Northern Onondaga Public Library  
Monthly Board Meeting  
January 28, 2013

Attending: Rob Bick, Jeff Trubia, Barb Irwin, Bob Lalley, Frank Laifer, Melissa Potratz, Tom Brooks, Linda Parise, Sue Corieri, Steve Scicchitano and Library Director, Kate McCaffrey

Absent: Pat Bragman, Camille Luteran

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

Meeting called to order at 7:01 pm

Oath of Office – Swearing in of new trustees, Thomas Brooks, Sue Corieri, Melissa Potratz and Stephen Scicchitano.

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

President

- The electrical work is now completed on the Cicero Multi-storage facility. We are looking into getting solar panels. We are getting information from the electrical company, Myriad Construction and will investigate grant funding opportunities.
- In reviewing the last three years of tax revenue payments and funds withheld in anticipation of Certiorari payments, the Town of Cicero has identified errors and will return $4,600 to NOPL.

Vice President – no vice-president at this time

Treasurer

- Abstract #1 discussed by the board.
- Our 2012 financial reports show that we transferred only $43,000 from our fund balance, rather than $174,000 projected in the budget. This is a credit to careful management by the library staff.

Motion to Approve the Abstract #1 in the amount of $227,539.16 by Bob Lalley; 2nd by Frank Laifer; All in favor—Motion Approved.

Corresponding Secretary – None
Trustee Reports

Barb Irwin received a call from Post-Standard reporter Rick Moriarty regarding the proposed Out-of-System borrower fee. Kate and Rob spoke with the reporter who also visited the Brewerton Library with a photographer to get background for the piece.

Director Report

We begin a new year with some goals in mind. They include revising existing policies, beginning with our meeting room and collection policies, and developing a social media policy. We hope to take full advantage of our new storage facility/potential booksale/performance venue. We also are discussing ways to expand our eBook collection and to improve service to library patrons who purchase new devices. Jill, Alyssa and Pete will be working on the LibraryFarm project. And the staff at the North Syracuse Library will continue to look for ways to improve design and layout of the building and collections. We also hope to see the library “expand” with an outdoor patio.

Our overall circulation is down at all three locations, following a trend that seems to be happening throughout the system. Circulation of downloadable audiobooks and ebooks, Freegal music downloads, music CD’s and computer games increased in December.

We’ve asked Dylan Blakeley to work 25 hours a week as a teen librarian based at the North Syracuse Library. Dylan was hired as a substitute librarian last March, and is currently a librarian 1 on our staff roster. He will continue the Anime Club at the Brewerton Library, and will develop a new teen summer reading program in collaboration with staff at all three libraries. The teen program has been essentially the same for as long as any of us can remember, but this year an OCPL committee has been working on reinventing it for the digital age. Young teens who are the target of the program will be able to participate online, and in a broader range of activities, beyond reading and reporting on books. Dylan will add hours in February and will work his new schedule beginning in March and continuing through the summer.

Committee Reports - none

Old Business

Kate distributed a revised policy with language that clarifies the distinction between Onondaga County government and the Onondaga County Public Library System. The system’s Board of Trustees is responsible for developing policy for the system. The revised policy will go to the OCPL board for a vote in March.

Manager/Librarian comments

Alyssa Newton - We have held six informal classes on EBook, downloads for half hour sessions. We are now re-evaluating how to show patrons how to use each of the different devices. Bill Hastings is working on some sort of a handout for the public to use.
New Business

Committee to review the NOPL By-laws – Barb Irwin, Linda Parise and Frank Laifer (tentatively).

Committee to elect officers – Tom Brooks, Sue Corieri, Camille Luteran

Motion to Adjourn at 8:00 by Frank Laifer; 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  
February 25, 2013

Attending:  Rob Bick, Pat Bragman, Jeff Trubia, Barb Irwin, Bob Lalley, Melissa Potratz, Tom Brooks, Camille Luteran, Linda Parise, Steve Scicchitano and Library Director, Kate McCaffrey

Absent: Sue Corieri, Frank Laifer

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

Meeting called to order at 7:00 pm

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

President

- The Town of Cicero tax revenue checks should be ready this week.
- Multi-Storage Facility completed. We will need to install some type of shelving on both sides of the facility. It should be totally functional by spring.
- We are being audited by the NYS Comptroller’s Office as part of its normal operations. They will be starting this Thursday, February 28th.

Vice President – no vice president at this time.

Treasurer

- Abstract #2 discussed by the board.

Motion to Approve Abstract #2 in the amount of $102,883.86 by Bob Lalley; 2nd by Tom Brooks; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Linda Parise attended a presentation at North Syracuse by Alicia Doherty on Women’s Heart Health month. She reported on the program content and expressed appreciation for valuable information provided to the community.
**Director Report**

NOPL has been selected for an audit by the Division of Local Government and School Accountability of the Office of the State Comptroller. The audit will focus on our financial condition and internal controls.

A recent article in the Post Standard about the proposed Out of System Borrower Fee generated less reaction than we expected. A handout with Questions and Answers (in packet) is available, and a copy of the article was posted in the entrance at Brewerton.

Our overall circulation is down very slightly this month, just 1%. North Syracuse showed a small increase (1%). Continuing a pattern seen in recent months, circulation of downloadable audiobooks and ebooks, Freegal music downloads, music CD’s and computer games increased. Numbers for teen fiction and nonfiction are up, and computer use increased at all three locations. The large increase (16%) in computer use at Cicero may be attributed to the recently added Envisionware PC reservation software which limits length of computer use sessions by individual patrons.

In 2012 there were almost 140,000 visits to our webpage. We are hoping to increase that number significantly in 2013 by providing more dynamic content and encouraging our patrons to go to the website for information about programs, events and services. In January the number of unique visitors was 27% higher than in December and 14% higher than in January of 2012.

We’ve begun working on our annual report for the New York State Division of Library Development and will incorporate information from that report into our own Report to the Community, which will again be mailed to households in our district.

At their January meeting the OCPL board decided to continue funding the Trustee of the Year Award. In the past the award process was handled by the Advisory Committee. Since that group has dissolved the OCPL board will develop award criteria and a selection process.

The Rosamond Gifford Foundation has given $1500 to OCPL to fund a film series in support of the 2013 CNY READS ONE BOOK season. The book is *Tortilla Curtain* by T.C. Boyle, and the films, with immigration as a theme, are being shown at Oasis, Lemoyne College, and the Liverpool and Dewitt libraries.

**Old Business** – None

**New Business** – the board received drafts of two new policies for consideration at the March meeting.

*Social Media Policy
Film Policy*
**Summer Reading Amnesty Program**

Motion to Approve waiving of fines and fees for children and teens who participate in the Summer Reading Program by Melissa Potratz; 2nd by Camille Luteran; All in favor—Motion Approved.

**Managers**

Bill Hastings (North Syracuse) – SPCA drive was a great success. People brought in new and used bedding, toys and pet food and were enthusiastic about the library’s participation.

Nancy Boisseau (Brewerton) – reported on efforts to communicate with Oswego County borrowers about the proposed Out of System Borrower fee.

Jill Youngs (Cicero) – The past few weeks have been busy, with a Library Friends Book and Bake Sale, Nursery School Open House, our active NOPL Knitters, who are now meeting on Saturday as well as Tuesdays.

Alyssa (Public Relations/Adult Programs)—provided a draft of the March Calendar, and advised the board that planning is underway for planting season in the Library Farm.

Motion to Adjourn by Jeff Trubia; 2nd by Barb Irwin: All in favor—Motion Approved.

Meeting Adjourned at 7:33 pm.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
March 25, 2013

Attending: Rob Bick, Pat Bragman, Bob Lalley, Frank Laifer, Melissa Potratz, Tom Brooks, Camille Luteran, Sue Corieri, Steve Scicchitano and Library Director, Kate McCaffrey

Absent: Barbara Irwin, Linda Parise, Jeff Trubia

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Alyssa Newton.

