Northern Onondaga Public Library
Monthly Board Meeting
January 23, 2012

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

Absent: Kate Kuryla, Randy Lacelle

Guests: Bill Hastings, Nancy Boisseau, Jill Wiechmann

Meeting called to order at 7:12 p.m.


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

President
- Storage Facility on hold for now. The lawyer from the Wladis firm that we have been working with has left the firm. We will need to finalize more detailed specifications and issue a revised RFP. We will keep you updated on the progress.
- We also need to set up a committee for Staff Association negotiations. Committee will work with our lawyer and the Staff Association.
  (Committee: Randy, Jeff, Alice, Barb)
- We will need a replacement for Lynda Holbrook on the Audit Committee. Pat Bragman has agreed to take her place.

Vice President
- The drawings for the Storage Facility were shown to engineer with O’Brien & Gere Engineering Firm who provided useful suggestions for improvement. Drawings need more specific detail and must meet Town of Cicero codes.

Treasurer Report
- Abstract #1 discussed by the board.
- Frank Laifer would like to look into refilling toner cartridges instead of buying new. Kate will check with Carol Westcott about viability (cost relative to NY State contract prices for new cartridges, and requirements of warranties on equipment)
Motion to Approve Abstract #1 in the amount of $124,104.50 by Frank Laifer; 2nd by Alice Lipovsky; All in favor—Motion Approved.

**Corresponding Secretary** – We received a thank you from Marianne Vaughn for the flowers sent in memory of her mother’s passing.

**Trustee Reports** – None

**Director Report**

Circulation increased again in December, 12% overall. There were the usual increases in DVD circulation (16%), Music CD’s (17%), audiobook downloads (35%) and ebooks (550%), but there were also surprising increases of 10 and 11% in adult and children’s nonfiction and magazine circulation increased by 31%.

Computer use was up significantly at both Brewerton and North Syracuse after months of steady decreases. And the number of people “through the doors” increased an average of 20% for Cicero and North Syracuse. (Brewerton’s people counter did not work consistently in December). The increased attendance may be related to more programming: the number of adult programs increased by 24% and the number of children’s programs increased by 35%.

The reference librarians have been spending much of their time helping people with new eReaders.

We’re working on the installation of digital signs for each library. Survey questions helped to pinpoint where we need to improve communication about services and programs and the best ways to reach people, and we hope that the digital signs will help to meet our goals.

At the Cicero Library we’ve added a new *low-tech* way to communicate with the public. Large rolls of colored paper hang on the wall near the reference librarian’s desk. One is for internal announcements and the other is for community news and input.

Progress on the RFP has been delayed by personnel changes at the Wladis firm.

Other activities focused on moving from the 2011 budget year to 2012. The librarian 2 civil service list has been released so we hope to fill our vacant positions very soon. In early February there will be a meeting to further discuss the issue of non-resident borrower cards.
**Strategic Planning** – We need to schedule another meeting. We will let you know on date and time.

**Legislative** – Kate would like to invite our County Legislators to the libraries as part of a coordinated effort by the OCPL Legislative Committee in February.

**Audit/Finance** – Next meeting will be Tuesday, February 7th at 4:00 at the NSEA Office.

**Old Business**

**Jill Wiechmann (North Syracuse)** – The Staff Association met this past Friday on negotiations for our new contract. We have selected three staff members to be on the committee with the board members.

**Nancy Boisseau (Brewerton)** – Circulation is up and the library has been very busy.

**Bill Hastings (North Syracuse)** – We had a program for people with special needs and also a video gaming program series that was very successful.

**New Business**

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

Executive Session

Motion to come out of Executive Session at 8:20 pm by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Meeting Adjourned at 8:20 pm

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
February 27, 2012

Attending: Rob Bick, Pat Madigan, Pat Bragman, Jeff Trubia, Alice Lipovsky, Frank Laifer, Bob Lalley, Camille Luteran, Barb Irwin, Linda Parise, Katie Kuryla and Library Director, Kate McCaffrey.

Absent: Randy Lacelle

Guests: Bill Hastings, Nancy Boisseau, Jill Wiechmann

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

Oath of Office – Jeff Trubia

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

President
- On February 20th, the board’s negotiating committee met with attorney Robert Germain to discuss the NOPL Staff Association’s contract proposal. Mr. Germain and Treasurer Jeff Trubia will meet with staff representatives on March 6th at 3:00 pm.
- The storage facility project is on hold temporarily

Vice President – No Report

Treasurer
- Abstract #2 discussed by the board
- Based on the financial reports, spending is at appropriate levels for this time in the year

Motion to Approve Abstract #2 in the amount of $67,586.79 by Alice Lipovsky; 2nd by Camille Luteran; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports
- Kate Kuryla mentioned that she stopped into the North Syracuse Library and it was very busy. There were a lot of patrons utilizing our library services. Very nice to see!
**Director Report**

**Jill Youngs** will begin her new position as Cicero Library manager on Monday, March 5th. With that decision made, we are moving on to fill her substitute librarian position, and two additional half-time positions. It will be a relief to all of us to have a nearly full complement of librarians after seven months with vacancies. Thanks to Sue, Nicole and Meg, for great teamwork during this time. Nancy and Bill also covered shifts at other libraries.

**Circulation** increased again in January, 10% overall. There were increases in DVD circulation (16%), Music CD’s (21%), audiobook downloads (19%) and ebooks (392%), and the number of music downloads increased 12%. Adult fiction circulation is down; this is where we are seeing the impact of eReader use. Adult nonfiction circulation is up by 15%, and we anticipate even better numbers when the collections are moved into interest categories.

The staff continues to make our libraries attractive destinations for more than just picking up materials. **Adult programming** increased by 45% in January and **children’s programming** increased by 25%, with a total of 777 children and adults in attendance overall. North Syracuse is piloting a **coffee service**.

**Survey results** are up on the website – statistical information and comments.

Nicole Hershberger developed a **teen volunteer application** process that aims to match teen volunteers with work that will be interesting for them and useful to us. She and Meg are working on a teen tech help project. This would involve some training in basic customer service and communication skills, and clear guidelines about specific skills that teens could teach to library patrons – downloading ebooks, for example.

OCPL has purchased the **eCommerce** module of the Polaris system so that, beginning sometime in March, library users will be able to pay fines and fees online with a credit card. They will also be able to pay this way on the PAC’s or public internet computers in the library (not self-checkout machines). If someone wants to pay with a credit card, staff will be able to offer them that option. (We are not set up to accept credit card payments). This will be a secure transaction.

Carol Westcott looked into using **re-manufactured cartridges** and has made some recommendations based on a quote from Cartridge World.

Met with Pete Ward (CLEANTEC) and Jason Wallace, from **Air Temp Heating and Air Conditioning**. CLEANTEC proposes that we switch from Airside to Air Temp, and that they work with Air Temp as a subcontractor. Mr. Wallace was asked to submit a proposal, with costs, and also provide commercial references. They will come to the March board meeting to answer questions from the board.
Strategic Planning – No Report

Legislative – County Legislators Bill Meyer and Kathleen Rapp have been invited to help celebrate “Love Your Library Month” at the Cicero Library on February 28th. They will read at story hour, have their photos taken READ posters, and meet patrons, staff and trustees in an informal coffee hour event.

