** – We met with Clay representative, Don Miller about the need for continued state funding for system support. OCPL provides critical services to all libraries in the county (delivery, ILS, consulting). Alice recommended that we appoint a Parliamentarian. The board will have to discuss this further. (Tabled for later date)

**Audit/Finance** – The committee will meet sometime in July or August. The new audit firm (Kane, Bowles and Moore) will begin work on the 2010 audit on June 28th.

**Old Business**
Non-County resident borrowers – This is an issue that affects many libraries in the county, and with a new cost allocation model, transaction charges this additional library usage will be paid by all of the libraries. Currently, there are 11,600 active borrowers who do not live in Onondaga County who are using one or more OCPL library. The Brewerton and Cicero libraries are at the top of the list, with high percentages of non-resident borrowers due to our geographic location.
We will continue to be aware of this situation and will watch to see if OCPL takes the lead in addressing the problem. (Tabled for later date)

**New Business**

Motion to Approve the Surplus Materials and Equipment Policy as written with opportunity to amend through consultation of attorney for non-profit religious organizations by Randy Lacelle; 2\(^{nd}\) by Frank Laifer; All in favor—Motion Approved.

Alice Lipovsky passed on an anonymous complaint concerning the staff representatives on the strategic planning committee. Kate explained her reasons for the choices of Bill Hastings, Meg Backus, and Jill Wiechmann to represent library staff and administration in the collaborative process.

Motion to Adjourn at 8:05 p.m. by Randy Lacelle; 2\(^{nd}\) by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 8:05 p.m.

Next meeting will be July 18\(^{th}\) at the Brewerton Library.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
July 18, 2011

Attending: Pat Madigan, Shelley Tafel, Pat Bragman, Linda Parise, Frank Laifer, Lynda Holbrook, Barb Irwin, Randy Lacelle, and Library Director, Kate McCaffrey.

Absent: Rob Bick, Bob Lalley, Alice Lipovsky, Kate Kuryla.

Guests Bill Hastings, Nancy Boisseau, Jill Wiechmann.

Meeting called to order at 7:02 pm.

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

President – by Kate McCaffrey

- We are waiting for a quote from a construction company that will be used as the basis for an RFP, and for preparing an application for state construction grant funding.

Vice President – No Report

Treasurer

- Halfway through the year we are on target with budget.
- Comfortable chairs with laptop arms, described as “lounge furniture” on the abstract, were purchased for North Syracuse and Cicero libraries.
- Abstract #7 discussed by the board.

Motion to Approve Abstract #7 in the amount of $98,910.78 by Barb Irwin; 2nd by Randy Lacelle; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Barb Irwin reported that she was in the North Syracuse library and there was a patron using a cell phone that was very disruptive. Jill Wiechmann responded that they did ask the patron to move into a study room. The problem was resolved.
**Director Report**

Our new Auditors began their work, and rescheduled on-site time for July 18th and 19th.

Staff Development Day was very successful, thanks to the committee (in particular, credit is due to Marianne Vaughn) and the presenters, Bill Hastings, Susan Reckhow and Susan Morgan, both from Onondaga Free Library. In lieu of payment for the director and assistant director, who came on work time, we sent an honorarium of $350 which will be used to purchase materials for the library. Comments from the evaluation forms are in the board packets. We hope to begin the process of shifting to a modified-Dewey arrangement for non-fiction in the fall, and will prepare a presentation for the board at a future meeting.

Bill, Meg and I attended the OCPL System Retreat held at the Rosamond Gifford Zoo on June 21st. Meg participated as a member of a panel, speaking “The Transformational Role of Libraries in Communities” and did us proud. Agenda items included the newest census data, advocacy, and the future of the Central Library.

Report on the American Library Association annual conference in New Orleans:

> The general consensus among conference attendees and presenters was that the current budget crises libraries across the country are facing is “the new normal” and we should focus on strategies that will allow us to survive and thrive. The other, happier message was that e-readers and other technologies are not turning out to be the death knell for libraries, but are actually having an energizing effect. Other conference activities and workshops:

- Met with vendors and had an opportunity to see demonstrations and ask questions about new products and technologies
- Had a one-on-one meeting with well-known HR consultant Paula Singer
- Strategic planning
- Embracing the downloadable future
- Usage statistics workshop
- Library Evolution: 5, 10, 15 years after opening
- Maximizing the value of library programs
- Library directors discussion group
- Performance-based compensation models
- New Orleans branch library tour

**Strategic Planning** – currently working on the patron survey. We purchased an on-line survey tool called Zoomerang to collect survey responses on the website.