Meeting called to order at 7:00 pm.

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

President

- The Storage facility at Cicero is completed. Remaining grant funds can be put toward the cost of installing solar panels and fixed shelving.
- The Town of Cicero has promised that it will not withhold any of our tax revenue in the future. The library will now be billed directly for any of the certiorari charges that are due from NOPL.
- We are currently being audited by NYS Comptroller’s office.

Vice President – no vice president at this time.

Treasurer – by Kate McCaffrey

- Abstract #3 discussed by the board.

Motion to Approve Abstract #3 in the amount of $73,271.01 by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

- Five storage sheds have been added to our insurance policy, increasing the overall cost by $125 per year.
- The NY State auditor has been making suggestions for improving some internal controls and for making procedures consistent with NOPL documents like our enabling legislation and board bylaws.

Corresponding Secretary – No Report

Trustee Reports – None
**Director Report**

NOPL patrons now have a “Preferred Borrower” status in Polaris with regard to holds on new items. This means that instead of following the current “local holds” status, keeping all new items in one library for 8 weeks, all new items will be able to fill holds at any NOPL. The new items will still fill holds in the owning NOPL first, but once those holds are filled, the item will fill holds for the other two libraries during the first 8 weeks. This is a small but significant change that will improve customer service.

On March 15th a woman tripped on the sidewalk as she approached the North Syracuse Library. She was taken by ambulance to St. Joseph’s Hospital. Her son contacted the library to say that she had been treated for injuries.

Over overall circulation is down this month, with exceptions for downloadable music, audiobooks and ebooks, and computer software. Program attendance is up significantly for adults and teens.

North Syracuse Children’s Librarian Suzanne Nelson plans to return in April, working part-time. We’ve been able to use substitute librarians already on our roster to keep North Syracuse running smoothly. Dylan Blakeley will continue to work at NS half-time throughout the spring and summer and will work on a revamped Teen Summer Reading Program for all three libraries. Kathy Mosher and Amy Melton are working evening and weekend shifts at Brewerton, and Amy will be working on some publicity-related projects, so that Alyssa can focus on expanding adult programming and developing grant proposals.

We are greatly indebted to Cynthia Bishop, who came out of retirement to work half-time at NS, providing weekly storyhours and selecting materials for the children’s collections, and Nancy Bamerick, who worked with the Teen Advisory Board and took on the popular Family Fun Nights. Cynthia will stay on as a substitute librarian.

**Report on meeting with Frank Parella (Cleantec)**

The following ideas were discussed:

- Clean five days a week, eliminating weekend cleaning (est. savings of $6,000 a year)
- Cleantec will not salt or shovel sidewalks when there is less than an inch of snow, unless specifically requested to by library manager or director. (Est. savings of $3000 a year)
- Set cap of $5,000 for monthly maintenance expenses. Additional tasks or projects would be prioritized and require approval
- A lighting conversion project at North Syracuse could potentially save $3,000 a year. Sustainable option consuming less energy, with reduced maintenance costs.
- Comparing Cleantec’s costs for cleaning supplies and paper goods with NY State contract, taking into consideration cost in staff time for ordering, inventory control, and payment to the suppliers.
- A facilities committee to include library trustees, administrators and Cleantec representative. Buildings are aging and plans should be made for replacements and upgrades. This committee would consider all proposals for special projects, for example:
- HVAC replacement at Cicero
- LED lighting
- Solar panels for storage facility

**Facilities Committee** – Rob Bick, Bob Lalley, Camille and Linda Parise.

**Leave without Pay**

Motion to allow Linda Gauthier-Bouwens three weeks of unpaid leave in October 2013 by Melissa Potratz; 2nd by Sue Corieri; All in favor—Motion Approved.

**Old Business** – None

**New Business**

**State Annual Report**

Motion to Approve the 2012 State Annual Report by Frank Laifer; 2nd by Camille Luteran; All in favor—Motion Approved.

**Revised Out of System Borrowers**

Motion to Approve the revised 3-24-13 policy by Sue Corieri; 2nd by Frank Laifer; All in favor—Motion Approved.

**Social Media Policy**

Purpose: to establish guidelines for NOPL’s use of social media to promote and disseminate library information regarding programs, news and projects and also to provide public forums for sharing ideas and services.

Motion to Approve the Social Media Policy by Tom Brooks; 2nd by Frank Laifer; All in favor—Motion Approved.

**Film Policy**

Purpose: to establish guidelines for showing films to enrich library programming and to increase awareness of DVD and Blu-ray collections for children and adults.

Motion to Approve the Film Policy as written by Sue Corieri; 2nd by Melissa Potratz; All in favor—Motion Approved.

**Executive Session**

Motion to go into Executive Session at 8:05 to discuss non-union contracts by Camille; 2nd by Frank Laifer; All in favor—Motion Approved.
Motion to come out of Executive Session at 8:24 p.m. by Sue Corier; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to Adjourn at 8:25 p.m. by Steve Scicchitano; 2nd by Camille Luteran; All in favor—Motion Approved.

Meeting Adjourned at 8:25 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
April 22, 2013

Attending: Rob Bick, Pat Bragman, Jeff Trubia, Tom Brooks, Camille Luteran, Sue Corieri, Barb Irwin, Linda Parise, Steve Scicchitano and Library Director, Kate McCaffrey

Absent: Frank Laifer, Bob Lalley, Melissa Potratz

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Alyssa Newton.

Meeting called to order at 7:05 pm.

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

President

- **HVAC Proposal** - Our Facilities Committee met last week. We discussed prioritizing long-term repairs needed for the buildings. Some of the brickwork at Cicero needs replacing and the HVAC system at Cicero is in need of repairs and/or replacement. A proposal to do the HVAC project at Cicero Library was distributed. The proposal is from IPD Engineering to come in and assess the HVAC system and make recommendations. The proposal is for $5,000 to assess only the Cicero Library. A reminder that the HVAC project may be eligible for use of DASNY funds for capital projects. Also, New York State Construction Grant funding may be available. Kate will look into this possibility and will approach IDP about a reduction in the cost of the study. We will need to go out to bid for a project of this size.

- **Library Building Appraisals** - We are also looking into getting our buildings appraised. The cost for all (3) buildings would also be $5,000. Barb Irwin and Jeff Trubia suggested we look into getting them appraised through our insurance Agent, Gary Ketchum or shop other insurance agencies to get new quotes. We will invite Gary to our May meeting to discuss our current insurance policies and the method used for placing a value on the buildings.

Motion to Approve moving forward on the HVAC Project for our Cicero Library for $5,000 by Jeff Trubia; 2nd by Barb Irwin; All in favor—Motion Approved.

Vice President – no vice president at this time.

Treasurer

- Abstract #4 discussed by the board.
- The extra fees this month for Benn & Company were for the State Annual Report and the AUD report. These fees were budgeted under “additional accounting services”
Motion to Approve Abstract #4 in the amount of $128,050.30 by Camille Luteran; 2nd by Barb Irwin; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

Linda Parise asked how we are handling providing the Syracuse newspaper on days that the Post Standard does not deliver it. Bill Hastings responded that it was originally going to be picked up by staff on those days, but there has been very little demand for the print version. Each public computer has an icon that takes patrons to the E-version. Alyssa stated that they had training sessions for patrons to learn the online E-paper system and could have them again, if necessary. A kiosk will be set up with an iPad on it for patron use at North Syracuse. If the installation is successful more will be purchased.

