Meeting called to order at 7:06 pm.

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

President

- The RFP for the Cicero HVAC project is in process. We are working with county purchasing department to develop the RFP and advertise for bids.

Vice President – No report

Treasurer

- Abstract #1 discussed by the board.
  - Everything looks very good.

Motion to Approve Abstract #1 in the amount of $125,987.83 by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Trustee Reports – None

Director Report

The North Syracuse Friends have hired attorney Mary Ann Cody, who is making a dissolution application to the New York State Education Department. Once this has been done they will transfer funds to the NOPL Board of Trustees. NOPL attorney Robert Germain has asked for an accounting of CD’s they are holding.
We received a check from OCPL for $2808 for fines and fees collected through the new Polaris eCommerce function (patrons able to pay by credit card from home, or from a pc or terminal in the library).

After much discussion we decided to renew our contract for Freegal downloadable music for another year, and are working on ideas to promote the service, which saw a decline in usage in 2013.

Our new downloadable service, called Hoopla, will go live on February 14th. We’re planning a Valentine’s Day themed promotion. OCPL also launched Hoopla for the city libraries, and mentioned NOPL’s launch in a story seen on Channel 9 News.

The staff at Brewerton began an outreach program to the Rogers Senior Apartments in Brewerton, which received a start-up collection of large print books, DVDs and audiobooks. On Wednesdays, Dick Roberts will take some new things over and swap them out for items that are ready to be returned. A contact person there has set up a shelf in their community room for NOPL materials, and Dick will also take special requests to fill. All of the items are checked out on to a card issued to the facility. We hope to replicate this at other senior living centers in our service area in 2014.

The OCPL Board of Trustees did not discuss the approved new Borrower Policy at their meeting on January 15th, but they heard from four people who had requested to speak in support. They were Sue Corieri, Carol Gleason (President of the Tully Library Board), Carol Johnson (Director of the Marcellus Library), and Jim Corl. The Liverpool Library will implement the policy on February 3rd.

We are beginning to work on the state annual report and are reviewing 2013 usage statistics. We saw very high numbers for adult programming, computer use, and circulation of many of our collections. Circulation of physical items decreased 4%. Borrowing of downloadable materials increased; while it still represents a small percentage of our activity overall, we expect that this will change steadily. Overall our circulation declined slightly (3%), but factoring in the fee for Oswego County patrons implemented in September, the decrease is very small. Other libraries in the county also saw decreased circulation.

Sue Corieri agreed to serve as one of two suburban library trustees on the system’s Memorandum of Understanding Committee.

Managers

Nancy Boisseau (Brewerton) – Things seem to be picking up at the library. Almost 200 Oswego County borrowers have signed up for the new Out of System Borrower card.

Jill Youngs (Cicero) – The Friends will be having a Book and Bake Sale on Saturday, February 8th, from 10 – 4:00 pm.
Bill Hastings (North Syracuse) – looking forward to Hoopla start-up on February 14th. We are the 2nd county library to provide this service, following OCPL’s recent implementation. Hoopla will enable NOPL cardholders to download audiobooks, music, TV shows and movies.

Heather Highfield (PR & Adult Programming) – We received a grant from the American Library Association and The National Endowment for the Humanities to offer a book discussion series called “Let’s Talk About It: Making Sense of the American Civil War” Scholar Tom Skyler will facilitate and will provide historical background and context for the discussions. We are hoping for a group of no more than 15 participants. The group will meet at the North Syracuse Library.

Facilities –

Kate spoke recently with Sean Carroll, from the County Purchasing Department. They are going to provide support for the RFP process for our new HVAC system:

- They will ask us to sign “inter-municipal agreement”
- They will advertise the bids, receive bids, open them, help us to assess. They are careful about overstepping, and will provide the level of support we want.
- Some discussion about the board passing a resolution to advertise
- Will need a resolution from the board to accept bids. They will draft language in time for the February meeting.
- Sean is willing to come to the February meeting, or will come to a facilities committee meeting.
- Suggests that we plan on bid announcement out beginning of March; award contract by April 1st

Legislative – No Report

Audit/Finance – We’ve received a draft of the 2012 Audit by Kane, Bowles and Moore and expect it to be presented at the February meeting.

Old Business – Hoopla presentation by Bill Hastings.

New Business

Updated Meeting Room Policy - a draft policy was distributed for consideration and will be on the February meeting for approval.