**Legislative** – No Report
Audit/Finance – The auditors are currently working on the audit. We will probably meet sometime in August.

Old Business

Extending our district – In order to expand the district we would need to re-draw the boundaries and re-introduce Legislation. This would require a sponsor, a vote by current residents, and a vote by residents of the designated area in Oswego County. We would also need a mechanism for collecting the taxes. NOPL by-laws would need to be rewritten. A better solution would be for OCPL to initiate a process to address use by out-of-system residents.

Motion to Approve OCPL Plan of Service and Free Direct Access Plan by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

New Business

Motion to Approve Jeff Trubia as a trustee representing Cicero, and as board treasure, replacing Shelley Tafel made by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Cicero Library iPad Loan Policy

Motion to Approve the iPad loan policy with changes by Randy Lacelle; 2nd by Pat Bragman; All in favor—Motion Approved.

Request for Leave of Absence

Motion to Approve Jennie Cole Leave of Absence by Lynda Holbrook; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to go into Executive Session at 7:40 for personnel matters by Frank Laifer; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Motion to come out of Executive Session at 7:59 by Linda Parise; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 8:00.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 15, 2011

Attending: Rob Bick, Pat Madigan, Pat Bragman, Linda Parise, Alice Lipovsky, Kate Kuryla, Lynda Holbrook, Frank Laifer, Barb Irwin and Library Director, Kate McCaffrey

Absent: Randy Lacelle, Bob Lalley, Jeff Trubia

Guests Bill Hastings, Nancy Boisseau

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

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

President
- Thank you letter was read from Lynne Yackel thanking the board for the flowers for her retirement.
- We have received the figures from the Finger Lakes Construction to put on the grant application for the multi-use storage facility. The engineers will be drawing up the specs and that will cost around $600. Once that is done, we can set up a bid period for people to come in and review the specifications at the Cicero library. We will then have a bid opening and should take around 2-3 weeks to finalize.

Vice President – No report

Treasurer – by Kate McCaffrey
- Our expenses are at 48% of the total amount budgeted until the end of the year.
- 2011 budget included a transfer from fund balance and most of that will be put back into the fund balance. We could transfer $30,000 into capital projects and with the $15,000 that is already there, that would be enough to pay for the storage facility if we get the construction grant.
- Abstract #8 discussed by the board.

Motion to Approve Abstract #8 in the amount of $103,238.76 Pat Madigan; 2nd by Lynda Holbrook; All in favor—Motion Approved.
**Trustee Reports** – None

**Director Report** –

**Strategic Planning** – Kate and Meg did presentation at the Cicero & Town of Clay Town Board meetings regarding the community survey and strategic planning.

**Audit/Finance** – We will have a meeting after the Auditor report in September.

**Old Business** – Repeat discussion regarding patrons using our library services who live outside the NOPL boundaries that are receiving free service. We will be working with OCPL to make recommendations on sending a letter out to patrons and/or posting it at our libraries to let people know about it. Rob suggests meeting with Jerome Melvin to discuss this proposal.

New Business

Motion to Approve creation of two librarian 2 positions by Frank Laifer; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve state construction grant application by Pat Bragman; 2nd by Alice Lipovsky; All in favor—Motion Approved.

Motion to Adjourn meeting at 8:15 by Kate Kuryla; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:15 pm

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 16, 2011

Attending: Rob Bick, Pat Madigan, Pat Bragman, Linda Parise, Alice Lipovsky, Kate Kuryla, Lynda Holbrook, Frank Laifer, Barb Irwin and Library Director, Kate McCaffrey

Absent: Randy Lacelle, Bob Lalley, Jeff Trubia

Guests: Bill Hastings

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

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

President
- Thank you letter was read from Lynne Yackel thanking the board for the flowers for her retirement.
- We have received the figures from Finger Lakes Construction to put on the grant application for the multi-use storage facility. The engineers will be drawing up the specs and that will cost around $600. Once that is done, we can set up a bid period for people to come in and review the specifications at the Cicero library. We will then have a bid opening and should take around 2-3 weeks to finalize.