Audit/Finance – No Report

Old Business
- Frank Laifer asked for an update on the non-resident borrower issue. OCPL administration and the county executive’s office have gotten involved in discussions that included the chair of the Oswego County Legislature.
- Alice Lipovsky pointed out that we are required to post a draft of board minutes within two weeks of the meeting, according to NYS Open Meetings Law and also that an annual schedule of meetings should be sent to the local Star News. The meeting schedule is currently posted in the town offices and on the NOPL website.

New Business

Motion to Approve the 2011 State Annual Report by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

MA Polce – prepared a systems/network evaluation, with recommendations and a service proposal which was distributed to the board. The proposal includes outsourced email and web filtering, upgrades for servers out of warranty and at end of life, offsite data backup, and 24/7 monitoring and support of critical network systems. Kate will obtain quotes from two other companies for comparison.

Motion to Adjourn at 8:22 p.m. by Frank Laifer; 2nd by Alice Lipovsky; All in favor—Motion Approved.

Meeting Adjourned at 8:22 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
March 26, 2012

Attending:   Rob Bick, Pat Madigan, Pat Bragman, Frank Laifer, Bob Lalley, Camille Luteran, Barb Irwin, Randy Lacelle, Linda Parise, Katie Kuryla and Library Director, Kate McCaffrey

Absent:     Jeff Trubia, Alice Lipovsky

Guests:    Nancy Boisseau, Jill Youngs, Meg Backus, Jill Wiechmann

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

Presentation by Pete Ward of Cleantec and Jason Wallace of AirTemp regarding a proposal to provide NOPL with HVAC services. AirTemp proposes to look at the overall system and keep us updated on current repairs and recommend what would need to be done to avoid unnecessary costs in the future. The Board needs more information and will consider its options as more information becomes available.

Motion to Approve last month’s board minutes by Pat Bragman; 2nd by Pat Madigan; All in favor—Motion Approved.

President
• Introduction and welcome to our new Cicero Manager, Jill Youngs.
• We will be going into Executive Session regarding contractual matters.

Vice President – No Report

Treasurer – by Kate McCaffrey

• We received both Town of Clay and Cicero tax checks.
• Abstract #3 discussed by the board.

Motion to Approve Abstract #3 in the amount of $70,516.09 by Barb Irwin; 2nd by Camille Luteran; All in favor—Motion Approved.

Corresponding Secretary – No Report
**Trustee Reports** – Kate Kuryla attended a conference on visual literacy in Cortland that was very interesting. The presenter brought picture books that were from NOPL library. She told Kate that she was impressed with the library and the librarians that purchase the children’s books.

**Director Report**

Circulation continues to be high; with an overall increase of 17% (February was one day longer this year). There were 55 programs with 1,147 attendees. The winter school break week was particularly busy at all three libraries. We were challenged by illness and vacant positions but the staff managed to rise to the occasion.

We filled three positions and are pleased to welcome Deborah Spector, Dylan Blakeley and Renee Schmidt to our staff. Deborah fills a half-time librarian position and will work most of her hours at Brewerton. Dylan and Renee fill vacant floating librarian positions.

Jill Wiechmann, Sue Clarey, Bill Hastings, Nancy Boisseau and Meg Backus took a road trip to Philadelphia for the Public Library Association Conference. PLA happens every two years and hasn’t been held on the east coast since 2006. They’ll be planning a “conference de-brief” to share with staff, and will bring highlights to a board meeting.

To aid with strategic planning, Geoff Socha and Jill Youngs have taken on responsibility for gathering information about our district residents. This is a challenging task. Information about the Village of North Syracuse and the Town of Cicero are available, but we only serve a portion of the Town of Clay. They are using a community data survey developed for the Public Library Association. It covers age, household income, employment, education levels, and ethnicity, and looks at community resources as well.

Herb and Dan Bender, of Net Manage IT spent some time looking at our network meeting with Carol Westcott, Bill Hastings, and me. They are in the processing of submitting a quote but need additional information from us.

**Strategic Planning** – Geoff Socha and Jill Youngs are gathering demographic information about district residents. The managers will gather input from staff and draft a statement of values to discuss with the strategic planning workgroup. Articulating organizational values helps us to communicate who we are, and why what we do matters. It’s also a good way to introduce new staff to our organizational culture. Kate recommends that a staff committee begin working on Element 1- Collection Development, and that a group comprised of the director, managers and three trustees (possibly Randy, Alice and Camille) begin to work on Element 8 – Friends groups as organizational partners.

**Legislative** – Meg created READ posters featuring county legislators Bill Meyer and Kathleen Rapp. They will each receive a copy. Bill’s poster will be hung at the Cicero Library and Kathy’s will be up at the North Syracuse Library.
**Audit/Finance** – No Report

**Old Business** - None

**New Business**

**Library Farm** – Meg Backus proposes that we make $500 from the budget available to use for necessary supplies for the library farm.

Motion to create a separate line item for the library garden with $500 funds by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to go into Executive Session at 8:05 for contractual matters by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:40 by Frank Laifer; 2nd by Pat Madigan. All in favor—Motion Approved.

Meeting Adjourned at 8:40 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
April 23, 2012

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

Absent: Kate Kuryla, Frank Laifer

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Meg Backus, Jill Wiechmann and
Bob Manning (OCPL)

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

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

President
- References for AirTemp distributed to the board. References were positive. There was a
discussion on AirTemp vs. Airside. The main issue is that we need to have our vendor
schedule regular inspections, communicate regularly, and be more proactive in
maintaining our systems.
- Multi-storage facility on hold until RFP is revised to incorporate additional
specifications.

Motion to Accept contracting with AirTemp for one year trial period starting May 1st 2012 by
Rob Bick; 2nd by Jeff Trubia; All in favor—Motion Approved.

Vice President — No Report

Treasurer
- Abstract #4 discussed by the board.
- Reports in the board packets show this month’s utility costs for all three buildings as a
single dollar amount under North Syracuse. We’ve received revised reports separating
the costs as usual.
- 2011 Audit will be starting in June. Audit Committee meeting will be held prior to be
presenting to the board.

Motion to Approve Abstract #4 in the amount of $86,223.96 by Pat Madigan; 2nd by Pat
Bragman; All in favor—Motion Approved.
**Corresponding Secretary** – No Report

**Trustee Reports**

- Barb Irwin reported visiting the Saratoga Springs Library. They restrict high-demand items from their “New and Popular” collections, and adult DVD’s to residents of their taxing district.
- A question was raised about funds held by the North Syracuse Friends. Kate referred the question to Bill Hastings who responded that the Friends may consider using the funds for a gazebo or courtyard for the library.
- Linda Parise attended the recent OCPL Trustee Workshop which will be offered again in October.
- Alice Lipovsky remarked on the quality of the conference reports included in this month’s packet.
- Bob Lalley reported that he sent a thank you note to Donald Miller in response to the increase in library funding at the state level.

**Director Report** – by Kate McCaffrey

A one year pilot subscription to Universal Class has been purchased for the OCPL System. The All OCPL card holders with a 14-digit 29850 library card can access this new System resource to take free online non-credit classes in a wide variety of topics.

A workgroup met to draft a non-resident borrower policy for consideration by OCPL and suburban library board, and possible inclusion in the MOU. Members of the workgroup are Marilyn Laubacher (Baldwinsville), Matt Delaney (Tully), Linda Byrnes (Jordan), Pat Infantine (Manlius), Doreen Milcarek (OCPL) and Kate McCaffrey (NOPL)

The LibraryFarm is starting to wake up and gardeners can be seen cleaning up their plots and preparing to plant. Meg has made arrangements for a delivery of compost, using funds approved at the March meeting.