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

Meeting Adjourned at 8:10 pm.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
February 24, 2014

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

Absent: Jeff Trubia

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

Meeting called to order at 6:57 pm.

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

Oath of Office – Swearing in of new trustees, Pat Bragman, Sue Corieri, Melissa Potratz

President - We are still waiting to hear from the County Purchasing Department regarding the HVAC RFP. We may have to put it out to bid by this summer.

Vice President – No Report

Treasurer Report

- Abstract #2 discussed by the board.

Motion to Approve Abstract #2 in the amount of $129,853.80 by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

- Barb Irwin asked for an update on the North Syracuse Friends Group. Kate responded that we are still waiting to hear from our lawyer, Robert Germain.
- Linda Parise mentioned that she is very happy that the library is having Ti Chi programs. It was very well attended.
- Melissa Potratz recommended that the library should look into the “Blind Date with a Book” idea. They cover a book with a brown paper bag - the goal is to get people to try something new that may be outside of their favorite genre. (Melissa will send Kate the link)
**Director Report**

We introduced Hoopla on Valentine’s Day, and although it’s early days, initial reaction has been positive. Circulation of downloadable eBooks and audiobooks continues to increase. Overall circulation was down by double digits in January with unusually cold temperatures keeping people at home, and weather-related closings.

Along with Elizabeth Dailey and members of the OCPL Government Relations committee, I met with Senator Valesky. We shared our concerns about cuts to library funding in the governor’s budget proposal, and discussed the important role libraries play in eGovernment efforts. The senator expressed interest in the LibraryFarm, and we plan to invite him to an event this spring, or summer.

The RFP process for our construction project continues to be delayed. We’re waiting for questions from the county purchasing department. The questions will be put to IPD Engineering, and the answers will give county purchasing the specifics they need to write the RFP.

I spoke about civil service employment at a recent iSchool career day. Three out of four types of public libraries in New York State are civil service employers, so this is important information for new librarians.

David French is no longer with Cleantec, and they have assigned us a new site supervisor, Gary Burrows. We’ve agreed that he will generate a maintenance priority list each month, which we will meet to prioritize. We discussed some immediate concerns:

- Some interior painting that has been put off for several years
- Addition of chair rails to protect the walls in the community rooms
- Replacement of light bulbs and cleaning/vacuuming in the center atriums at NS and CC

The last task requires lift equipment and must be done after hours. Gary is getting a price quote together.

We are working to gather information required for the state annual report and our own Report to the Community, and the 2012 audit by Patty Greene of Kane, Bowles & Moore is complete.

Two vacant part-time librarian assistant positions have been advertised and we’re in the process of reviewing applications and setting up interviews.

**Manager Reports**

**Nancy Boisseau** – We would like to partner with the Town of Cicero and the renovations on River Front Street. They will be having a grand opening of their park this summer and would like to have the library be involved with some of their festivities.

**PLA Conference** - Bill Hastings, Jill Youngs and Jill Wiechmann will be attending the conference in March, along with Children’s librarians, Nicole Hershberger and Wanda Nelson.
**Facilities** – Painting touch-up needs to be done in the libraries. We are still working on the Cicero HVAC RFP. Because it will involve closing for part of the time, the work will probably be delayed until September.

**Legislative** – No Report

**Audit/Finance** – Our 2012 internal audit is complete. Regarding the State Comptroller’s audit, we need to make a plan to request a revision to our enabling legislation. The legislation outlines a purchasing approval procedure that is no longer practical. The overall audit was fine, and there were no significant findings.

**Old Business**

**North Syracuse Friends**

Motion to have our attorney proceed with the next legal steps in responding to the North Syracuse Friends by March 1st by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

**Meeting Room Policy**

Motion to Approve the Meeting Room Policy by Melissa Potratz; 2nd by Steve Scicchitano; All in favor—Motion Approved.

**New Business**

**State Annual Report**

Motion to Approve the 2013 State Annual Report by Tom Brooks; 2nd by Frank Laifer; All in favor—Motion Approved.

**Fine Amnesty Summer Reading Program**

Motion to Approve the Fine Amnesty Program by Pat Bragman; 2nd by Sue Corieri; All in favor—Motion Approved.