Vice President – No report

Treasurer – by Kate McCaffrey

The auditor will come to the September meeting to give a report. We anticipate corrections as is usual with a new auditor.

Our expenses are at 48% of total amount budgeted for the year. Spending at this rate for the rest of the year will leave us with a balance that may be enough to pay for the construction of the new storage facility, particularly if we get a 50% match in state construction funds.

Abstract #8 discussed by the board.

Motion to Approve Abstract #8 in the amount of $103,238.76 Pat Madigan; 2nd by Lynda Holbrook; All in favor—Motion Approved.
**Trustee Reports** – None

**Director Report** –

Our libraries were busy in July. Suzanne, Wanda and Nicole provided a dazzling array of programs for children and teens, as you can see from the reports submitted by the managers. The rest of the staff steps up and provides them with a lot of help, and the circ desks and reference librarians are busy with so many families coming in all day long. Circulation was up at all three libraries, with a 7% increase overall. At North Syracuse the increase was dramatic (12%), which may be a result of improvements in the way the collections are displayed.

The inventory is nearly completed. Gary Ketchum will be able to give me a quote for next year’s insurance policies. Based on preliminary information he didn’t expect any significant increase.

Personnel costs for the 2012 budget are a challenge because the contract with staff expires at the end of March. Excellus is requesting state approval to increase rates by 12%. We can expect that system charges will go up, as will the maintenance contract with Cleantec (5%). On the positive side, our utilities’ bills are down by 15% year to date.

Recent reports provided by OCPL compared system libraries in several categories:

- 2010 Local Public Funds per capita – NOPL is 12th out of 19 libraries, at $40.50 per capita
- 2010 Collection Expenditures per capita – NOPL is 16th out of 19, at $4.35 per capita
- 2010 Staff Expenditures per capita – NOPL is 13th out of 19, at $20.75 per capita
- 2010 Circulation per capita – NOPL is 13th out of 19, at 10.65 items per capita

**Strategic Planning** – Kate and Meg gave presentations at the Cicero & Town of Clay Town Board meetings regarding the community survey and strategic planning.

**Audit/Finance** – We will have a meeting after the Auditor report in September.

**Old Business** – Repeat discussion regarding patrons using our library services who live outside of Onondaga County receiving free services. We will be working with OCPL to encourage them to take action on a system basis. If we have to implement a policy just for NOPL it will be more complicated, but a first step would be informing our patrons that a change is anticipated. Rob suggests meeting with Jerome Melvin to discuss this proposal.
New Business

Motion to Approve creation of two Librarian 2 positions by Frank Laifer; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve state construction grant application by Pat Bragman; 2nd by Alice Lipovsky; All in favor—Motion Approved.

Motion to Adjourn meeting at 8:15 by Kate Kuryla; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:15 pm

Respectfully Submitted By,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
September 19, 2011

Attending: Rob Bick, Jeff Trubia, Pat Bragman, Linda Parise, Alice Lipovsky, Frank Laifer, Barb Irwin, Randy Lacelle, Bob Lalley and Library Director, Kate McCaffrey

Absent: Pat Madigan, Kate Kuryla, Lynda Holbrook

Guests: Bill Hastings, Nancy Boisseau, Jill Wiechmann, Meg Backus

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

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

Introduction of new Board member and Treasurer, Jeff Trubia.

Motion to Appoint Jeff Trubia to fill the remainder of Shelley Tafel’s term by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

Motion to Vote Jeff Trubia to the position of Board Treasurer by Randy Lacelle; 2nd by Barb Irwin; All in favor—Motion Approved.

President

- We will have the drawings for the multi-purpose storage facility in about a week to ten days. OCPL board has approved the grant for this.
- Encourage everyone to get out and vote on October 12th. We have our three current board members, Linda Parise (NS) Bob Lalley (Brew) and Lynda Holbrook (Cicero) re-running for another term.

Vice President

- No Report
Treasurer Report – by Jeff Trubia

- Abstract discussed by the board.
- Everything looks very good with budget. Spending is within budgeted amounts.

Motion to Approve Abstract #9 in the amount of $85,068.59 by Linda Parise; 2nd by Randy Lacelle; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report

Circulation was very high in August: up 5% at Cicero, 15% at Brewerton, and 17% at North Syracuse. This isn’t typical of the other libraries in our area, where circulation either remained flat, increased slightly or decreased.