Our primary vendor, Baker & Taylor, has agreed to eliminate the user fees they’ve been charging for several years which will save NOPL $800 this year.

Our overall circulation was down in March, for the first time since December of 2007. This may be attributable to the unusually fine weather this year. All of the downloadable categories showed large increases, as did computer games. Book circulation was down. The number of programs increased, and computer use was up at all three libraries, with a very large increase at Brewerton. The libraries were busy, so the overall decrease came as a surprise.

Along with several other county libraries, NOPL has been invited to participate in a research project funded by a grant from the Institute for Museum and Library Services (IMLS). Researchers from Syracuse University’s iSchool will conduct a study involving summer reading program participants in the 5th – 8th grades. They are “exploring factors that influence free
voluntary reading, intrinsic motivation to read, and confidence in information literacy skills among children in this age range.”

**Strategic Planning** – Camille, Randy and Alice will meet with the library managers and Kate in June to begin work on the SP element “Friends as Organizational Partners”. A meeting of the SP committee will also be scheduled. Jill Youngs and Geoff Socha have been working on demographic information for the committee, using the 2010 census and other sources.

**Bob Manning (OCPL Liaison)**
- The OCPL Government Relations Committee is active and they meet regularly with county legislators, often informally for coffee. There are seven new county legislators.
- The State Budget passed with a 3.3% increase in library funding. Some of the credit goes to local legislators John DeFrancisco, Bill Magnarelli and Sam Robertson.
- OCPL board policy follows state guidelines. If any trustee fails to notify the board President or Board Clerk of a pending absence for (3) consecutive meetings, the trustee will be deemed to have resigned from the Board of Trustees.
- Restructure of Central Library is an on-going project that is generating excitement.
- OCPL’s project for a Library Kiosk in Clay is also in the works and there will be a meeting with management of the Great Northern Mall about placing it there.

**Audit/Finance** – No meeting scheduled yet. The audit is scheduled to start sometime in June.

**Old Business** – None

**Managers**

**Bill** – North Syracuse conversion to the modified Dewey or Categories for non-fiction is nearly complete. The Friends group is sponsoring a music concert on May 20th.

**Jill Youngs** – Reported on research into NOPL’s demographics of total population, and the increase in population as reported in the 2010 census.

**New Business**

Work on the 2011 Annual Report to the Community is nearly complete. Estimated cost to print and mail to approximately 20,000 households is $8,000. Alternatively, we can email it to 7,000 patrons, post on the website, and have paper copies for distribution in the libraries and town halls. Discussion followed.

Motion to Approve to mailing out the 2011 Annual Report for the cost of $8,000 by Rob Bick; 2nd by Randy Lacelle; All in favor—Motion Approved.

**Open Meetings Law**

Recent change to the Open Meetings Law requires more specificity when voting to go into executive session.
Another change has to do with making documents available in advance of the meeting. There are two categories of records that are affected by the change to the law: those that are accessible under the Freedom of Information Law, and “any proposed resolution, law, rule, regulation, policy or any amendment thereto”. When practical to do so, documents should be posted on the website in advance of the meeting.

**Staff Development Day**

Motion to close the Libraries all day Friday, October 5th 2012, for Staff Development Day by Alice Lipovsky; 2nd by Pat Madigan; All in favor—Motion Approved.

**Library Clerk 1 position**

Motion to create a full-time Clerk 1 position at Cicero to replace (3) part-time vacancies by Camille Luteran; 2nd by Jeff Trubia; All in favor—Motion Approved.

Motion to go into Executive Session at 8:10 pm to consider the employee contract proposal by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

**Executive Session**

Motion to come out of Executive Session at 8:55 pm by Bob Lalley; 2nd by Randy Lacelle; All in favor—Motion Approved.

Motion to Approve the staff contract as written, with the addition of language defining domestic partner, retroactive to April 1, 2012 by Alice Lipovsky; 2nd by Jeff Trubia; All in favor—Motion Approved.

Motion to increase the base salaries of the following employees by $3,000, retroactive to April 1, 2012:

- Meg Backus
- Nicole Hershberger
- Suzanne Nelson
- Wanda Nelson

Motion to Adjourn at 9:00 by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
May 21, 2012

**Attending:** Pat Madigan, Jeff Trubia, Pat Bragman, Camille Luteran, Barb Irwin, Alice Lipovsky, and Linda Parise

**Absent:** Rob Bick, Kate McCaffrey, Bob Lalley, Kate Kuryla, Frank Laifer, Randy Lacelle,

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

Meeting called to order at 7:00 pm

Board members took a tour of the new Non-Fiction section of the Brewerton Library with Nancy Boisseau and Bill Hastings. Books are now in specific categories with new signage.

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

**President** – No Report

**Vice President** – No Report

**Treasurer**

- Abstract #5 discussed by the board.
- Received the engagement letter from our Auditor. We rescheduled the audit for June.

Motion to Approve Abstract #5 in the amount of 103,265.35 by Alice Lipovsky; 2nd by Camille Luteran; All in favor—Motion Approved.

**Corresponding Secretary** – Flowers were sent to Kate McCaffrey for recovering from recent surgery. A thank you note from Kate was passed around to the board members.
**Trustee Reports**

**Barb Irwin** - NOPL’s grant approval was in the newspaper. Jeff explained that this was the approval of the funds for the storage facility.

**Alice Lipovsky** – The Brewerton Friends are having their book sale starting Friday, June 8th. It will be Friday, Saturday and also Monday.

The newspaper had an article that there are book donations being put in phone booths for people to take. Nancy Boisseau mentioned that they are doing this all over the country. There is a website if you are interested in looking at it. They are called “Little Free Libraries”. Syracuse University is also participating.

**Director Report** – by Bill Hastings

- Circulation numbers are slightly down, possibly because of the increase in ebook use. Overall, for the year, we are in good shape.
- We had some really great programs at the libraries this month. Brewerton had a Carp fishing program, a Composting program was held at Cicero and an egg hunt took place at North Syracuse. We continued the modified Dewey transition at North Syracuse. Nancy and I also spoke at a Collection Development workshop at Salina Free Library where Nancy detailed the work we did here at NOPL. We had some good questions about the transition.
- We finished our transition of the North Syracuse move just this morning. Volunteers from the Cicero United Methodist Church volunteered to help us move our books.
- Jill Youngs and I are continuing to interview for the Clerk 1 position at Cicero. We will finish when Kate comes back next week.
- Staff Development Day will be held at Arrowhead Lodge at Oneida Shores Park. It is scheduled for October 5th. We will be meeting soon with our committee to discuss plans for that day.
- Family Fun Fest in North Syracuse this Saturday, May 26th from 11-5 pm at Lonergan Park. Last year, Suzanne and I were involved with the festivities. Last year we handed out library cards. Teen Advisory board members did face painting which was really popular.

**Nancy Boisseau** – Brewerton is having their Riverfront Days coming up. The library will have a booth and there will be a book giveaway. Summer Reading kickoff will start in June, the Tuesday after school ends.

**Jill Youngs** – Cicero is having their annual Friends Ice cream Social on Thursday, June 7th.
Strategic Planning – Kate will be setting up a meeting soon.

Legislative – No Report

Audit/Finance – Scheduled to start Audit in June.