**Change in Board Meeting Time**

Motion to Approve board meetings to start at 6:30 p.m. instead of 7:00 p.m. by Frank Laifer; 2nd by Pat Bragman;

Motion to Adjourn at 7:35 pm – All in favor – Unanimous.

Meeting Adjourned at 7:35 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
March 24, 2014

**Attending:** Rob Bick, Pat Bragman, Camille Luteran, Linda Parise, Sue Corieri, Steve Scicchitano, Frank Laifer, and Library Director, Kate McCaffrey.

**Absent:** Jeff Trubia, Barb Irwin, Bob Lalley, Tom Brooks and Melissa Potratz.

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

Meeting called to order at 6:37 pm.

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

**President** – No Report

**Vice President** – No Report

**Treasurer Report**

- Abstract #3 discussed by the board

Motion to Approve Abstract #3 in the amount of $110,593.92 by Frank Laifer; 2nd by Sue Corieri; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

- Sue Corieri attended the first meeting of OCPL’s M.O.U (memorandum of understanding) committee. It was mostly an introduction and discussion of the group’s purpose, and there was discussion of the need for marketing of public libraries.

**Director Report**

An iPad and its security case were removed from the Brewerton Library on Saturday, March 8th. Staff contacted the police and the man was identified as Trevor Huff. The iPad was recovered and will be returned to us, hopefully within the next few weeks. Mr. Huff was charged and released. He has been barred from NOPL libraries for three years.
Along with OCPL and many other suburban libraries, we plan to offer an Impact Survey, developed by the University of Washington Information School, with support from the Gates Foundation. (https://impactsurvey.org/)

The survey asks patrons how they use the library’s public access computers and Internet connection, and how this resource has helped them, and provides detailed reports that we hope will be enlightening and useful. It looks at how public computer access supports employment, education, eCommerce, eGovernment, health and wellness and social inclusion. It collects information about specific use of library resources, help and training from staff, overall customer satisfaction, and patron perceptions.

The survey is long, so we’re looking for ways to encourage participation. Completing the survey will enter people into a drawing for some sort of prize. Staff will work directly with patrons who may be less at ease with online surveys. We plan to have a dedicated station so that it doesn’t take time out of computer appointments, and we’ll make it possible for people to fill it out in writing. The survey will be introduced during National Library Week, and will run for four weeks.

There is a new borrower policy proposal that will go to the OCPL board at their next meeting. OCPL proposes a “virtual branch”. All Out of System cardholders, except for those who have paid the fee at NOPL or Liverpool, will become registered borrowers of the virtual branch. Libraries can choose to be non-participating libraries. The cards will be valid at any library that participates, and they will have access to the digital resources of the Central Library.

Josall Roofing was called to repair a leak in the roof at the North Syracuse Library. They reported that a bird had pecked a hole in the roof.

**Managers**

**Bill Hastings (North Syracuse)** – Bill was asked to speak to the OCPL Collection Development Task Force to speak about Hoopla. The new service has had positive response from our patrons. North Syracuse also had two staff-run book sales in December and March, and plans to have two more this year.

**Heather Highfield (Public Relations)** – The North Syracuse Ti Chi program was a great success and we hope to do one at our Brewerton Library this summer. We are partnering with Liverpool and Baldwinsville libraries to offer “How-to Festivals”. Board members who have a skill to demonstrate are asked to contact Heather. At this point the festival will be held at either North Syracuse or Cicero on a date in June. More information to follow as planning continues.

**Facilities**

- So far there has been no response from the county purchasing department about progress on the RFP for our HVAC replacement.
Legislative
- Rob Bick mentioned that he received an email asking trustees to contact their legislators to advocate for no cuts in library aid in the 2014-15 state budget.

Audit/Finance
- A draft Purchasing Policy was handed out for board members to look over. We were strongly urged by the auditor from the State Comptroller’s office to revise and update our old policy. Approving the policy will be on the April meeting agenda.

Old Business
- The North Syracuse Friends have retained an attorney. In order to dissolve they must go through a process with the state education department, and review their past tax returns. They have approximately $30,000 and will turn over what is left minus attorney fees.

We should start to look at some plans for installing a patio at the North Syracuse Library. Rob recommending “Steps Plus”, a company that installs precast sidewalks and patios.

New Business

Automated External Defibrillators (AED) – requirements and considerations for a Public Access Defibrillator (PAD) program was distributed and discussed. Estimated cost for the units, available under state contract, is $1000 - $1300 per unit. NAVAC, in North Syracuse, will provide training at their location at a cost of $45 per person. Certification is valid for two years.