**Director Report**

Usage statistics in March followed are following a pattern familiar from recent months. Once again, there were slight decreases in many print categories, offset by increases in non-print formats, and double-digit increases in downloadable audiobooks and ebooks. Programming numbers (programs and attendance) are up by double digits at all three libraries.

I participated in a focus group of librarians and library directors invited to provide opinions of products aimed at the library and museum market and developed in a small business incubator. The project is a collaboration of the Syracuse Enterprise Partnership, SU’s VPA Department of Design, Gaylord Brothers, and the Near Westside Initiative. The goal is to contribute to economic development and sustainability in the Syracuse area by providing training and employment in the area of woodworking.

Bill Hastings and I “taught” a Collection Development class from the iSchool at the Cicero Library on March 29th. The students toured the library and LibraryFarm and asked questions about many aspects of library management, along with a discussion of collection development and resource allocation.

**Managers**

Bill Hastings (North Syracuse) – We invited the North Syracuse Chief of Police, Michael Crowell, to our staff meeting. He went over the Code of Conduct for our patrons. He gave us suggestions on what to enforce to keep control, focusing mainly on our younger patrons.

Jill Youngs (Cicero) – Last Saturday we had our Library Farm opening. Many attended and it was a great success. We also had a master gardener as a program presenter.

Alyssa Newton (Public Relations) – All the plots in the garden are now claimed. We are working on creating a 2-3 year plan. The Girl Scouts have offered to come and do a butterfly garden. We are keeping very busy with programs and also with the Military History plans for the next year.
Barb Irwin asked if our insurance covers anyone using the library farm in the event of an accident. Kate responded that everyone signs a waiver of liability before they can use the farm that our attorney has approved. It is also likely that our general liability insurance will cover library property.

Kate will get a quote on having the garden tilled again. We will look into getting a grant if possible.

**Strategic Planning** – No Report

**Legislative** – No Report

**Audit/Finance** – The Auditor has expressed some concerns about what he sees as contradictions between practices and what is written in our enabling legislation. There will be a report on his findings and we will have an opportunity to respond to them as a board.

**Old Business**

*Out of System Borrowers card*

Motion to Approve final out-of-system borrowers card revised April 15th, 2013 draft policy by Pat Bragman; by Tom Brooks; All in favor—Motion Approved. (1) Opposed Jeff Trubia.

**New Business**

*Nomination of Officers* – Sue Corieri passed out ballots to elect officers for the upcoming 2 years. We will report the officers at our next meeting.

Motion to go into Executive Session at 8:20 pm. for non-staff association employees’ salary discussion by Linda Parise; 2nd by Camille Luteran; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 9:10 by Rob Bick; All in favor—Unanimous.

The Board decided to wait for more information—no decision was made.

Meeting Adjourned at 9:11 pm.

Respectfully,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
May 22, 2013

Attending: Rob Bick, Pat Bragman, Tom Brooks, Camille Luteran, Sue Corieri, Barb Irwin, Bob Lalley, Linda Parise, Melissa Potratz and Library Director, Kate McCaffrey

Absent: Jeff Trubia, Frank Laifer, Steve Scicchitano,

Guests: Jill Youngs, Bill Hastings

Meeting called to order at 7:00 pm.

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

President

• NY State Comptroller’s Office auditor will be finishing soon and will make recommendations for changes to some of our internal controls.

Vice President – nominating committee will present slate of officers under old business.

Treasurer – by Kate McCaffrey

• Abstract #5 discussed by the board.
• There has been a reduction on our Cleantec bill because we have gone to five days of cleaning instead of six.

Motion to Approve Abstract #5 in the amount of $131,166.75 by Linda Parise; 2nd by Bob Lalley;
All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report

Gary Ketchum, of the Ketchum Agency will attend our June meeting to discuss property appraisal for our insurance policies. Pat Hannon from Utica National Insurance, provider of our liability coverage, will do a walk-through of all three properties on Friday, May 24th.

iSchool student Alison Churchill gave a presentation on her ambitious and detailed proposal for a tool lending library for NOPL.
Memorandum of Understanding

With a System Borrower Policy ready for final approval by the OCPL Board of Trustees, the stalled MOU process is moving forward. The MOU outlines system (OCPL) responsibilities, which are based on state education law, and the responsibility of the suburban member libraries. The agreement provides OCPL with a more solid base for planning and implementing collaborative services, and is also intended to support the goal of moving all of the county libraries toward a more equal level in terms of funding, professionalism and participation.

The new, hopefully final version has some minor language changes made by the county law department and two more substantive changes under the Member Library Responsibilities section:

#6 Member Libraries will comply with the current Onondaga County Public Library System Library Card Policy.

#11 Member libraries will assist in the planning for such voluntary or collaborative services as they use and will comply with any agreements jointly developed such as funding obligations, promotion and training.

Motion to Approve the MOU as written 5-20-13 by Tom Brooks; 2nd by Linda Parise; All in favor—Motion Approved.

Audit/Finance – Auditor from the state comptroller’s office is finishing up his work

Old Business

Officer nominations

Motion by Sue Corieri to cast a unanimous ballot for:

1. Rob Bick (President)
2. Bob Lalley (Vice President)
3. Patricia Bragman (Secretary)
4. Jeffrey Trubia (Treasurer)

All in favor—Motion Approved.

New Business

Tool Lending Library – An idea under discussion by staff is a small collection of purchased and donated garden tools that could be checked out and used by the LibraryFarmers. Further discussion of expanding to garden and yard maintenance tools that could be checked out for home use included concerns about liability, staffing the project, and care and maintenance of the tools.
Managers

Jill Youngs (Cicero) - The Library Farm is moving along and changes can be seen from week to week. We recently had a program by “Habitat Gardening for Life” presented by Janet Allen, President of Habitat Gardening in CNY which was a success.

A Girl Scout, Malerie Bellis plans to install a raised bed butterfly garden as a project to earn her Silver Badge. We also have a commitment from an iSchool student intern who will put in a medicinal herb garden.

Bill Hastings (North Syracuse) – We would like to have an outdoor area with tables and chairs where patrons can gather. The Friends of North Syracuse are committed to financing the patio construction. The patio will be located outside the library's community room.

The Raspberry Pi is an inexpensive (less than $100.00) computer, about the size of a credit card. Carol Westcott is testing to see whether we can use them to run the public catalog. Lastly, I wanted to congratulate Erin Bartholomae, Nancy Bamerick, Geoff Socha and Ryann Schultz on the recent compliments that they received from patrons.

Motion to go into Executive session at 7:50 p.m. to discuss non-union contracts by Sue Corieri; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to come out of Executive session at 8:38 p.m. by Sue Corieri; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to increase Suzanne Nelson’s salary by 2% in accordance with the contractual raise in 2012 and to waive the 6 months probation period for sick leave by Sue Corieri; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to increase salaries for the assistant director and library managers by $5,000 effective June 2nd by Sue Corieri; 2nd by Tom Brooks; All in favor—Motion Approved.

Meeting Adjourned at 8:38 p.m.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
June 24, 2013

Attending:    Rob Bick, Bob Lalley, Jeff Trubia, Tom Brooks, Camille Luteran, Barb Irwin, Linda Parise, Frank Laifer, Steve Scicchitano, Melissa Potratz and Library Director, Kate McCaffrey

Absent:       Pat Bragman, Sue Corieri

Guests:       Jill Youngs, Nancy Boisseau, Alyssa Newton, Jill Wiechmann

Meeting called to order at 7:00 pm.

Presentation by Gary Ketchum-- overview of NOPL’s insurance policies and schedule of values for each of the buildings. Utica National has statistics for libraries and square footage and used these resources in establishing the value of the buildings. The contents and book collections are separate, on which Utica National also has data. All (3) three libraries are covered under a blanket coverage which ensures adequate coverage for catastrophic loss unless it occurred at all three locations. No major increase in policy cost is anticipated.