Old Business – None

New Business – None

Motion to go into Executive Session at 7:25 pm to discuss staff employment contracts by Barb Irwin; 2nd by Linda Parise; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 7:58 by Alice Lipovsky; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 8:00 by Jeff Trubia; 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
June 25, 2012

Attending: Rob Bick, Pat Madigan, Jeff Trubia, Pat Bragman, Camille Luteran, Barb Irwin, Linda Parise. Bob Lalley, Frank Laifer, Randy Lacelle, Kate Kuryla and Library Director, Kate McCaffrey

Absent: Alice Lipovsky

Guests: Bill Hastings, Nancy Boisseau

Meeting called to order at 7:02

Motion to Approve last month’s board minutes by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

President
- The plans for the storage facility are at the engineering firm at this time. We will be going forward once we get them back. We have received a check for $39,140 (90%) of the grant money from NYS this week. The remaining 10% will be paid to us when construction is completed.

Vice President – No report

Treasurer
- Abstract #6 discussed by the board.

Motion to Approve Abstract #6 in the amount of $94,841.22 by Camille Luteran; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – Barb Irwin reported that there was an article about Sue Kowalski, former board member and ESM school librarian in the Neighbor’s North section of the Post-Standard. Sue was one of 17 recipients of the Teacher Librarian Leadership Award.

Pat Madigan received many good reports about the recent Brewerton Friends’ booksale from people who appreciated the quality of the books offered, and the efficient way the sale was organized.
**Director’s Report**

Bill Hastings and I attended the OCPL annual system retreat, held at Arrowhead Lodge on June 5th. The guest speaker was Ken Roberts, recently retired Chief Librarian of the Hamilton Public Librarian in Ontario, Canada. He spoke about changing traditional roles of librarians and library clerks, trends in design of spaces and collections, and the impact of new technologies on public library organization and management.

Afternoon sessions included Resource Sharing Initiatives and School/Public Library Partnerships. Former NOPL trustee Sue Kowalski was a presenter, and she proved an excellent choice for the end of a long day – funny, lively, and passionate about the subject of kids and libraries.

Because our children’s librarians were out doing school visits or presenting storyhours at the scheduled time, I represented NOPL at the formal launch of the 2012 Central Region Summer Reading Program. SU Professor Ruth Small spoke about the research study on reading motivation that is a collaboration between the iSchool, the Cuyahoga Public Library and OCP (NOPL is one of the partners). Jeffrey Cannell, NYS Deputy Commissioner for Cultural Education, and County Executive Joanie Mahoney also spoke about the important role libraries play in supporting the work of teachers over the summer.

Updates:

Non-resident borrower policy: the committee is working on a second draft which we hope will go to the OCPL board in July. I’ve been asked to meet with the Tully Library board on July 12th to discuss NOPL’s situation and the policy as it might apply to Tully’s Cortland County card-holders.

Strategic Planning: Jill Youngs and Geoff Socha have gathered demographic information for the committee to consider. The elements of the plan can be worked on separately if we develop a consistent format to follow. Preliminary work can be done for the key elements by staff and/or trustees, with section drafts reviewed by the SP committee.

The Strategic Planning Committee should meet soon to discuss a plan of action, and to set a target date for completion. Kate will send out a poll to find a possible meeting time for the committee.

The Report to the Community will be mailed shortly, and will go out to 20,000 households in NOPL’s district.

**Legislative – No Report**

**Audit/Finance** – Audit fieldwork will be done in July.

**Old Business**
Networking Update

- We received a 2nd quote for outsourced network administration. The board would like to see the proposals before making a decision. Both quotes cover regular monitoring of all our critical systems, servers, switches, firewalls and patching, along with management of backups and filtering system.

New Business

- Facilities Committee- Pete is gathering list of any and all repairs that are needed at each of the libraries. This list will need a rotating schedule of when repairs can be made so we are not doing everything all at once.
- Kate received painting proposals from Cleantec for each of the libraries. She will ask for some changes and clarifications and send to the board.
- Rob put forward a possibility for the future. There is a vacant spot for a Library Kiosk at the old Town of Clay building.

Domestic Partner Contract

- The new staff contract includes extending employee health insurance to spouses and domestic partners. A Domestic Partner Policy and Affirmation of Domestic Partnership form were presented to the board.

Motion to Approve the Domestic Partner contract by Jeff Trubia; 2nd by Pat Madigan; All in favor—Motion Approved.

Veterans Favor Card – waive fines & fees for Veterans who present their card

Motion to Approve NOPL participation in the Veterans Favor Card Program by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

We have just recently appointed Ann Kokkoris to the full-time position of Clerk 1. Ann has been a part-time clerk since 2005.

Motion to go into Executive Session at 7:45 pm by Pat Madigan; 2nd by Jeff Trubia; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:19 by Rob Bick; 2nd by Pat Madigan; All in favor—Motion Approved.

Motion to Approve 2% raise for Kate McCaffrey, Bill Hastings, Nancy Boisseau and Jill Youngs by board members: Rob Bick, Pat Madigan, Jeff Trubia, Pat Bragman, Linda Parise, Barb Irwin, Bob Lalley, Randy Lacelle and Camille Luteran. Abstained – Frank Laifer, Kate Kuryla.

Marianne Vaughn raise tabled until next month.
Motion to Adjourn at 8:30 by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned 8:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
July 23, 2012

Attending: Rob Bick, Pat Madigan, Jeff Trubia, Pat Bragman, Camille Luteran, Barb Irwin, Linda Parise. Bob Lalley, Frank Laifer, Randy Lacelle, Kate Kuryla and Library Director, Kate McCaffrey

Absent: Alice Lipovisky

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

Meeting called to order at 7:00 pm

Motion to Approve last month’s board minutes by Pat Madigan; 2nd by Frank Laifer; All in favor—Motion Approved.

Motion to go into Executive Session for contractual matters by Rob Bick; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to come out of Executive Session at 7:20 pm by Rob Bick; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to Approve $3,000 raise for Marianne Vaughn with 2% increases for the remainder of the contract. Unanimously Approved.

President
- Multi-Storage Facility is still in the works. It will be finalized through our lawyer, Robert Germain.

Vice President – No Report

Treasurer
- Abstract #7 discussed by the board.
- Expenses are down compared to last year at this time.

Motion to Approve Abstract #7 in the amount of $81,987.03 by Linda Parise; 2nd by Pat Madigan; All in favor—Motion Approved.

Corresponding Secretary – No Report
Trustee Reports

- Barb Irwin reported that she has noticed a driving school practicing on the North Syracuse Library Street and expressed concerns about safety, given the numbers of children and seniors using the library during the summer. Kate will contact the school and ask them consider using a different location during the summer when children are out of school and there is so much activity at the library.
- Bob Lalley wanted to commend the staff at all three libraries on the outstanding quality of the summer programs.

Managers
Jill Youngs (Cicero), Nancy Boisseau (Brewerton) and Bill Hastings (North Syracuse) all reported that their libraries are busy and lively and complimented staff on their hard work and enthusiasm.

Director Report
Happy news - Suzanne Nelson will be returning to work after Labor Day. We’re grateful to Cynthia Bishop for stepping in to the children’s librarian position at North Syracuse, and very pleased that she will remain on the staff as a floater librarian.

Because we had reached capacity and had waiting lists for popular children’s programs, Meg Backus scheduled additional visits by Moreland the Magician, Bubblemania, The MOST, and Zoo to You. Recent programming has been very successful, with capacity audiences for the “Herb Academy”, the Old Time Fiddlers at Brewerton, and the Chocolate Program at North Syracuse.