Motion to authorize purchasing three defibrillators and provide training for twelve staff members by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Adjourn at 7:25 pm by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Meeting Adjourned at 7:25 pm.

Respectfully By,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
April 28, 2014

Attending: Bob Lalley, Pat Bragman, Jeff Trubia, Linda Parise, Barb Irwin, Tom Brooks, Steve Scicchitano, Frank Laifer, and Library Director, Kate McCaffrey.

Absent: Rob Bick, Sue Corieri, Camille Luteran and Melissa Potratz.

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Jill Wiechmann, Heather Highfield, Nicole Hershberger and Adrienne Canino

Meeting called to order at 6:32 pm.

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #4 discussed by the board.
- Everything is looking very good.

Motion to Approve Abstract #4 in the amount of $92,559.27 by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Corresponding Secretary – The board sent flowers to Camille following her surgery.

Trustee Reports

Barb Irwin visited the Saratoga Springs Public Library. She passed around a pamphlet or programs they offer their patrons. Their library keeps up with the latest technology and provides interesting library services.

Bob Lalley – My wife and I attended a Cultural Exchange Program in Cuba for 15 days. It was a fascinating experience to be part of. We also visited the library in Havana. Almost 98% literacy and did not see any obvious malnutrition. It was an eye-opening experience for us.

Director Report

At their meeting on April 16th the OCPL board approved an OnPass library card which will allow those who live outside of the Onondaga County Public Library System to have borrowing privileges at the city libraries and all suburban libraries that choose to be participating libraries. OnPass borrowers will have access to the digital content, databases and downloadable materials that are available to Central Library cardholders.
OCPL will notify out of System cardholders of the change in status by letter or by email in May, and the change will go into effect on June 2nd. A list of participating libraries will be included in the change in status letter/email to current affected cardholders.

Our Technology Impact Survey got a great boost from the new eNewsletter that went out on Monday, April 21st. Overnight the number of online responses went from 31 (submitted over the previous seven days) to 164. The survey runs through May 9th, and we are hoping to double the number of responses between now and then.

We’re putting together a workgroup to revise the monthly statistics report form, with two objectives. One is to give a more complete picture of the work of the staff, and the value of our libraries to the communities we serve. To that end, we may include information about use of the community rooms and study rooms by outside groups and information about reference help and one-on-one technology support. The other is to report in a format that is more useful for the annual reporting that we do (the NY State annual report, and our own Report to the Community). We plan to add a small number of children’s and teen books to our NOPL Express collections. Like the adult titles, these will be books with high demand, or current interest, and may include some titles from the school reading lists this summer.

Cleantec staff will be tackling these additional maintenance projects:
- Replacing lights and vacuuming soffits in the skylight areas - requires rental of lift (CC, NS)
- Patching and painting problem areas in the community room and circulation desk area (CC)
- Replacing seven dead yew shrubs (CC)

Managers/Public Relations

Adrienne Canino (Library Farm) – On one side of the garden, we are trying to develop the library garden to be a resource for local food pantries. We are working with Anna’s pantry, St. Rose of Lima and Brewerton Community Food pantry to get volunteers to work together with the LibraryFarm plotters. On the other side, we have individual plots that are quickly filling up. We are hoping to get an ESF student to work on a landscape design project, which will form the basis for grant projects and other development. May 10th will be the Library Farm kick-off!

Bob Lalley suggested to solicit the plotters for ideas and have the local seniors in the community connected to the Food Pantry.

Heather Highfield (Public Relations) – We will be mailing out the 2014 Report to the Community soon, and are getting price quotes for printing, folding and mailing. We sent out our first E-Newsletter, with design work by our new Librarian Assistant, Amanda Roberts, has worked on. The newsletter went out to 9,600 people and so far, fewer than 100 people have opted out, 3,335 people have opened it and about 600 people have clicked on our link.

Nancy Boisseau (Brewerton Library) – I am thrilled with Heather, Adrienne & Amanda and see great things ahead for the libraries in PR and the Library Farm.

Facilities
- Kate and Rob met with Sean Carroll, Director of County Purchasing, and signed a collaborative agreement authorizing them to handle the bid process for the new HVAC system for the Cicero Library. They will handle the advertising, opening the bids, and
notifying those who submitted a bid. We will have to pay an engineer for further work and hope to use IPD Engineering, since they did some preliminary work that was used for the grant application.