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

President

- We had a Facilities meeting last week regarding the heating and cooling system at Cicero. The Engineer came back with a proposal that would cost around $62,000 to replace controls and one or maybe two new units. The system at North Syracuse is the same and replacing it at the same time may be efficient strategy. HVAC replacement is eligible for New York State Library Construction grant funding, which requires a 50% match. If drawings are needed on the HVAC installation, we will be going out to bid for these quotes.
- We had a roofer look at the issues with the leaks at Cicero and were told that leaking roof caused brickwork damage. However, a roofing company representative disagreed, saying that the brickwork damage could be found above the line of the roof. We will ask for an estimate of the cost to repair the brickwork.
- Some of the trees at North Syracuse Library are blocking the view to South Bay Road. The committee decided that every other tree will be removed.
- Solar Panels— We have quotes from two companies regarding installing solar panels at our Cicero Library, one for $17,000 and the other for $22,000. Our options are to install them on the ground on a foundation at the back of the property or to put them on the roof of the new storage facility. The possibility of installing them on the property near the LibraryFarm was also discussed. We are having the property boundaries surveyed and once that is done, will reconsider options.
Vice President – No Report

Treasurer
- Abstract #6 discussed by the board.
- Due to a timing issue, monthly Cleantec building maintenance is not on this abstract. Two months billing will appear on the next abstract.
- A bill of landscaping for the Multi Purpose Storage Facility appears on the abstraction. 50% of the cost will be paid by New York State Construction grant funds.

Motion to Approve Abstract #6 in the amount of $77,712.43 by Camille; 2nd by Bob Lalley; All in favor-Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report

OCPL has signed with 3M for their cloud library eBook service. As with Overdrive, they are paying the contract cost ($7500 per year) and along with the other libraries, we have begun to purchase content. Some advantages to 3M’s service:
- Offers some content not available in Overdrive, Penguin eBook titles, for example, with top authors like Sue Grafton, John Grisham, Nora Roberts, and John Sandford.
- Integrates fully with the library's Polaris catalog and statistics are included in Polaris reports. Library patrons will be able to select, check out and place holds on both physical and digital items from just one location online.
- 3M Cloud Library automatically syncs to all devices that have the 3M app installed. In other words, patrons can begin reading on their iPads and then continue on their iPhones from the spot where they left off.

We will continue to purchase downloadable audiobooks and eBooks from Overdrive in addition to the 3M content. Overdrive eBooks can be read on Kindles and with the Kindle app. Currently there is no 3M Kindle app and only the Kindle Fire will work with 3M.

The Cicero Library continues to feature science-related programming, with a Maker Club (for children ages 7 and up) that has nine events scheduled for the summer. The series was developed by Nicole Hershberger and the children who proposed the club. Makerspaces or Maker Clubs encourage collaborative, creative activities and support STEM learning goals. On July 19th Pat Madigan will offer a “Flash Mob Science” program that promises “spontaneous science fun” for children in grades 3-6.

We’ve submitted an application for a Senator DeFrancisco Library Cultural Programming Grant in the amount of $1500. The project name is “Teen Talk: Podcasting at NOPL”. It was
developed by Alyssa Newton. Portable podcasting workstations and workshops for teens will encourage literacy and digital literacy skills. If approved, grant funds will pay for laptops, microphones, and marketing materials for the project. Some possible outputs: teen-driven readers’ advisory in the form of recorded book talks and reviews of teen novels, music and films and a way to showcase creative writing (poems, essays, and short stories, for example). Our Rapid Reads displays have been replaced by our new “NOPL Express” collections, with more copies of in-demand titles, mostly fiction at each library. The loan period is still one week, but one renewal is possible. Lots of staff members worked on this project, directed primarily by Nancy Boisseau and Vicki Bauer.

We’ve purchased iPads and secure table-top “kiosks” for the public. There will be three at North Syracuse and Cicero, and two at Brewerton. We expect that they will be popular and look forward to having them available this summer.

We’ve begun to revise and update the Employee Handbook that was approved by the board in March of 2008 and we plan to have it and also a revised meeting room policy for consideration at the July meeting.

Manager Reports

**Jill Youngs** (Cicero)- Summer Reading kickoff started today and the library has been very busy. We are getting ready for our library sale in August.

**Nancy Boisseau** (Brewerton) – We are all set for the summer reading and programming.
The library has been very busy.

**Alyssa Newton** (Public Relations) – The July events calendar is very full. Next month Geoff Socha, our North Syracuse Reference Librarian will be talking about our data bases and how college students can update their resumes and look for employment online.

Facilities
Bob Lalley mentioned they would like to see the outcome of the engineering survey for Cicero so we can decide where the solar panels will be installed. We currently have a deadline for the HVAC proposal, so we will address that work first.

Legislative – Kate met with the OCPL Legislative Committee at Cicero last week. Chet Dudinski is currently the interim legislator taking over for Bill Meyers temporarily. Kate and Jill showed him the Library Farm.

Audit/Finance – Kane, Bowles and Moore will be tentatively starting our audit the week of July 8th, where Patty will meet with Mike Benn. Then she will be doing her field work at the library.
Old Business

OCPL Borrower Policy

Motion to Approve mailing out the letter with the OCPL borrower policy with the question and answer memo with the fee starting in September by Tom Brooks; 2nd by Linda Parise; All in favor—Motion Approved.

Barb Irwin suggested adding a statement about services that will remain free for library visitors without a card.

New Business

Library Sale – August 16th (Fri, 10-3) & 17th (Sat, 8-3) at the Cicero Storage Facility
NOPL will be selling library withdrawals and donated books, along with miscellaneous computer equipment and furniture that is no longer in use. This will be a community event with the Boy and Girl Scouts attending. We are preparing for this event starting in July and are hoping for volunteers to help with preparations and on the day of the sale.

Alyssa – Report to the Community. A draft was distributed to the board members. The final report will be mailed to approximately 20,000 households in the NOPL district.

Motion to Adjourn at 8:10 pm by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned at 8:10 pm.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
July 22, 2013

Attending: Rob Bick, Bob Lalley, Pat Bragman, Tom Brooks, Camille Luteran, Sue Corieri, Linda Parise, and Library Director, Kate McCaffrey

Absent: Barb Irwin, Frank Laifer, Melissa Potratz, Steve Scicchitano, Jeff Trubia

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs

Meeting called to order at 7:01 pm.

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

President
- The surveyor should be coming to Cicero Library to stake out the property across from the library. This will help with any decision about placement of solar panels.
- We received a quote for just under $20,000 for masonry work at the Cicero Library. There was discussion about whether or not to replace and repair in the places where damage is worst and water may be getting in, or to get quotes for replacement of all of the brickwork that is showing wear. David French (Cleantec) has a second quote that is for a broader scope of work. (The board would like to wait and get one or two more quotes before proceeding).
- HVAC Proposal – IDP Engineering proposal prioritized replacement of units, with overall costs ranging from $41,000 – $62,000 with new, more efficient controls. This is a project that is eligible for state construction grant funds, but the deadline is September 1st, and OCPL is asking libraries to inform them of grant amounts to be requested by the end of July. (Rob will scan documents and send to trustees)

Vice President
- Bob Lalley had the opportunity to meet library students from Rwanda in an informal setting - a cookout hosted by Syracuse University iSchool Assistant Dean (and NOPL trustee) Sue Corieri. Sue reported that the iSchool and Cornell received grant funding to bring instructors from Rwanda to have them learn about the library. The group was interested in examples of excellent small libraries, and visited Tully Library and Jordan Free Library.

Treasurer – by Rob Bick
- Abstract #7 discussed by the board.

Motion to Approve Abstract #7 in the amount of $126,074.27 by Bob Lalley; 2nd by Camille Luteran; All in favor—Motion Approved.