The suburban library directors approved what is now being called an “Out of System Borrower Policy” and are taking it to their boards. The OCPL Board of Trustees will consider the policy at their August meeting.

There was excitement at the Cicero Library when a craft program that involved use of a toaster oven resulted in the fire alarm going off. The staff moved everyone out of the building and we waited outside for the fire department to give the all-clear to go back inside. The children in attendance seemed to enjoy the arrival of the fire trucks.

We’ve recently learned that as a special legislative district NOPL is subject to NY State prevailing wage guidelines for contracted cleaning and maintenance. This will increase the cost of our contracts with Cleantec and AirTemp, and any other sub-contracting that Cleantec does on NOPL’s behalf.

Eagle Scout (and Cicero-North Syracuse High School student) John DeWolf will be making improvements to the LibraryFarm. He plans to build a 16’x18’ platform that can be used for various purposes, with up to six benches, depending on the success of his fundraising effort.

A part-time employee at the North Syracuse Library has filed a worker’s compensation claim with our insurance company.
Strategic Planning – A committee working on Element 8 “Friends as Organizational Partners” met recently and followed-up with a letter inviting representatives from each Friends group to come to a meeting in August.

Legislative – Not yet formally announced, but there is word that Senator John DeFrancisco has obtained a grant to fund cultural programs at OCPL libraries. The grant is for $90,000 for two-years, and an application process will be administered by OCPL. Partnerships are encouraged, either between libraries, or between libraries and other community or educational organizations. Senator DeFrancisco had scheduled a visit to the Brewerton Library but a schedule conflict forced him to cancel the appearance.

Audit/Finance – Jeff and Committee are still waiting to meet with Greg Evans. They hope to schedule a meeting before the audit begins.

Old Business

Network Outsourcing – proposals from M.A. Polce and NetManageIT were discussed.

Motion to Accept MA Polce bid for server replacement and monthly managed services, with first year costs of $23,223.06 by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved. Abstention, Rob Bick.

New Business

NOPL Code of Conduct

Motion to Approve the Code of Conduct Policy with minor corrections by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Out-of-System Borrowers Card

Motion to support the Out-of-System library card with an annual $35 fee by Camille Luteran; 2nd by Randy Lacelle; All in favor—Motion Approved. No Votes—Frank Laifer and Jeff Trubia.

Motion to Adjourn at 8:25 pm by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned at 8:25 pm.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 15, 2012

Attending: Rob Bick, Pat Bragman, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Kate Kuryla and Library Director, Kate McCaffrey

Absent: Alice Lipovsky, Randy Lacelle, Linda Parise, Pat Madigan, Jeff Trubia

Guests: Bill Hastings, Nancy Boisseau, Pete Ward and Frank Parella of Cleantec

Meeting called to order at 7:00 pm

Presentation by Pete Ward and Frank Parella on NYS Prevailing Wage and implications for Cleantec contracts and subcontracting. Preliminary estimate is an overall increase of 60%. Cleantec’s administrative costs will increase due to detailed reporting requirements.

President
- We should develop a long term preventive maintenance plan for the libraries. Because of the prevailing wage increase, we will need to prioritize repairs.
- Multi-Storage Facility RFP information is still at our Attorney’s office. We are waiting to hear back from Robert Germain.
- Town of Cicero withholding of library tax money has been referred to the state comptroller’s office.

Vice President – No Report

Treasurer - by Kate McCaffrey
- Abstract #8 discussed by the board
- We will receive a refund of approximately $1,000 from NYS for sales tax incorrectly added to National Grid bills.
- We received our bill for 2013 pension costs. Pre-pay amount of $121,425 is due on December 15th, 2012. By pre-paying we save $1,101.
- Pension and utilities costs so far this year have been lower than the amount budgeted.

Motion to Approve Abstract #8 in the amount $109,984.73 by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports - None
**Director Report**

We’ve had a lively summer so far, with close to 29,000 people coming through the doors in July. Our staff handles the increased activity with grace and patience. Computer use was up at all three libraries, and there was great variety in programming. Circulation was up overall by 3%, but the Brewerton staff outdid themselves, breaking their own circulation record, and showing an 8% increase over last July.

OCPL is introducing new library cards with snap-off key tags. They are sending us a supply to issue to new card applicants, but we expect that many people will want to exchange their current card in order to get the keytag.

A child’s bike was stolen at the Brewerton Library. We plan to purchase bike locks for each building. The locks will have barcodes and can be checked out on a library card.

We’ve begun working with MA Pacle as our network support provider, placing orders for new servers as a first step. Our antivirus subscription had expired, so we took advantage of the timing and switched to a product they recommended. Carol Westcott is working on the installation.

The member directors’ group continues to work toward an Out-of-System Borrower policy. Directors from Manlius, Fayetteville, Solvay and Lafayette libraries accompanied me to the recent OCPL Board of Trustees meeting. I introduced the policy, and we all answered questions. The board decided to form a small subcommittee and will set up a meeting with County Executive Joanie Mahoney and/or her deputy, Bill Fisher.

**Strategic Planning** – Kate met with the committee, which then issued invitations to the presidents of the three Friends groups to a second meeting. A summary of the meeting was handed out to the board. We would like to invite the Friends to our December meeting. Our goal is to develop a memorandum of understanding between the board of trustees and the friends groups.

**Legislative** – None

**Audit/Finance** – None

**Managers** commended their staff members for enthusiasm and invaluable support of summer activities.

**Old Business** – None

**New Business** – None

Motion to Adjourn at 8:35 by Barb Irwin; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned at 8:35.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 24, 2012

Attending: Rob Bick, Pat Madigan, Pat Bragman, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Randy Lacelle and Library Director, Kate McCaffrey

Absent: Alice Lipovsky, Linda Parise, Katie Kuryla and Jeff Trubia

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

Meeting called to order at 7:02 pm.

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

Motion to go into Executive Session for a personnel issue at 7:04 pm by Rob Bick; All in favor-- unanimous.

Motion to come out of Executive Session at 7:17 by Rob Bick; All in favor— unanimous.

Motion to accept the resignation of Alice Lipovsky as of 9/23/12 (2:49 pm) with letter attached. All in favor—Motion Approved. 6 – Yes votes. Abstained, Rob Bick & Camille Luteran.

President

RFP bid for the multi-storage facility is currently out and open for bids. We will be closing the bid process and opening bids on Friday, September 28th, at 3:00 pm at the Cicero Library.

Vice President – No Report

Treasurer – by Kate McCaffrey

This year for the first time we were required to submit an annual report to the state comptroller’s office. Patrick Boyle (Benn & Company) has completed the report and will submit it electronically. As an outcome of this process, Jeff recommends that we develop a capital plan.

The financial report lists DASNY funds “Building & Equipment Reserve”. These are funds that we have available, but must apply to use for an approved purpose. There is a surplus of $50,000 available to us, which can be used for any purpose, such as the grant match for the storage facility.

Eight months into the year our expenditures are only at 54% of the budgeted total. Some of this can be attributed to yearly bills that come due in the fall (pension contributions and database renewals, for example.)
Motion to Approve Abstract #9 in the amount of $118,912.62 by Pat Bragman; 2nd by Frank Laifer; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

Barb Irwin reported that she visited a library in Kentucky when visiting family. They have a “food for fines” program, waiving overdue fines in exchange for canned goods, which then go to a local food pantry.