- OCPL is asking for information about the next round of construction grant applications by early June. NOPL can submit three separate grant applications, one for each library, and there are some upcoming projects that would fit into grant guidelines. The facilities committee will meet soon to discuss and will have more information at the May meeting.

Legislative – Bob Lalley reported that the state legislature restored funds cut by the governor’s budget. The NY State Library Construction Grant program was reauthorized.

Audit/Finance – Jeff Trubia discussed the 2012 audit with the board. There were no significant findings. Kane, Bowles & Moore will be starting our 2013 audit soon.

Old Business

Defibrillators – Bill and Kate met with Mike Bagozzi, from NAVAC in North Syracuse, about training and types of defibrillators available. We have a quote for three fully automatic units from Cardiac Life Products in Rochester, at state contract pricing. The requirement to have a physician act as Emergency Health Care Provider is proving to be a stumbling block, and Kate has contacted the CNY Regional EMS Council office for advice. A suggestion was made to call the county health department.

Purchasing Policy

A draft Purchasing Policy was distributed at the March meeting, to replace a ten year old financial policy. It incorporates guidelines from a publication from the Office of the NY State Comptroller and was written after review of procurement policies from other libraries in the state. Robert Germain and Jeff Trubia both reviewed the policy and approved it.

Motion to Approve the updated Purchasing Policy by Tom Brooks; 2nd by Barb Irwin; All in favor—Motion Approved.

Barb Irwin asked for an update on the status of the North Syracuse Friends Group. Robert Germain reports that they have hired an attorney and are working on tax reports that were not submitted. We will keep you updated on the outcome. We hope to get the patio completed this summer, and will go ahead with the work, in anticipation of funds being turned over to the board.

New Business

Comptroller’s Audit - Corrective Action Plan

A draft of the CAP required by the state comptroller’s office was distributed. It is nearly complete, with only a couple of changes to be made to our banking procedures, and the larger issue of a conflict between our procedure for approving and paying invoices and the procedure defined in our enabling legislation. Kate reported on conversations with Mary Beth Farr at the Division of Library Services, attorney Ellen Bach, and Principal Examiner Lori Coleman, about the procedure required to revise the legislation. More information, and if possible, a completed CAP for approval will be presented next month.
Maker Club Presentation - by Nicole Hershberger

This is a program for children 7 years and older. It has been very popular from the beginning, and there is often a waiting list. Nicole explained the philosophy behind the maker movement, and talked about the need for participants to grow beyond simple projects to those that are more challenging or complex, which may require tools such as saws or soldering irons. A safety plan was distributed. Kate consulted Robert Germain and Gary Ketchum to discuss liability issues and she reported on those conversations.

Steve Scicchitano works with libraries throughout the country and spoke in support of the program, which is part of a growing trend.

Motion to Approve the Maker Club Safety Plan by Jeff Trubia; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Adjourn at 8:10 p.m. by Barb Irwin; 2nd by Steve Scicchitano; All in favor—Motion Approved.

Meeting Adjourned at 8:10 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
May 19, 2014

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

Absent: Rob Bick, Camille Luteran, Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs,

Meeting called to order at 6:32 pm.

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

President – No Report

Vice President – No Report

Treasurer
- Abstract #5 discussed by the board.
- Everything looks good with our budget.

Motion to Approve Abstract #5 in the amount of $97,626.53 by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Melissa Potratz – Fizz Boom Reading Challenge brochure shown to the board. Kate responded that NOPL has a summer reading program and it would be hard to promote both programs. It would be good to partner with the schools on the programs.

Barb Irwin – Reported that the Able driving school is still practicing parallel parking in front of the Library which is stopping traffic on the road and may be a safety risk to library patrons. Kate spoke with someone at the school last year. They are unwilling to change locations and replied that the teacher is watching carefully and has a brake pedal on his side of the car.

Sue Corieri – Spoke of the Syracuse University iSchool, the analysis in Librarianship and how things are changing the way that libraries do things.

Bob Lalley – Central Square is trying to raise their assessment to support their local library.
Director Report

Our Technology Impact Survey concluded successfully on May 9th. 358 people completed the survey. There was no cost for us, because we were considered part of the beta phase. Beginning in July there will be a cost to participate, based on a sliding scale. The intent is that the survey be updated regularly to reflect changes in technology, and that libraries can choose to run the survey at intervals (for example, prior to developing a new technology or strategic plan) using the first one as a benchmark.