Our Planning Survey has been posted on the website and an email link was sent to 6,750 registered borrowers (those with email addresses in their borrower record). Paper copies will be put in the libraries and the town halls, and we’re considering locations to set up some survey-takers.

The Summer Reading Program statistics are in: 872 children and teens participated, reporting on 16,076 books. This is a slight increase over last summer. 3,556 children and teens and parents attended 96 programs. The children’s librarians will give a short presentation at the October meeting.

The NOPL eReaders are ready to circulate and can be found, along with a list of contents, by typing NOPL eReader (lower or upper case) in the search box, either as title or keyword.

Wanda Nelson is taking a course at Syracuse University, using remitted tuition credits that we earned by hosting iSchool interns. The course is called Preservation of Cultural Heritage.

We received a large donation of gently-used music CD’s and as a result have added a second display unit at Cicero.

Meg and Kate spoke at the Clay Town Meeting on July 13th about library services, programs, collections, and plans for the future.
Strategic Planning – NOPL Survey is out with deadline of September 30th.

Legislative – OCPL anticipates cuts in state aid for the next fiscal year. We are not dependent on state aid directly, but there will be an impact on the library system which may result in increased charges from OCPL in order to maintain critical services.

Audit/Finance - We will meet sometime in October. Our Audit report will be at our October 17th meeting.

Old Business – OCPL will be looking at the issue of non-resident borrower cards. A meeting has been scheduled with Bill Fisher, deputy county executive, and Kate and Rob hope to meet with Jerome Melvin regarding the impact of use by Central Square residents on NOPL resources.

Bill Hastings – All (3) libraries had a great summer with children’s programming and summer reading.

New Business

2012 proposed budget discussed by the board

Motion to Approve Adoption of 2012 budget with 2% increase by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Adjourn at 7:45 p.m. by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 7:45 pm

Next meeting will be held on October 17th at the Cicero Library.

Respectfully Submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
October 17, 2011

**Attending:** Rob Bick, Pat Bragman, Linda Parise, Alice Lipovsky, Lynda Holbrook, Barb Irwin, Randy Lacelle, Kate Kuryla and Library Director, Kate McCaffrey

**Absent:** Pat Madigan, Bob Lalley, Frank Laifer, Jeff Trubia

**Guests:** Bill Hastings, Jill Wiechmann, Meg Backus, Nicole Hershberger, Bob Manning

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

Motion to Approve resolution to close the libraries for Staff Development Day on Friday, December 2\(^{nd}\) from 9:00-2:00 pm. by Randy Lacelle; 2\(^{nd}\) by Alice Lipovsky; All in favor—Motion Approved.

Motion to Approve last month’s board minutes by Pat Bragman; 2\(^{nd}\) by Alice Lipovsky; All in favor—Motion Approved.

**Librarian 2**
Motion to Appoint Nancy Boisseau and Sue Clarey to temporary appointment of Librarian 2 by Randy Lacelle; 2\(^{nd}\) by Barb Irwin; All in favor—Motion Approved.

Presentation by Nicole Hershberger (Cicero Children’s Librarian)
- Accompanied by projected photos of summer reading program activities, Nicole spoke about the importance of keeping kids reading over the summer vacation, and the many activities offered by NOPL libraries. Children and teens reported on a total of 13,810 books. There were 74 different children events and 22 teen events. Total attendance at children’s events: 3,030. Total attendance at teen events: 526.

**President**
- Discussion of changing the board meeting dates to the 4\(^{th}\) Monday of the month starting in January 2012 because of conflict with Town of Clay meetings.
- We met with Jerome Melvin, Central Square Acting Superintendent, about the unfunded services that we are providing and he understands our issue and will be speaking with the school board about it.
**Vice President** – No Report

**Treasurer’s Report** – by Kate McCaffrey

- Our health insurance representative, United Healthcare, offered us an opportunity to lock in our premiums at 4th quarter 2011 rate. This will be an 8% increase, rather than the projected 11% increase. ($7,000 less than budgeted)
- Ketchum Insurance Agency sent us a refund check in the amount of $1,487.20. They adjusted our rates based on the inventory of equipment, materials and furnishings we completed this summer.
- Overall spending is at 63% of budgeted amounts at the end of the third quarter of the year.
- Abstract #10 discussed by the board.

Motion to Approve Abstract #10 in the amount of $101,604.30 by Randy Lacelle; 2nd by Barb Irwin; All in favor—Motion Approved.