Corresponding Secretary
- Pat thanked the Board for the get well card they sent her following recent surgery.
- The Board sent flowers to Melissa Potratz for the birth of her baby.

Board Minutes 2013 July Page1
Director Report

We are preparing to implement the borrower fee which will go into effect on September 3rd, and have been working with OCPL staff on the details. Nancy Boisseau and Vicki Bauer are working on procedures and a plan for staff training. There are many challenges with the process itself and with implementing in advance of the other libraries. We plan to send out letters on August 1st.

3M eBooks are now available to all OCPL cardholders. The collection is small but growing quickly and they are easier to checkout and download than Overdrive eBooks. To see the collection type “3M” as author or keyword in the online catalog.

I attended the American Library Association conference in Chicago. There were 26,000 people, including attendees and vendors, and a wealth of opportunities to learn and to be inspired. I attended programs on Library Interiors, marketing and PR, programming, decision-making, partnerships, maker spaces, technology trends, innovation, and collaborative spaces.

Bill and I attended OCPL’s annual System Retreat on June 20th. In the afternoon guest speakers Bridget Quinn-Carey, COO of the Queens Public Library, Mary Muller, President of the Troy Public Library Board, and Sharon Orienter, President of the Rochester Public Library Board discussed “Creating the Future: a 2020 Vision Plan for Library Service in New York State. I was part of a 3-member panel who responded with a locally focused presentation called “Expect More from Today’s Library”.

OCPL has purchased something called TixKeeper, which is a web-based software application to manage the reservation process for Museum Passes or similar items, like Zoo passes. They are starting with MOST passes. NOPL will have three, and each pass admits 4 people to the MOST Exhibit Hall. It does not include admission to iMax or other additional-fee exhibits or events. Each pass may be used once within a four day period. MOST staff will collect and dispose of the after use. The passes can be reserved online and printed at home or in the library. Patrons will be able to see reserves that have already been placed on the pass. We hope that other passes will be added in the future.

Our Senator DeFrancisco Library Cultural Programming Grant in the amount of $1500 has been approved. The project name is “Teen Talk: Podcasting at NOPL”. Funds will pay for laptops, microphones and marketing materials. Some possible outputs: teen-driven readers’ advisory in the form of recorded book talks and reviews of teen novels, music and films and a way to showcase creative writing (poems, essays, and short stories, for example).

Bill Hastings

North Syracuse Friends Group is willing to fund the installation of an outside entertainment area (patio). John Vincent, of Sherman Vincent Associates prepared a quote for the Friends group. Another proposal consisted of quotes from three separate companies (concrete, electrical, alterations to door).

The board expressed interest in considering a more detailed proposal from the Friends. Discussion followed with several points being made. This is a way to extend the library as a community resource. An attractive and
flexible space that meets the needs of the library will be a greatly valued gift. Rob suggested stamped concrete as looking better than plain concrete, but more economical than paving stones or brick. The staff is interested in the possibility of a retractable awning for use by performers and possibly the children’s librarian for summer programming.

**Trustee Reports**

*Sue Corieri* also attended an interesting webinar with Russian students to meet and talk about applying at colleges.

*Linda Parise* attended the Bells and Motley concert at the Cicero Library which was very entertaining. The group performs at the Renaissance Fair every weekend and appeals to all age groups.

**Legislative** – No Report

**Audit/Finance** – We will meet sometime in September.

**Old Business**

Report to the Community will be mailed out tomorrow, July 23rd.

**New Business**

Employee Handbook revisions – Trustees will look over all revisions and will address and approve at the August meeting.

Motion to go into Executive Session at 8:50 to discuss the library director’s contract by Tom Brooks; 2nd by Sue Corieri; All in favor—Motion Approved.

**Executive Session**

Motion to come out of Executive Session at 9:25 by Rob Bick; 2nd by Camille Luteran; All in favor—Motion Approved.

Motion to Approve increasing the library director’s salary by $10,000 by Board;

All in favor—Motion Approved. (4) Yes, (2) Abstain and (1) No.

Motion to adjourn meeting at 9:26 pm by Tom Brooks; 2nd by Camille Luteran;

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 26, 2013

Attending: Bob Lalley, Pat Bragman, Jeff Trubia, Tom Brooks, Frank Laifer, Camille Luteran, Sue Corieri, Linda Parise, Barb Irwin, Melissa Potratz and Library Director, Kate McCaffrey

Absent: Rob Bick, Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs

Meeting called to order at 7:01 pm.

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

President – No Report

Vice President
- Rob Bick is in Michigan giving a presentation at the International Organization of Assessors.
- Enjoyed a lovely meal from many of the vegetables from plot in LibraryFarm.

Treasurer
- Abstract #8 discussed by the board.
- There may be some minor changes to approval process after the State Auditor’s report.

Motion to Approve Abstract #8 in the amount of $148,618.34 by Bob Lalley; 2nd by Frank Laifer; All in favor—Motion Approved.

Corresponding Secretary – No Report

Facilities Committee
- Kate is working on a state library construction grant based on the analysis and recommendations of IDP Engineering. The requirement for matching funds has been changed from 50% to 25% for qualifying libraries, including NOPL. Project costs will total $152,700, with $38,175 required from NOPL funding.
- This work is for replacement of the system at the Cicero location only. North Syracuse has the same system, and there are some indications that it will need to be replaced in the near future. If state construction funding is approved in the NY State budget next year we will have the opportunity to reapply.

Motion to approve application for New York State Library Construction Funds for HVAC replacement at the Cicero Library by Bob Lalley; 2nd by Melissa Potratz; All in favor—Motion Approved. Unanimous.
Director Report

Our statistics for July are as revealing as any narrative report. The North Syracuse Library had its busiest month ever with an overall increase in circulation of 4.7%. Cicero’s circulation increased by 7%. Brewerton is seeing the impact of the decision to implement a fee for Out of System borrowers and had a quiet month in terms of circulation, though children’s programs were very well attended. All three libraries saw adult fiction circulation jump – a clear sign that the changes we made to the NOPL Express Collections (formerly Rapid Reads) were the right choices for our patrons.

The number of adult programs more than doubled, and attendance increased by a whopping 172%. Attendance at children’s and teen programs were also up by double digits – 11% and 31%, respectively. The staff worked hard to make the Summer Reading Programs – for children, teens and adults – successful and fun. The libraries were lively!

The first ever NOPL Big Sale, organized by Jill Youngs, was a successful event, raising $3,601. There were many benefits, and we hope it will be the first of many events that make use of our Multi-Purpose Storage Facility (NOPL Barn).

We are getting closer to the implementation date for the Out of System Borrower fee, and are looking forward to seeing this necessary and long-discussed change happen so that we can get back to focusing on what we do best, providing excellent library services to all of our patrons. This is especially true of the staff at the Brewerton Library, who daily handle difficult conversations with grace and skill.

Finally, we are now the proud owners of a Little Free Library, a gift from Gaylord Brothers. The LFL will be assembled, painted, and installed near the LibraryFarm, and we hope it will encourage the sharing of books about gardens – real or imaginary – and various related topics.

Trustee Reports

Tom Brooks visited a library in Vermont in a building dating from the 1700’s, formerly a rectory. They receive no funding from the state and all operating funds come from local donors. They have active children’s and young adult programs.

Frank Laifer mentioned that he has visited a beautiful library in Cape Cod Massachusetts (The Dennis Public Library in Dennis Port), formerly and old house. It is also funded entirely by local contributions.

Barb Irwin also has visited the library in Provincetown, Massachusetts where they have built a half-size model of a yacht inside of the library. It is amazing to see.