Jim Corl has reserved the Cicero Library’s community room for a “County Government Open House” on June 24th at 6pm. Representatives from various county departments will be on hand to answer questions about county projects, programs and services.

Our defibrillators have arrived, and our PAD (Public Access Defibrillator) paperwork has been submitted. Dr. Daniel J. Olsson has agreed to be our PAD physician. Dr. Olsson is Regional Medical Director for Emergency Services in Central New York. He works for SUNY Upstate Medical Center, and is a prestigious physician in EMS. He has agreed to oversee our program at no charge. The next step is to schedule training for staff, and bring a final version of the policy and procedures to the board for approval.

We will be participating in a promotion from Overdrive, with a goal of increasing the number of downloads of eBooks and audiobooks from that vendor during the month of June. If we exceed our busiest month (January of 2014), by 25%, we’ll receive $1500 in content credit. In order for us to qualify for the incentive, NOPL registered borrowers must download 2188 Overdrive items in June (does not include freegal, 3m eBooks, or hoopla content). Staff, friends and board members can help with this effort.

Managers

Jill Youngs (Cicero) – We are having a Library Farm Open House on Saturday, June 21st and invite you to join us. The Friends will be serving refreshments and we will be giving tours of the library farm. This Thursday at 11:00 will be the last information session at the Cicero Library on the Loretto Cottages in the back by the Sporting Rink. They hope to open some time at the end of July.

Bill (North Syracuse) – We are partnering with Baldwinsville & Liverpool Libraries to join in the “How to Festival” on Thursday, June 26th. There will be blood pressure check/Yoga/Freegal and Hoopla demonstrations. If anyone is interesting in participating and demonstrating something they know, please let us know. Also, Lonergan Park is having their annual Family Festival on Saturday, May 24th. NOPL Library will have a table at the festival.

Nancy (Brewerton) – We are waiting for the Town of Cicero Parks & Recreation to finish the Brewerton Park. We will also be participating in the outdoor festivities on the grand opening. The Eagle Scouts will be bringing a “Little Free Library” to the park.
**Facilities** – Kate reported on the issues / concerns to be addressed at each library. A list of all the repairs was distributed to the board. Bob Lalley would like us to look into the ice buildup on the edge of the roof in the winter months. A suggestion was made that we check with Cleantec to see to turn on the electrical ice melter on the edging of the roof under the awning. Kate will look into this.

**Legislative** – Jim Corl (Onondaga County Legislator) will be at Cicero on June 24th at 6 pm for a “County Government Open House.”

**Audit/Finance** – No Report

**Old Business**

**North Syracuse Patio**

Bill Hastings reported that Rob Bick sent someone from Steps Plus to give a quote on building the patio. We have not heard back yet.

**New Business** – None

Motion to Adjourn at 7:35 pm by Sue Corieri; 2nd by Linda Parise; All in favor—Motion Approved.

Meeting Adjourned at 7:35 p.m.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
June 23, 2014

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

Absent: Jeff Trubia, Barb Irwin, Linda Parise, Melissa Potratz

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

Meeting called to order at 6:30 p.m.

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

President – Rob met with architect, Scott Freeman, regarding Cicero’s brick and landscaping work. He will get back to us with more information at the next board meeting.

Vice President
• Attended Brewerton Book Sale this past weekend and it was a great success! Also, the Library Garden Open House was also wonderful and interesting.

Treasurer Report – By Kate McCaffrey
• Abstract #6 discussed by the board.
• Overall budget looks very good.

Motion to Approve Abstract #6 in the amount of $105,478.09 by Frank Laifer; 2nd by Tom Brooks; All in favor—Motion Approved.

Corresponding Secretary
• Pat passed around a thank you from board member, Camille Luteran, for the flowers she received following her surgery.

Trustee Reports
• Frank Laifer wanted to remind board members about the “How-To Festival” at the North Syracuse Library on Thursday, June 26th from 3-7 pm. Frank will be demonstrating “How to use chop sticks”.
• Bob Lalley participated in the OCPL Spring Trustee Training workshop “What Every Library Trustee Should Know”.