**Secretary** – No Report

**Trustees** – None

**Director Report**

Circulation increased again this month, 7% overall, with the largest increase at Brewerton (14%). Public computer use continues to decline, and program attendance was also down this month.

We had twelve hundred survey responses to our survey and will be collating the paper versions and integrating them with the online surveys and creating reports to share with the board, strategic planning committee, staff and members of the community.

There has been a change in plans concerning the Library Kiosk proposed for the Great Northern Mall. The mall is in the Liverpool Library District, and Jean Armor Polly, LPL director, had the idea to serve residents of that end of the Liverpool district with an automated Branch Anywhere that would be stocked with popular books and media for children, teens and adults. John Dougherty, legislator for the 2nd district took up the idea, and the cost of two units ($300,000) plus $100,000 for materials, appeared in the county executive’s budget. In the meantime, Liverpool decided not to participate, citing concerns about future maintenance costs and rising personnel costs.

For the time being, OCPL will own, operate and maintain the units. The proposed locations are the Great Northern Mall and The Case Supply building on West Fayette Street (the new home of WCNY and other partners in the Near West Side Initiative project.)
The county legislature also approved a $5.2 million dollar bond request to renovate the Central Library. Initially they will only release $500,000 for the design work. They hope to get another $2.5 million in state grant funding.

M.A. Police Consulting is working on an audit of our network. They will make recommendations to address ongoing problems and improve the reliability and stability of our NOPL network and email systems.

We added voicemail for staff at Brewerton and North Syracuse and you will hear additional menu options if you call the administrative offices after hours.

I met briefly with Terry DiGregorio, director of the Central Square Library. Steve Bolton, director of the North Country Library System, came to their last board meeting to discuss the extent of use of NOPL libraries by Central Square residents, and possible funding strategies for their library.

There has been some vandalism along Route 11. Windows have been broken in the vacant house across from Meltzer Court, and in vehicles parked at the RV company next to it. Bryce Pooley, owner of RVWay, visited businesses up and down the road and heard reports of theft from some of them. He’s put together an email distribution group so that we can share information, and is working with the police department.

**Committee Reports**

**Strategic Planning** – We will schedule a meeting soon regarding the survey and next steps.

**Legislative** – None

**Audit/Finance** – We will meet before the next board meeting. Auditors will give report at our November meeting.

**Old Business** – None

**New Business**

**Bob Manning, OCPL trustee liaison**
The plan for the Central Library is to create a smaller, more efficient library that can function with reduced staffing levels, and is more visible and accessible. County Executive Joanie Mahoney worked to get funding for the project, which will come from a combination of grants and a bond proposal. The renovations will take 2-3 years to complete.

Thursday, October 20th, there will be a trustee workshop at Onondaga Free Library regarding the recent tax cap legislation and what it means to libraries.

The Baldwinsville Library is having another book fair fundraiser at the Clay Barnes & Noble on November 26th. It will be a great event with a band and choir performing.
Congresswoman Ann Marie Buerkle was at the library and held one-on-one meetings in the community room. We have been communicating with her about the role libraries play in our communities.

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

Motion to go into Executive Session for personnel matters at 8:02 pm by Barb Irwin; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:26 pm by Kate Kuryla; 2nd by Lynda Holbrook; All in favor—Motion Approved.

Meeting Adjourned at 8:26 pm.

Respectfully By,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
November 21, 2011

**Attending:** Rob Bick, Pat Madigan, Pat Bragman, Jeff Trubia, Alice Lipovsky, Barb Irwin, Frank Laifer, Bob Lalley, and Library Director, Kate McCaffrey

**Absent:** Linda Parise, Lynda Holbrook, Kate Kuryla, Randy Lacelle

**Guests:** Bill Hastings, Jill Wiechmann, Nancy Boisseau

Meeting called to order at 7:02 pm

Presentation by Patty Greene of Kane, Bowles and Moore Audit firm regarding NOPL’s 2010 Audit. Overall, the audit was satisfactory with a few recommendations. Kate has provided solutions to each of these minor recommendations. The audit did not identify any deficiency in NOPL’s internal controls that would be considered a material weakness.

Motion to Approve last month’s board minutes by Pat Bragman; 2\textsuperscript{nd} by Frank Laifer; All in favor—Motion Approved.