Sue Corieri - The students from Rwanda are doing very well. We are educating them about Librarianships and starting a library school in Rwanda. They are still taking online courses from
the iSchool. Sue noted that there is no library school in Vermont, so the iSchool attracts many students from there.

**Legislative** – The issue from Town of Cicero withholding of certiorari taxes from NOPL Library has been resolved. The Town will no longer hold back taxes collected on behalf of NOPL

**Audit/Finance** – The State Comptroller’s Audit report draft will come out sometime in November. The auditor will be available to review the findings. The board’s response or report of actions will be included in the published report.

**Old Business**

**Revised Employee Handbook**

**7-hour Workday**

Resolution: For the purposes of calculating retirement benefits for employees in the New York State Retirement System, a NOPL workday is established as seven hours by Bob Lalley; 2nd by Barb Irwin; All in favor—Motion Approved.

Motion to accept, as amended, the Revised Employee Handbook by Barb Irwin; 2nd by Jeff Trubia; All in favor—Motion Approved.

Kate will look into the cost of putting AED’s (Automated External Defibrillators) in the libraries.

**New Business**

**Suzanne Nelson** has decided not to return to her full-time position as children’s librarian at the North Syracuse Library, but will continue to work part-time, as teen librarian. She will also take over responsibility for selecting a variety of non-print formats for all three libraries. As a result of her decision we now have two full-time vacancies. They are: Children’s Librarian at NS, and the Public Relations and Adult Programming position based at Cicero. A new librarian 1 list has just been released by county personnel.

Motion to Approve filling vacancies and hire (2) full-time Librarian 1 positions by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

**Proposed 2014 Budget**

A draft budget which recommends a 2% increase in the tax levy was distributed and discussed. It includes personnel hours for a 7.5 hour day on Saturdays. The proposal is to change Saturday hours, currently 10-3, to 9:30-5. This will improve customer service, reduce our dependence on substitute staff, and bring us into line with the larger libraries in our system (OCPL, Baldwinsville, Liverpool, Fayetteville, Dewitt and Manlius). Discussion of projected increase in personnel costs due to salary increases, medical insurance and pension costs followed.
Motion to exceed the state tax cap:

Resolved, that the Board of Trustees of the Northern Onondaga Public Library voted and approved to exceed the tax levy limit for 2014 by at least the sixty percent of the board of trustees as required by state law on August 26, 2013 by Frank Laifer; 2nd by Jeff Trubia; All in favor – Motion Approved.

Library Managers

Jill Youngs – The Barn Sale was a great success! It was a good use of our new storage facility and community coming together.

Bill Hastings – The patio project, with funding from the North Syracuse Friends, will be on next month’s agenda, when a revised proposal will be presented. The facilities committee will meet in the interim to discuss a plan that will best meet the needs of library staff and the community, and the standards of the board.

Nancy Boisseau – Thanks to Bob and Lauren Lalley for inviting me to the Brewerton Senior lunch. I spoke with many of them about the library and the new technology that we offer. Bob briefly discussed the Out-of-System Borrowers fee. Camille commented on how Nancy Boisseau has done a fantastic job of communicating about the fee to Brewerton patrons.

Motion to Adjourn at 9:02 pm by Frank Laifer; 2nd by Jeff Trubia; All in favor—Motion Approved.

Meeting Adjourned at 9:02 pm

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 23, 2013

**Attending:**  Rob Bick, Pat Bragman, Jeff Trubia, Tom Brooks, Frank Laifer, Camille Luteran, Sue Corieri, Linda Parise, Barb Irwin, Melissa Potratz, Steve Scicchitano and Library Director Kate McCaffrey

**Absent:**  Bob Lalley

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

Meeting called to order at 7:03 pm.

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

**President**
- State Comptrollers audit conference will be this Thursday, September 26\textsuperscript{th} at 9:00 am. It is likely that there will be recommendations for improving internal controls. More info can be found under Audit/Finance below.

**Vice President** – No report

**Treasurer**
- Abstract #9 discussed by the board.
- Everything looks good in regards to the budget.

Motion to Approve Abstract #9 in the amount of $87,136.28 by Frank Laifer; 2\textsuperscript{nd} by Barb Irwin; All in favor—Motion Approved.

**Corresponding Secretary** – No report

**Trustee Reports** – None

**Director Report**

At the September meeting of the OCPL Board of Trustees, they announced that Rob Bick has been named Trustee of the Year. The award of a plaque to the trustee and his or her library will be made at the October 9\textsuperscript{th} OCPL Board meeting. A $250.00 monetary award is also provided to the award winner’s library to be used at the library’s discretion. We’re considering appropriate choices like new books on winter sports or the Adirondacks but are open to suggestions.
Much time this month was spent working on the 2014 budget proposal. In addition, there have been schedule challenges, due to absences and vacancies. We’ve appointed Michelle Waltos to a vacant substitute librarian position. Michelle has been working at the North Syracuse Library as a clerk while finishing up her MLS through the online program at the University of Buffalo. Page Chelsea Powell has accepted the resulting part-time clerk position. Chelsea has worked at North Syracuse for two years and is a freshman at LeMoyne College.

We are drafting job descriptions/ads and will be canvassing the librarian 1 list to fill our two full-time vacancies and look forward to being fully staffed again.

The Out-of-System fee implementation has gone fairly smoothly. The immediate impact on circulation and activity at Brewerton has been significant, and although we were prepared, it’s a difficult adjustment for the staff. We expect that some Oswego County patrons will return over time.

We began checking out NOPL umbrellas for patrons who left theirs at home. This was an idea that came from Nancy Bamerick and Jill Wiechmann at North Syracuse, and the 25 umbrellas were bought with profits from the Big Sale.

**Facilities Committee**

- OCPL has approved and passed on our state construction grant application for the Cicero HVAC project. The Division of Library Development has the final approval but is expected to endorse the system’s recommendation, providing for 75% funding of the total cost. The 2014 budget includes $38,000 to meet the 25% match.
- Much-needed repairs to the brickwork at the Cicero Library need to be completed before winter. We have a proposal from K.C. Masonry which addresses those areas of the building that in most urgent need of replacement.

Motion to Approve KC Masonry’s proposal for replacement of damaged brickwork in the amount of $19,300 by Frank Laifer; 2nd by Camille Luteran; All in favor—Motion Approved. Unanimous.

**Legislative** – No report

**Audit/Finance**

- On Thursday, Jeff, Rob and Kate will meet with auditors from the State Comptroller’s office for an exit interview and discussion of findings and recommendations. The library board and administration have an opportunity to respond in writing within 30 days. The response is published with the report.
- Jeff Trubia suggests that the board consider revising our by-laws and possibly amending the enabling legislation to resolve conflicts between what is written down and how our practices have evolved. It’s essential that we make whatever necessary changes are required to update these rules and regulations to fit the board’s needs at this time.
Old Business

Part-time Library Project Manager

Motion to fund a part-time project manager in 2014 with salary of $21,000 (Librarian Assistant) to work with the library farm and writing associated grants. This position to be revisited after one year by Jeff Trubia; 2nd by Linda Parise; All in favor—Motion Approved.

2014 Budget proposal discussed by Kate and the board.

Motion to Approve the 2014 Budget for $2,780,056.00 by Jeff Trubia; 2nd by Linda Parise; All in favor—Motion Approved. Unanimous.

Saturday Library hours

Motion to Approve increasing library hours on Saturday from the current 5 to 7.5 hours, beginning in January 2014 by Jeff Trubia; 2nd by Camille Luteran; All in favor—Motion Approved. The library director and managers will propose specific hours at the November meeting.

New Business – None

Motion to go into Executive Session at 8:10 pm to discuss legal counsel by Frank Laifer; 2nd by Camille Luteran; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:46 pm by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Motion by Rob Bick that Attorney Robert Germain meet with representatives of the North Syracuse Friends’ group. The library director will draft a Memorandum of Understanding to clarify and formalize the relationship between the NOPL Board of Trustees and the Library Friends groups. Motion Approved. Unanimous.