**Director Report**

We received formal confirmation of our 2013 NY State Construction Grant in the amount of $114,525. The first check for 90% of the total will arrive soon, with 10% to be paid after the final paperwork has been submitted. Work must commence within 180 days of the announcement, and is expected to be completed by June 30th, 2015.

The county’s purchasing department plans to have the bid specs out soon, with a week for questions. A pre-bid meeting will follow, and then another period of a couple of weeks before the process is finalized. Ideally, the work will begin in late August or early September.

Brief descriptions of three grant projects for the 2014 NY State Construction Grant Program received preliminary approval. There is one project for each building, with a total cost of $43,900. A required 25% match will be approximately $11,000.

We are seeing major changes to our staff. Two long-time NOPL employees, Bonnie McKeen and Sue Clarey, announced their retirement. Vicki Bauer has moved from Brewerton to Cicero to replace Bonnie, and Jennifer Husenitza will transfer from Liverpool to Cicero in mid-July.

Patty Greene (Kane, Bowles & Moore) has begun work on the 2013 audit, with assistance from Marianne Vaughn and staff from Offsite Accounting.

The iPad stolen from Brewerton in March will be returned to us within the next week or two. Carol Westcott will restore settings and apps and secure it in place.

We are putting a new service into place. Following models set by Liverpool and Dewitt libraries, we will purchase 6 Roku boxes and Netflix subscriptions to go with them. Anyone with high-speed Internet access and WiFi will be able to check out a NOPL Roku Box and watch TV shows or movies from Netflix for free for a one week loan period. This is an Innovation Fund project.

**Facilities** – Cleantec has been painting at all (3) libraries.

**Legislative** – None

**Audit/Finance** – Patty Greene is finishing up our 2013 audit.

**Old Business** - None
Managers

Nancy Boisseau (Brewerton)
The Riverside Park ribbon cutting will be on Wednesday, July 2nd, at noon. Kate and I will be attending. Also, we are sending out Welcome Packets to the new housing area on Riverwalk Road in Brewerton. Our Friends had a wonderful book sale that was also a great success.

Bill Hastings (North Syracuse)
Another reminder about the upcoming “How to Festival”. There will be many tables with people demonstrating things like bead making, basket weaving, how to make play dough, how to use library databases and downloadable services, and many other topics of interest. Please come join us.

Jill Youngs (Cicero)
The Library Farm Open House was a great success and the weather was beautiful! We had around 75 people and most of the plotters were there. We had the Habitat Garden and Cornell Cooperative also attended. On Saturday evening, Sarah and I attended the Cicero Camp-out which entertained children. NOPL library staff will be at Cicero day camps.

New Business – None

Motion to Adjourn at 7:30 p.m. by Frank Laifer; 2nd by Rob Bick; All in favor—Motion Approved.

Meeting Adjourned at 7:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
July 28, 2014

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

**Absent:** Steve Scicchitano

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

Meeting called to order at 6:30 p.m.

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

**President** – No Report

**Vice President** – Visited the Library Garden and brought up concern about possible theft. Also attended steering committee for the garden. Question arose about possible water line on the property on the side of the garden. If it exists, could the Library Farm tap into it? Rob responded that it would need to have a water meter and a lot of work to tap into it.

**Treasurer**

- Abstract #7 discussed by the board.
- Everything looks very good with the budget.

Motion To Approve Abstract #7 in the amount of $133,057.02 by Sue Corieri; 2nd by Frank Laifer; All in favor—Motion Approved.

**Trustee Reports** – None

**Director Report**

We were all busy this month, with lots of summer activities, and planning for the fall. I’ve also been focused on building projects (including the HVAC system, NS patio, and the next round of construction grants) and have been learning more about prevailing wage requirements.

For our Staff Development Day this year, we propose a road trip to visit libraries in the city. We’ll be in the Curtin Auditorium at the Central Library in the morning, and are hoping to hear from new OCPL Executive Director Susan Mitchell, tour parts of the library, including Local History and Genealogy, the sorting room and technical services, and as much of the rest of the library as we can fit in. After lunch we’ll visit the newly renovated Mundy Branch on the west side, and White Branch, which serves a diverse population on the north side.
We’ve been developing a new statistical report form which we hope will take the place of the current statistics included in the board packet. This would be an abridged version of more detailed statistics we’ll gather for internal use. There are two goals - the first is to do a better job of reporting on a broad range of activities and to give a more complete picture of how our libraries serve our communities. The second is to be more efficient – some of the information is required for the state annual report, for OCPL, or is useful for our own Report to the Community, and we scramble to pull it together each year.