Rob Bick visited five libraries when he was on vacation in Alaska this year and reported on the role libraries play in helping Alaskans stay connected despite challenges of weather and geography.

Bob Lalley attended a Brewerton Friends meeting. He was asked about plans for the new storage facility. He congratulated the staff on the successful Lego program.

**Managers**

Jill Youngs (Cicero) – Friends’ Fall Book & Bake Sale will be held on Saturday, October 20th.

**Director Report**

**Updates:**

Much of my time was spent meeting with library boards to present and answer questions about the proposed Out-of-System Borrower Policy. Thirteen of the nineteen suburban libraries have voted to approve. Three (Fairmount, Elbridge and Jordan) have discussed the proposal and are expected to approve it at their October meetings, and I’ll meet with three more (Skaneateles, Minoa and Salina Free) over the next few weeks. An OCPL board committee plans to meet with the county executive or her representative.

Bill Hastings and Nancy Bamerick will be interviewing candidates for a half-time support staff position. The position was posted on the NOPL website, CLRC website and OCPL website, and the number of applicants was a little overwhelming. We also have some promising candidates for the vacant Public Information and Adult Programming librarian position. In the interim, Pete Thomas is doing a very good job of keeping the flow of information to the public going, and he’s setting up some programming as well.

A farewell reception for Meg Backus was well attended. She made personal connections with many, many people who came to wish her well.

Staff Development Day is scheduled for Friday, October 5th, at Arrowhead Lodge. We are focusing on reading, readers’ advisory and tools for readers.
We’ve postponed purchase of the Children’s Early Learning Stations and After School Edge Stations until the end of the year, when a New York State aggregate purchase price will allow us to get six machines for the cost of five (if the company sells 50+ units across the state).

We are adding the Overdrive Advantage product which will allow us to give NOPL cardholders preference in the holds list for high-demand eBook titles. We will continue to purchase eBook titles for the system collection, but will purchase duplicates through Overdrive Advantage. This will benefit our patrons directly and will indirectly benefit the rest of the system by taking some NOPL patrons out of the holds queue for the general collection copies of bestsellers.

Committee Reports

Strategic Report – No Report

Audit/Finance – We are not sure when the next meeting will be, but we are going to be starting the audit work in October with our Auditor, Kane, Bowles & Moore, PC.

Old Business – None

New Business

2013 Budget

Overall we are asking for a 2% increase which will help keep up with increased maintenance, pension and insurance categories. Salaries will increase by 2%, in accordance with the contract. The technology line was increased as a result of network outsourcing and the urgent need to replace equipment purchased in 2007. We also plan to continue Envisionware PC management implementation, purchase a second laptop cluster, and add a coin and bill receptor at North Syracuse, making the printing process completely self-service.

Motion to Approve the 2013 budget with 2% increase by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

Budget Vote - Election candidates will be:

Cicero – Stephen Sceicchitano
North Syracuse – Barb Irwin
Brewerton – Thomas Brooks
Paul Bednarz

Motion to Adjourn at 8:13 pm by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.

Meeting Adjourned at 8:13 p.m

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 24, 2012

**Attending:** Rob Bick, Pat Madigan, Pat Bragman, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Randy Lacelle and Library Director, Kate McCaffrey

**Absent:** Alice Lipovsky, Linda Parise, Katie Kuryla and Jeff Trubia

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

Meeting called to order at 7:02 pm.

Motion to approve August board minutes by Pat Bragman; 2\textsuperscript{nd} by Randy Lacelle; All in favor—Motion Approved.

Motion to go into Executive Session for a personnel issue at 7:04 pm by Rob Bick; All in favor—unanimous.

Motion to come out of Executive Session at 7:17 by Rob Bick; All in favor—unanimous.

Motion to accept the resignation of Alice Lipovsky as of 9/23/12 (2:49 pm) with letter attached. All in favor—Motion Approved. 6 – Yes votes. Abstained, Rob Bick & Camille Luteran.

**President**

RFP bid for the multi-storage facility is currently out and open for bids. We will be closing the bid process and opening bids on Friday, September 28\textsuperscript{th}, at 3:00 pm at the Cicero Library.

**Vice President** – No Report

**Treasurer** – by Kate McCaffrey

This year for the first time we were required to submit an annual report to the state comptroller’s office. Patrick Boyle (Benn & Company) has completed the report and will submit it electronically. As an outcome of this process, Jeff recommends that we develop a capital plan.

The financial report lists DASNY funds “Building & Equipment Reserve”. These are funds that we have available, but must apply to use for an approved purpose. There is a surplus of $50,000 available to us, which can be used for any purpose, such as the grant match for the storage facility.

Eight months into the year our expenditures are only at 54% of the budgeted total. Some of this can be attributed to yearly bills that come due in the fall (pension contributions and database renewals, for example.)
Motion to Approve Abstract #9 in the amount of $118,912.62 by Pat Bragman; 2nd by Frank Laifer; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

Barb Irwin reported that she visited a library in Kentucky when visiting family. They have a “food for fines” program, waiving overdue fines in exchange for canned goods, which then go to a local food pantry.

Rob Bick visited five libraries when he was on vacation in Alaska this year and reported on the role libraries play in helping Alaskans stay connected despite challenges of weather and geography.

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**Managers**

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**Director Report**

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Committee Reports

Strategic Report – No Report

Audit/Finance – We are not sure when the next meeting will be, but we are going to be starting the audit work in October with our Auditor, Kane, Bowles & Moore, PC.

Old Business – None

New Business

2013 Budget

Overall we are asking for a 2% increase which will help keep up with increased maintenance, pension and insurance categories. Salaries will increase by 2%, in accordance with the contract. The technology line was increased as a result of network outsourcing and the urgent need to replace equipment purchased in 2007. We also plan to continue Envisionware PC management implementation, purchase a second laptop cluster, and add a coin and bill receptor at North Syracuse, making the printing process completely self-service.

Motion to Approve the 2013 budget with 2% increase by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

Budget Vote - Election candidates will be:

Cicero – Stephen Scicchitano
North Syracuse – Barb Irwin
Brewerton – Thomas Brooks
Paul Bednarz

Motion to Adjourn at 8:13 pm by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.

Meeting Adjourned at 8:13 p.m

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Special Board Meeting
October 1, 2012

Attending: Pat Madigan, Pat Bragman, Bob Lalley, Linda Parise, Frank Laifer, Barb Irwin, and Library Director, Kate McCaffrey

Meeting called to order at 6:27 p.m.

RE: Multi-Storage Facility bids

Resolution made to accept the bid from Empire State Contracting and Construction, pending check of references by Frank Laifer; 2nd by Pat Bragman; All in favor—unanimous.

Meeting Adjourned at 6:55.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
October 22, 2012

Attending: Rob Bick, Pat Madigan, Pat Bragman, Jeff Trubia, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Linda Parise, Katie Kuryla, Randy Lacelle and Library Director, Kate McCaffrey

Guests: Nancy Boisseau, Jill Youngs, Jill Wiechmann

Meeting called to order at 7:00 pm.

Motion to approve last month board minutes and Special Meeting minutes by Pat Bragman; 2nd by Frank Laifer; All in favor—Motion Approved.

Motion to go into Executive Session at 7:02 for personnel matter by Rob Bick; All in favor—Unanimous.

Motion to come out of Executive Session at 7:20 by Rob Bick; All in favor—Unanimous

President

- Still working with Town of Cicero Comptroller regarding tax revenue withheld in previous years. Will have more information at our next board meeting.
- We will also be looking into a waiver for prevailing wage requirement for maintenance services.