Meeting Adjourned at 8:47 p.m. by Sue Corieri; 2nd by Tom Brooks; All in favor—Motion Approved.

Respectfully by,

Marianne Vaughn
Meeting called to order at 7:03 pm.

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

President

- The brickwork at Cicero Library is completed. The bricks match up perfectly with the existing bricks. K.C. Masonry did an excellent job. We will take a look at the North Syracuse Library to see if they need any repairs.

Vice President – No Report

Treasurer

- Abstract #10 discussed by the board.
- The State Comptroller audit is complete and we responded with our letter on the findings of the report. (More reported under Audit/Finance).

Motion to Approve Abstract #10 in the amount of $102,000 by Tom Brooks; 2nd by Linda Parise; All in favor—Motion Approved.

Corresponding Secretary – No Report

Managers

Jill (Cicero Library) – Friends of the Cicero Library held a successful book and bake sale this past weekend. Next year the Friends would like to move it to September for weather purposes. Boy Scouts have put together Our Little Free Library and it will be installed in front of the Library Farm.

Bill (North Syracuse) – Circulation was very good this month. We hired a full-time Children’s Librarian, Sarah Heukrath, who will be starting in November. Suzanne Nelson will continue working part time with new collection responsibilities and work with teens. We are taking the Podcast road show out to the Brewerton library and we are currently working with the Cicero Canteen. We also have (2) part-time Clerk positions to fill.
Nancy (Brewerton) – We are still seeing decreased use due to the Out-of-System Borrower fee but this was anticipated and we expect that some Oswego County patrons will return, particularly when the rest of the OCPL libraries implement the fee in January. The Brewerton Friends are holding a Trash and Treasure Sale this Saturday, November 2nd. The History program is coming up soon and the Brewerton park across the street is looking very good.

**Director Report**

Affordable Care Act Navigators for Oswego and Onondaga County are scheduling walk-in sessions and appointments at the Brewerton and North Syracuse Libraries. We’ve been getting many calls for information and were pleased to be able to arrange this service.

Bill Hastings and I interviewed applicants and hired a new Public Relations and Adult Programming Librarian and a Children’s Librarian for the North Syracuse Library.

On October 4th Marianne and I met with administrators from OCPL, the Baldwinsville Library and representatives from county personnel to discuss a new procedure for advertising vacancies and the need to educate library staff in civil service titles about their right to transfer in New York State. This is a small, but significant change in the way hiring is done in county libraries with civil service staff – OCPL, Liverpool, Baldwinsville, Solvay, Lafayette and NOPL.

Circulation is down as anticipated, and staff at the Cicero and Brewerton Libraries are very aware of the change. However, it’s important to note that in recent years Oswego County borrowers accounted for just under 20% of NOPL’s checkouts, and our circulation in September is only down 7%. At Brewerton, where Oswego County use was nearly 63%, the decrease is only 33%.

We’ve made improvements in technology:

- Adding charging stations at each library
- Replacing a disk cleaning and resurfacing machine at NS and adding a second unit at CC
- Installing iPads at Cicero. There are challenges in configuring them for multiple users, and preventing users (especially young ones) from changing settings, but Carol Westcott is keeping ahead of the problems so far.
- Adding a coin changer at the North Syracuse Library. This will allow computer users to handle the printing process without clerical staff having to manage each transaction.

Best of all, the new Time Warner Business Class connection at the Brewerton Library is providing faster Internet speeds and uninterrupted connections to databases like Ancestry.com

**Facilities Committee – Issues discussed at meeting:**

- Taking down tree at Brewerton Library.
- Lighting for Flags.
- Replacing the snow blower at Cicero and plowing frequency for upcoming season.
- North Syracuse sidewalks.
- Heating the barn for year-round usage. The Board feels that it would be non-productive and very costly.
Legislative – No Report

Audit Finance

- Jeff sent a letter responding to the State Comptroller’s audit findings. We will be looking at changes to our bylaws and possibly to the enabling legislation that created the district. Some of the requirements are outdated and inefficient. Nothing major was found in this audit. Our internal controls at NOPL are well in place.
- One of the findings of the audit was to have the board reviewing expenses before the checks are cut. This would not be time productive and would not work for this board. An option is to hire a person that would have the authority to approve these expenses each month.
- We will now be starting our external audit with Kane, Bowles and Moore. Jeff will take care of contacting them.

Old Business – None

New Business

Election Results

Motion to Approve Election results by Linda Parise; 2nd by Tom Brooks; All in favor—Motion Approved.

Staff Development Day

Motion to Approve to close the libraries on Friday, December 6th for Staff Development Day by Sue Corieri; 2nd by Camille Luteran; All in favor—Motion Approved.

Page Positions

Motion to Approve to create a Permanent Page job classification, for which Library Pages would be eligible after 2 years of continuous service, with recommendation of the manager and Library Director by Sue Corieri; 2nd by Tom Brooks; All in favor—Motion Approved.

Motion to Approve Permanent Pages to receive 1 week vacation after working 12 months and 3 days of sick leave per year by Jeff Trubia; 2nd by Steve Scicchitano; All in favor—Motion Approved.

Motion to go into Executive Session at 8:17 to discuss legal counsel by Jeff Trubia; 2nd by Barb Irwin; All in favor—Motion Approved.

Executive Session

Motion to come out of Executive Session at 8:40 by Tom Brooks; 2nd by Barb Irwin; All in favor—Motion Approved.
Motion to Accept the resolution to disband the current North Syracuse Friends Group and appropriate funds raised for the library by Barb Irwin; Approved. Unanimous.

Motion to Adjourn at 8:41 by Barb Irwin; 2nd by Jeff Trubia; All in favor—Motion Approved.

Meeting Adjourned.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
November 25, 2013

Attending: Rob Bick, Pat Bragman, Jeff Trubia, Tom Brooks, Camille Luteran,  
Sue Corieri, Barb Irwin, Frank Laifer, Bob Lalley and Library Director,  
Kate McCaffrey

Absent: Linda Parise, Melissa Potratz, Steve Scicchitano

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

Meeting called to order at 7:00 pm.

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

President

• We would like to welcome our new Public Relations and Adult Programming Librarian,  
Heather Highfield.

Vice President – No Report

Treasurer

• Abstract #11 discussed by the board.

Motion to Approve Abstract #11 in the amount of $309,837.74 by Frank Laifer; 2nd by Camille Luteran;  
All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

• Sue Corieri said that the Syracuse University iSchool is offering a library employee 25% tuition  
award. The employee must have worked in a library for one year, and be accepted into the  
master’s degree program. More information will be made available.

Director Report

This is a busy time of year as we finish up projects and 2013 purchasing, and begin to set  
priorities for 2014. We’re almost fully staffed at last, and this will help us to move forward. Bill  
is interviewing to fill part-time clerk vacancies at North Syracuse and our two new full-time  
librarians joined us on November 18th.
Staff Development Day will serve as a starting point for some new initiatives to take library services out of our buildings and reach new patrons. The theme is “What Happens Next?” and we’re eager to get the staff thinking and sharing their ideas and talents.

I attended two useful workshops presented by the Central New York Community Foundation: *Understanding Financial Statements* and *Strategic Planning and the One-Page Business Plan*. Both were interesting, with immediate application to my work.

We are looking at adding a streaming video service to our web-based offerings, and an enhancement to freegal music that will add streaming music. NOPL cardholders will be able to listen to three hours of streaming music each day. They’ll be able to create playlists or listen to preexisting playlists from freegal’s extensive catalog. As we commit more of our materials budget to these digital services we also need to focus on marketing them. This is a wonderful way for our taxpayers who don’t come into our buildings to benefit from their library tax dollars.