**President**

The Multi-Storage Facility bids will be starting as early as this Wednesday, November 23\textsuperscript{rd}, for 10 days from 1-5 pm at the Cicero Library. We will then open the bids on Wednesday, December 7\textsuperscript{th} at 3pm. The board will meet on Thursday, December 8\textsuperscript{th}, to select the contractor. Marianne will send a reminder to board members for this meeting. We hope to have completion date by January 1\textsuperscript{st} 2012 in keeping with the schedule established for the grant application.

Motion to have Kate McCaffrey open bids on Wednesday, December 7\textsuperscript{th} and to maintain bids for review by the board on the evening of December 8\textsuperscript{th} by Alice Lipovsky; 2\textsuperscript{nd} by Frank Laifer; All in favor—Motion Approved.

**Vice President** – No Report

**Treasurer**

- Abstract #11 discussed by the board
- We are well within our budget.

Jeff Trubia suggests exploring other options for bookkeeping services and will begin that process on behalf of the board.
Motion to Approve Abstract #11 in the amount of $104,224.89 by Jeff Trubia; 2nd by Bob Lalley; All in favor—Motion Approved.

Trustee Reports

Barb Irwin wanted to know our policy on known sex offenders in the library. Kate replied that while sex offenders may be restricted by law in terms of access to schools or other places used exclusively or primarily by children, the same does not apply to public libraries. OCPL’s security committee and the member library directors share information about known sex offenders. Staff members are encouraged to be aware and alert about any type of inappropriate patron behavior.

Director Report

Circulation increased again this month, 6% overall, with the largest increase at Brewerton (15%). Public computer use continues to decline. Program attendance for teens and adults increased by large percentages. The statistical report now includes numbers for downloadable music, ebooks and audiobooks, which the state library has determined should be included in circulation figures for libraries. Ebook circulation increased by 773% over the same month in 2010.

Five staff members attended some or all of the New York Library Association annual conference in Saratoga Springs (reports in the packet), attending workshops on a wide variety of topics, talking with colleagues from libraries across the state, and visiting exhibits to speak with vendors and see new products.

Nancy Boisseau and I had lunch with the director and board president of the Central Square Library, and gave them a tour of the Brewerton Library.

With members of OCPL’s Government Relations Committee, I met with Assemblyman Don Miller in his office on South Bay Road. Mr. Miller is a former teacher and a library supporter. He expressed interest in coming to our libraries to read to children, and in supporting the Commissioner of Education’s request that libraries address college readiness in the same way that we’ve addressed pre-school readiness and reading skills retention over the summer.

Cynthia Bishop will be filling in for Suzanne Nelson as children’s librarian at North Syracuse for the next 5-6 weeks, and Elizabeth Gall, our part-time librarian, has accepted a full-time position with the Grand Rapids Public Library in Michigan.

Staff Development Day is coming up, on December 2nd. The activities were planned by a staff committee, and include updates on projects in the works, including strategic planning, an overview of the survey results, and training in using portable devices and downloading ebooks.

We will be implementing new online calendar and room reservation software in early December, and will give a brief demonstration at the next meeting.
**Strategic Planning** – Meeting was last week. Discussed our key action areas and re-wrote our mission statement.

**Legislative** – Kate met with Don Miller last week.

**Audit/Finance** – No meeting scheduled at this time.

**Old Business**

Alice Lipovsky would like to appoint a board member to be liaison to our Friends Groups. This will help the communication between the Friends and the Trustees.

Motion to Appoint Randy Lacelle as Friends Group liaison by Alice Lipovsky; 2nd by Pat Bragman; All in favor—Motion Approved.

**New Business**

Discussion on the Memorandum of Understanding between the Onondaga County Public Library System and its Member Libraries and what it will mean to be part of the system of library boards that is providing services to each of the libraries. More discussion will be needed before the agreement is signed. Kate will follow up on two questions. (1) If the charges were re-calculated with out-of-county circs taken out, what would the impact be on NOPL’s system charges, and (2) Should the recently-approved Free and Direct Access Policy apply to our situation?

Motion to go into Executive Session at 8:55 for personnel matters by Pat Madigan; 2nd by Frank Laifer; All in favor—Motion Approved.

**Executive Session**

Motion to come out of Executive Session at 9:28 by Barb Irwin 2nd by Alice Lipovsky; All in favor—Motion Approved.