Vice President - No Report

Treasurer

- Abstract #10 discussed by the board.

Motion to approve Abstract #10 in the amount of $92,971.96 by Pat Madigan; 2nd by Linda Parise; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Barb Irwin vacationed in Paris and went to one of their libraries. The library had a design contest for a new library. Pictures of the libraries were passed around to the board.

Linda Parise inquired about the missing North Syracuse Library sign. Currently, we are looking into options for replacing the damaged sign.
**Director Report**

Staff Development Day was a success, with evaluations strongly favoring a return to Arrowhead Lodge. Pete Thomas created a READ poster to commemorate the day.

The refrigerator in the staff area at Brewerton has been replaced with a small Whirlpool model (14.4 cubic ft) purchased at Lowe’s in Cicero.

A diamond ring found at the Cicero Library was held by the Cicero Police for one year and returned to us as unclaimed property. It can be sold to raise money for the library.

Through Cleantec we’ve gotten two quotes for replacing the light bulbs in the parking lot at Cicero. Since the Brewerton lights were installed at the same time it seems advisable to replace them as well. The quote from CSK Electrical was much lower than a quote from Stagnitta, and they will also allow us to order the bulbs and ballasts directly (through Cleantec) which will add some savings. The price quoted for Cicero is “not to exceed $900 for the lift and labor” and for Brewerton, “not to exceed $700” for the same service.

This month I spoke with the Minoa and Salina Free Library boards. Both have deferred a vote until their November meeting, but based on discussion their directors expect them to vote in favor of the Out of System Borrower Policy. The Jordan Library board approved the policy by a unanimous vote. County Executive Joanie Mahoney is inflexible and will not support the policy, which has the active support of most of the nineteen county library boards of trustees.

**Strategic Planning** – No Report

**Legislative** – No Report

**Audit/Finance** – We will be meeting soon to work on a capital plan for each of the library buildings. Greg Evans will no longer be on the committee.

**Old Business**

**Food for Fines**

A “food for fines” program has been proposed, to run the first two weeks of December. $1 in fines will be waived for each item donated (maximum of $10/ten items)
- Only waive overdue fines, not charges for lost or damaged items
- Only accept cans or other nonperishable items (will not accept homemade items, anything past expiration date, can or package that is damaged, dented, rusted, previously opened)
- No glass containers

Discussion of logistical issues: where to donate, how to transport, how to publicize and provide information about acceptable or needed items.
Motion to Approve Food for fines policy by Randy Lacelle; 2nd by Frank Laifer; All in favor—Motion Approved.

Multi-Storage Facility – We do not need a site plan from the Town of Cicero because we are not required to provide one. Empire State Contracting will be starting within the next two weeks.

**New Business**

Election Results were passed around to the board. New elected and returned trustees:

**Thomas Brooks – Brewerton**
**Stephen Scicchitano – Cicero**
**Barbara Irwin – North Syracuse (2nd Term)**

Sue Corieri of Brewerton will be appointed to fill Alice Lipovsky’ seat on the board. Sue is the Assistant Dean for Enrollment Management and Special Academic Initiatives for the School of Information Studies at Syracuse University. Motion to accept Sue Corieri to fill Alice Lipovsky’ term through 2013 by Frank Laifer; 2nd by Pat Madigan; All in favor—Motion Approved.

**Manager Reports**

Nancy Boisseau (Brewerton) – reported on Family History Video Kits now available at each library for checkout.

Jill Youngs (Cicero) – reported on handheld scanners now available at each library for checkout.

Motion to Adjourn at 8:22 pm by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 8:22 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
November 26, 2012

Attending:  Rob Bick, Pat Madigan, Pat Bragman, Jeff Trubia, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Randy Lacelle, Linda Parise, Sue Corieri and Library Director, Kate McCaffrey

Absent:  Katie Kuryla

Guests:  Bill Hastings, Nancy Boisseau, Jill Youngs

Meeting called to order at 7:00 pm.

Motion to approve October board minutes by Pat Bragman; 2nd by Frank Laifer; All in favor—Motion Approved.

Presentation of NOPL’s 2011 Audit by David Bowles and Patty Greene. The audit found that NOPL’s finances are in order and no deficiency was identified in our internal controls. A draft of the audit was provided to the board and final copies will be issued once the Management Discussion and Analysis portion is completed by Michael Benn.

President

- Introduction and welcome for new trustee Sue Corieri, who was appointed to finish Alice Lipovsky’s term on the board.
- The Multi-Purpose Storage Facility is coming along very well. Should be completed in a couple weeks. We will be accepting quotes for electrical work.
- Met with the Attorney and the Supervisor. Cicero Comptroller put together an accounting of what they think is owed to the library (passed around to the board). The tax funds should be refunded to the library in 2013. We have the comptroller working on this issue.
- Randy Lacelle will be leaving after the December meeting because of moving outside of the North Syracuse district. Randy’s daughter, Melissa Potratz, teacher in the North Syracuse school district is proposed to serve the rest of his term as a representative from North Syracuse.

Motion to Approve Randy Lacelle’s resignation and replacement of Melissa Potratz to finish his term until the end of 2013 by Pat Bragman; 2nd by Bob Lalley; All in favor—Motion Approved.

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board.

Motion to Approve Abstract #11 in the amount of $132,220.98 by Randy Lacelle; 2nd by Pat Madigan; All in favor—Motion Approved.
**Corresponding Secretary** – No Report

**Trustees** – Barb Irwin checked with Bradley’s Jewelers on the diamond ring that was found at Cicero and he estimated its worth at $500 - $750. Kate will take it to other jewelers.

**Director Report**

Work on the multi-purpose storage facility proceeds, thanks in part to the beautiful weather. Concrete was poured on 11/19 and Joe Magill expects the walls to be delivered on the 26th.

I attended the New York Library Association Conference in Saratoga Springs. Highlights were a sessions on Legal Issues for Special Legislative Districts and the Espresso Book Machine, along with the opportunity to connect with vendor reps and colleagues from other libraries.

We are in negotiations with a company called FAX24 to install small, self-service fax kiosks at each library. They accept major credit cards, or prepaid FaxCash cards which we could purchase at 20% off the face value card and sell to patrons who want to use cash rather than a credit card. There is a small commission once the number of faxed pages exceeds a certain threshold, but we don’t expect to make much of a profit. Rather, our goal is to provide a service to the public and reduce staff time spent on it.

Four Early Learning Stations and two After School Edge Stations have been ordered to replace out-of-date children’s PC’s.

Circulation was up 2% overall in October, with the usual dramatic increases in downloadable ebooks, music and audiobooks, video games and music CD’s. It was good to see large increases in children’s fiction and teen nonfiction as well.

Marianne is now a notary, and will notarize documents for the public as well as for NOPL.

We’ve scheduled three children’s programs for the December school break. Melanie Zimmer (Dancing Bear Puppet Theater) will perform *The Snow Maiden* at Brewerton on 12/27 at 2:00 pm, at Cicero on 12/28 at 2pm, and *The Three Billy Goats Gruff* at N. Syracuse on 12/28 at 10:30 am.