The November OCPL board meeting was very interesting. Some highlights:

- The library kiosks (self-contained vending machines) have been delivered and they hope to have them operating soon. One is at the Great Northern Mall and the other is at WCNY’s location on Geddes Street in the city’s west side.
- OCPL is submitting a grant application to CNY Arts for the design of a library-themed bus shelter for Salina Street outside of the Galleries “Centro at Central” is what they’re calling the project.
- Negotiations with the Galleries have stalled and they are looking at a “Plan B” for the Central Library renovations. This would probably involve a street level entrance through what is now the Curtin Auditorium.
- Elizabeth Dailey has announced her plans to retire in June of 2014 and the board is beginning the search process.

**Managers**

**Nancy** – Circulation statistics are down a little and we are thinking of new and better ways to meet the needs of the community. Other libraries will be implementing the Out-of-System-Borrowers policy on January 2nd 2014.

**Bill** – At Staff Development Day we’ll be talking about new ideas to improve outreach to the community. For example, the Tully Library is sponsoring a 5K race, and we may be able to do something similar at Oneida Shores next summer.

**Jill** – The Friends group is having a “meet the friends” night on December 4th to try to reach potential new members. The NOPL knitters won 2nd place at the State Fair with their quilt which is hanging up in our vestibule. We are having a drawing to raffle the quilt and the proceeds will be going back to the Cicero Library.
Facilities Committee

- The Cicero Library brickwork repair and replacement project is finished. We’ll be looking at the North Syracuse building, which is showing similar problems. Robert Germain is working on an RFP for the HVAC project.

Legislative

- The Legislative breakfast is coming up the 1st week in December. Kate will forward the information along to the trustees.

Old Business

- Our lawyer, Robert Germain, sent a letter to the North Syracuse Friends regarding the transfer of unspent funds and we are waiting from a response from them.

New Business

Friends MOU

- After the first of the year the board and library administration will set up meetings with the library friends groups to discuss a draft Memorandum of Understanding.

Library Hours

Motion to Approve a change in hours. All (3) three libraries will open at 9:30 am Monday through Saturday, beginning in January of 2014 by Jeff Trubia; 2nd by Sue Corieri; All in favor—Motion Approved.

Motion to Approve 2014 NOPL Calendar by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve the purchase of a restaurant gift certificate in the amount of $200 for attorney Robert Germain, as a thank you for donated services in 2013 by Frank Laifer, 2nd by Barb Irwin; All in favor—Motion Approved.

Motion to Adjourn at 7:45 by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
December 16, 2013

Attending: Rob Bick, Pat Bragman, Bob Lalley, Tom Brooks, Camille Luteran, Sue Corieri, Linda Parise, Melissa Potratz, Frank Laifer, Steve Scicchitano and Library Director, Kate McCaffrey

Absent: Barb Irwin, Jeff Trubia

Guests: Bob Manning, Robert Germain, Bill Hastings, Nancy Boisseau, Jill Youngs and Heather Highfield.

Meeting called to order at 6:00 pm.

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

President

Discussion of Out-of-System Borrower article and the letter to the editor from County Executive. A message to NOPL taxpayers, to be posted on the website and distributed in the libraries, was distributed.

Rob Bick shared a draft copy of a letter to the editor, responding to the county executive’s recent letter regarding the recently approved Library Borrower Policy, and asked for comments or suggestions.

Motion to go into Executive Session to discuss legal matters at 6:25 by Tom Brooks; 2nd by Frank Laifer; All in favor—Motion Approved.

Motion to come out of Executive Session at 6:31 pm by Tom Brooks; 2nd by Frank Laifer; All in favor—Motion Approved.

Vice President – No Report

Treasurer

- We are at 90% of our budget, in excellent shape for this time of year.
- Abstract #12 discussed by the board.

Motion to Approve Abstract #12 in the amount of $87,154.53 by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Trustee Reports
Tom Brooks mentioned that he attended our Staff Development Day on December 6th. It was wonderful! Bill Hastings and Matt Delaney’s presentation was very interesting and enlightening. Tom was impressed and commented that NOPL has a great team.

Sue Corieri will be attending ALA in Philadelphia. If there is any information that we would like her to pick up or look into, please let her know.

Steve Scicchitano will also be attending ALA Midwinter in Philadelphia. He asked about the self-checkout and the patron usage. Kate suggested two possible reasons that use of the self-checkout stations is down. When they were first installed several staff members promoted their use actively, and the number of holds and types of items that are double-shelved may have increased. Both require checkout at the circulation desk.

Bob Lalley mentioned that he knows someone that works at the Central Square Library and they are seeing more activity in their own library, possibly as a result of the new borrower policy.

Manager’s Reports

Jill Youngs (Cicero) thanked the board for supporting our Staff Development Day. It was a wonderful day and very productive.

Nancy Boisseau (Brewerton) also thanked the board for staff development day. The video of the trustees was much appreciated by the staff.

Sue Corieri offered to hold a session for anyone filling out college applications and advice on how to write their essays. This will be held on December 11th from 6-7:30 pm at the Brewerton Library.

Bill Hastings (North Syracuse) – Staff Development was very productive. We broke off into groups and brainstormed about ideas to reach out to the community. Matt Delaney, currently Director at Manlius Library, was able to do many things at his former library in Tully, like the book buggy etc. He was very successful in connecting with the community and we would like to get similar ideas for our library.

Director Report

It’s been only three weeks since our November meeting, but we’ve had lots of activity as we welcomed new staff, completed projects, prepared for our change in hours, and set spending priorities for 2014.

Staff Development Day was a success, with 32 staff members attending. Matt Delaney, Director of the Manlius Library was an inspiring speaker about innovative ways to identify community needs, and his presentation tied in closely to Bill Hastings’ report on David Lankes’ writing and teaching on “New Librarianship”.
On January 2nd the other county libraries will implement the new **System Borrower Policy**. An article appeared in the Post Standard and on Syracuse.com on December 8th that generated some online comments.

Patty Greene, with Kane, Bowles & Moore, is finishing up the 2012 audit. The state comptroller’s department audit was released on November 16th and can be found on the state website at [http://www.osc.state.ny.us/localgov/audits/libraries/2013/northernonondaga.pdf](http://www.osc.state.ny.us/localgov/audits/libraries/2013/northernonondaga.pdf)

**Facilities**

Robert Germain, NOPL attorney, submitted paperwork to qualify us for a service provided by the Onondaga County Purchasing Department to municipalities. They will prepare the RFP for our construction project and will assist us through the bid process.

**Legislative (Bob Manning)**

Kate and Bob Manning attended the legislative breakfast. The “speed dating” format works well and ensures that everyone has a chance to speak with each elected official or representative. Juanita Williams, on Governor Cuomo’s staff, has arranged for a group from OCPL and NYLA to meet with a representative of the governor in Albany.

**Audit/Finance** – No Report

**Old Business**

**New Business**

Hoopla is a new service from established library vendor Midwest Tape, that provides access to thousands of movies, television shows, music and audiobooks for mobile and online access. New movie releases are not available, but many new audiobooks and popular music albums are available on their release date. Loan periods are different for each format: 21 days for audiobooks, 3 days for TV shows and movies, and 7 days for music albums. NOPL will pre-pay $12,000, and downloads are debited against that amount. We will set a weekly limit per borrower, and expect to be up and running in early February.

Steve Scicchitano brought some Maker Kits and children’s books on gardening, donations from Gaylord Brothers for Nicole’s Maker Programs and the Little Free Library.

Motion to Adjourn at 7:00 pm by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 7:00 pm.

Respectfully by,

Marianne Vaughn