Meeting Adjourned at 9:28 pm

Respectfully Submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
December 19, 2011  

Attending: Rob Bick, Pat Madigan, Pat Bragman, Alice Lipovsky, Frank Laifer, Bob Lalley, Randy Lacelle and Library Director, Kate McCaffrey  

Absent: Barb Irwin, Linda Parise, Lynda Holbrook, Kate Kuryla, Jeff Trubia  

Guests: Bill Hastings, Nancy Boisseau, Meg Backus, Wanda Nelson, Bob Manning  

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

- Presentation by Bill Hastings on plan to implement a modified Dewey decimal arrangement for non-fiction. Project will begin with Brewerton and end with North Syracuse. New signage has been ordered for bookstore style categories. Goals are to increase circulation of nonfiction and to make libraries more user-friendly.  

- Presentation by Meg Backus on the new NOPL Event Calendar, Library Insight, a more sophisticated tool for providing program information to the public. Features include online registration, email reminders, and the ability to create a waiting list for popular programs.  

President  

- RFP for the Multi-Storage Facility will be put out to bid a second time, with spring completion date. Four bids were submitted but all were incomplete. RFP needs some revision. We will rebid tentatively at the end of January 2012 and will keep the board informed.  

Vice President – No Report  

Treasurer’s Report – by Kate McCaffrey  

- Pete Ward (Cleantec) has proposed that we switch from Waste Management to Syracuse Haulers for trash removal at the Cicero Library. This will be a sub-contracting arrangement, billed as part of our contract with Cleantec. This will reduce our cost by a couple of hundred dollars per year and will be billed on the monthly Cleantec invoice.  

- Abstract #12 discussed by Board.  

Motion to Approve Abstract #12 in the amount of $232,836.86 by Alice Lipovsky; 2nd by Randy Lacelle; All in favor—Motion Approved.  

Corresponding Secretary – No Report  

Trustee Reports – None
**Director Report**

Circulation increased again this month, 7% overall. The largest increases for physical materials were in DVD’s (15%) magazines (13%) and music CD’s (12%), but the most dramatic increases are in downloadable materials where audiobook use increased 26% and ebook circulation increased 488%. The number of library users through the doors increased at all three libraries, with double digit increases at Brewerton and North Syracuse. Program attendance is down and computer use decreased at Brewerton and Cicero.

The North Syracuse Library remained open until 7pm on December 4th in order to participate in the village holiday celebration. Jill, Nancy Bamerick, Bill Hastings and I were on hand to answer questions and check out library materials, and Santa was hard at work. For more than an hour the line stretched out of the building and down the sidewalk.

Following the board vote to reject all bids for the construction project, I spoke with Lauren Luzinski at the Wladis firm, informing her that we plan to address some of the issues raised by the contractors regarding the RFP and the plans, and will re-bid the project with a target completion date in the spring.

Staff Development Day was held on December 2nd. Meg Backus chaired the committee and the agenda focused on sharing skills and expertise in a wide range of mostly technology-related topics. The agenda included:

- Learning about the digital catalog
- Borrowing Kindle ebooks
- NOPL devices for loan
- Power searching in Polaris
- Freegal
- Polaris tips and tricks
- Troubleshooting equipment around the library
- The new Library Insight calendar
- Report on the survey results

**Summary of Survey Results** presented and discussed.

**Strategic Planning** – Survey results have given us information to work with in taking next steps.

**Bob Manning** – OCPL Legislative Committee has been very active. A delegation met with Don Miller, state assemblyman and North Syracuse resident. He is a library supporter and is responsive to the library community’s concerns. John DeFrancisco restated his willingness to take library issues to the Legislature. The county funded the renovation of Central Library and it is moving forward.
At the recent OCPL board meeting Elizabeth Daily was directed to set up a committee to develop a proposal for a non-resident borrower policy. We should be contacting our County Legislators on this topic so they will hear it from us before it gets to the media.

In February OCPL encourages us to invite our county legislator to the library for some type of event. Invitations for us to use will come from Kathy Osmond.

**Old Business** – None

**New Business**

Motion to Approve 2012 NOPL Calendar by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Adjourn at 7:05 by Frank Laifer; 2nd by Alice Lipovsky; All in favor—Motion Approved.

Meeting Adjourned at 7:05 pm

Respectfully by,

Marianne Vaughn