**Strategic Planning** – No Report

**Audit/Finance** – No Report

**Old Business**

Kate and Rob, accompanied by Tully Board President Carol Gleason, Tully Library Director Matt Delaney, and Manlius Director Pat Infantine hope to meet with County Executive Joanie Mahoney to discuss the Out-of-System Borrower Policy. It is essential that she withdraw her objection in order for the OCPL board to implement the policy, which has the approval of nearly all the stakeholders.
**New Business**

**Donations of Vacation and Personal Time**

Motion to extend Suzanne Nelson’s medical leave to the end of March and approval of Staff to donate unused vacation or personal leave by Linda Parise; 2nd by Pat Bragman; All in favor—Motion Approved.

**December Board meeting** – We would like to invite two Friends from each group to our Christmas board meeting. We will allow time on the agenda for brief narrative reports on their activities in 2012 and will ask them to prepare a simple financial report of funds raised and spent on behalf of the library in 2012. The information will help the library staff with annual reports and the 2012 audit.

Rob Bick proposed that NOPL consider providing some financial support to the towns in acknowledgement of services. Mayor Miner is going to tax-exempt Syracuse institutions (hospitals and SU, for example) and asking them to contribute to the city operating budget. Discussion followed but no action was taken.

**Trustee On-line training** – Kate gave a brief introduction to a new resource for public library trustees: New York Library Trustees Online [www.nylto.org](http://www.nylto.org)

Motion to Adjourn at 8:20 by Camille Luteran; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned 8:20 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
December 17, 2012

Attending: Rob Bick, Pat Madigan, Pat Bragman, Camille Luteran, Barb Irwin, Bob Lalley, Frank Laifer, Randy Lacelle, Linda Parise, Sue Corieri and Library Director, Kate McCaffrey

Absent: Jeff Trubia, Kate Kuryla

Guests: Tom Brooks, Melissa Potratz, Steve Scicchitano, Bill Hastings, Nancy Boisseau, Jill Youngs, Alyssa Newton, Bob Manning, Auriol Doherty, Mary Kay Dwyer, Lauren Lalley.

Meeting called to order at 6:03 pm.

President

Motion to Approve minutes of previous board meeting by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

- Introduction of new board members, Tom Brooks (Brewerton), Steven Scicchitano (Cicero) Melissa Potratz (North Syracuse), Alyssa Newton, newly hired Public Relations and Adult Programming Coordinator, Auriol Doherty and Mary Kay Dwyer from the North Syracuse Friends, and Lauren Lalley, a member of the Brewerton Friends.

- Multi-Storage Facility is close to completion. The remaining work to be done includes the porch and side door. We have a proposal for the electrical work from Myriad Construction.

  Motion to Accept Myriad Construction bid in the amount of $14,650 to do the electrical work by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

- Town of Cicero tax funds- we are still working with the town supervisor and comptroller to determine whether or not they have turned over all of the tax revenue collected on behalf of NOPL for the past few years. Their practice has been to withhold a percentage in anticipation of certiorari adjustments that may come up throughout the year. The Town of Clay’s practice is to bill separately for each occurrence and Cicero should follow this practice as well. The board will be updated as this issue is addressed.

- This will be Pat Madigan’s last meeting. Pat has served on the NOPL Board for 12 years. She will be missed by all and we wish her the best in all her endeavors.

Vice President – No Report

Treasurer Report – by Kate McCaffrey

- A ring left in the library in the spring of 2011 was sold to Dan Welch Jewelers in North Syracuse for $750, which was deposited into the operating fund

- Patrick Boyle, of Benn & Co., submitted Tax Cap Compliance paperwork with NY State on NOPL’s behalf
• Cicero resident and library patron Helen J. Marnell passed away on December 8th. She graduated from North Syracuse High School in 1944 and was active in the community. She was also “a voracious reader” and her family requested that donations in her name be made to the Cicero Library.
• Abstract #12 discussed by the board.

Motion to Accept Abstract #12 in the amount of $231,106.08 by Pat Madigan; 2nd by Pat Bragman; All in favor—Motion Approved.

**Director Report**

Our new multi-purpose storage facility is almost finished and exceeds our expectations. Joe McGill reports that trim around posts and header and installation of the standard door are still to be completed. Next step is to find someone to build shelves on at least one of the long walls and to have electrical work done.

Four Early Learning Stations and two After School Edge Stations are up and running and seem to be popular with children and parents.

Our overall circulation is down by 3% from November of 2011. The number of computer users and people through the doors are both also down, by 2% and 9%, respectively. This is unusual for us and we’re considering possible causes and remedies.

The librarians met to discuss collection spending priorities for 2013, and to learn more about CollectionHQ, a set of tools that integrates with Polaris and allows us to examine our collection and usage statistics more closely than we’ve been able to do in the past. We’re seeing print collection use declining or holding steady, while digital content use increases every month. We are trying to meet new demands and also maintain the integrity of our print collections.

We’ve hired a new substitute librarian, Amy Melton, who replaces Renee Schmitt. Renee has accepted a position with the Cayuga Community College Library.

There was an incident at the North Syracuse library on Tuesday, 12/4 at around 6:15. A group of children, ages approximately 10-13 were using the computers and became disruptive. They left the building and were joined by more kids, and then some parents or other adults arrived. The group grew to 25-30 people. Most were watching, but things between the adults escalated. Library staff called the police. The first officer called for backup and the group was dispersed.

Our first Food for Fines program was a success. The managers are estimating approximately $750 in fines waived. Dick Roberts transported food from the Brewerton Library to the Brewerton Methodist Church. He estimates about 300 pounds worth and said it took two people to lift the heavy bags. He also delivered over a hundred pairs of mittens made by Raelene Metko.

North Syracuse staff estimate between six and seven hundred items donated. Nancy Bamerick took them in several trunk loads to St. Rose of Lima Church. Cynthia Bishop delivered over 75 mittens, hats and scarves to the Samaritan Center on Montgomery Street in Syracuse. They came from the Cicero Library (mostly the work of the NOPL Knitters) and North Syracuse Library.
Alyssa Newton delivered two large boxes of food collected at the Cicero Library to Sacred Heart Church.

Many people brought food in who did not have fines waived, and there were lots of positive comments about the project.

**Strategic Planning** – We will meet after the New Year.

**Legislative** – by Bob Manning

- Annual CLRC legislative breakfast was held last Friday with some county legislators, Senators DeFrancisco and Valesky and Representative Al Stirpe in attendance. Juanita Perez Williams, representing Governor Cuomo, also participated.
- Renovation of Central Library – Plans are in place to make the library more compact, with an entrance and space on the ground floor with an entrance on Salina Street. A bond resolution must be approved by the county legislature.
- Public libraries can now partner with BOCES to buy energy at consortia prices. You can now buy into a 3-year fixed price for electric and gas.

**Old Business** – None

**New Business**

**Friends Group Reports**

**North Syracuse** – (Auriol Doherty) The Friends paid for musical groups for the summer programs and children’s summer programs for a total expenditure of $1520. They have initiated the process to become a 501(c) 3 organization.

**Brewerton** (Nancy Boisseau) This year the Friends paid for Summer Reading prizes, programs and refreshments, raffle baskets, new projector, shelving and computer desk and chairs for the children’s area and outdoor flower pots with financial support totaling $5166.56.

**Cicero** (Jill Youngs) – In 2012 the Friends had two book sales and the ice cream social. They provided 3-4 raffle baskets, flowers and the large street sign. Summer Reading prizes, and supported our Science Club. Financial support for the library totaled $3,425.91.

Motion to Approve the 2013 NOPL Calendar by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Adjourn at 6:50 by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 6:50 p.m.

Respectfully by,

Marianne Vaughn