You will see less detail about materials circulation, but in exchange the new form includes outreach activities like books/media delivered to senior residences, staff continuing education and attendance or participation in community events or meetings, website activity and wireless Internet access, use of our facilities for non-library sponsored events (like tutoring and study room use), and the number of one-on-on tech help sessions provided.

**Facilities**
- Kate and Rob met with IPD Engineers regarding the RFP for the Cicero HVAC project. County Purchasing gave us a boiler plate with bid information, but it required changes and more detailed specs. They recommended hiring a consultant. IDP prepared the original document used for the grant application, and they will provide this service, including participation in pre-bid meeting, and some oversight of the project for an estimated $8,000. We have received 90% of the state construction grant funds ($103,000) with the remainder due after completion. The work will take approximately two weeks, and with some adjustments the library should not need to close.

- Kate, Bill, Linda Parise and Camille Luteran also met with Joe Emmi regarding the North Syracuse patio. He left samples of pavers and will prepare a quote once the prevailing wage information is sent to him. We hope to have the project completed sometime in the fall.

**Legislative** – None

**Audit/Finance** – 2013 Audit field work has been completed by Kane, Bowles and Moore.

**Old Business**

Frank Laifer thanked Kate McCaffrey for the purchase of AED’s (Automatic Emergency Defibrillators) for the libraries. The training is completed and the installation is currently being setup.
New Business

National Grid has a program to replace outside lighting at Cicero Library with energy efficient lights. There is a 50% match, and NOPL’s cost will be $4,519.00. National Grid projects that the payback payback period will be 21 months, and our estimated annual energy savings will be $2,350.

Motion to Approve the replacement of outside lighting by National Grid with NOPL paying half of the cost by Jeff Trubia; Frank Laifer; All in favor—Motion Approved.

AED Policy

Motion to Approve the Automatic Emergency Defibrillator Policy for NOPL by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Tax Cap

Resolution to Exceed the 2014 Tax Cap as a contingency. All in favor—Motion Approved. Unanimous.

Staff Development Day

Motion Approved to close the libraries on Friday, October 24th 2014 for Staff Development Day by Frank Laifer; 2nd by Jeff Trubia; All in favor—Motion Approved.

Motion to Adjourn meeting at 7:50 pm by Tom Brooks; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 7:50 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 25, 2014

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

Absent: Linda Parise, Melissa Potratz.

Guests: Patty Greene (Kane, Bowles & Moore, PC)
Bill Hastings, Nancy Boisseau, Jill Youngs, Jill Wiechmann

Meeting called to order at 6:34 p.m.

Presentation of NOPL’s 2013 audit by 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 at next month’s meeting.

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

2015 Budget presented by Kate McCaffrey

Motion to Approve the 2015 Budget as presented with a 2\% increase by Jeff Trubia; 2\textsuperscript{nd} by Frank Laifer; All in favor—Motion Approved.

President – No Report

Vice President – Adrienne Canino has put up signs and blocked off the Library Garden with tape, which seems to have successfully addressed our theft issue.

Treasurer
• Abstract #8 discussed by the board.
• Everything is fine with our budget.
• NOPL received a check from New York State for $103,000 which is 90\% of the grant money for the Cicero HVAC. The remaining 10\% will be released on completion of the project.

Motion to Approve Abstract #8 in the amount of $133,904.41 by Frank Laifer; 2\textsuperscript{nd} by Barb Irwin; All in favor—Motion Approved.

Corresponding Secretary
• Pat Bragman received a phone call from a patron who said that the Brewerton Book Sale was wonderful!
Director Report

Staff lockers have been ordered for Cicero and North Syracuse libraries. Currently, many part-time employees leave purses and other belongings on the floor of the break room, or hanging on a coat rack.

Theft has been on our mind because of problems in the LibraryFarm. Adrienne Canino has been working with the plotters to find solutions to a very difficult and discouraging problem.

Outdoor lighting at the Cicero Library has been upgraded with efficient LED fixtures under the National Grid incentive program. The installation went very smoothly.

The attorney retained by the North Syracuse Friends (Mary Ann Cody, McKenzie Hughes LLP) informed me that they “are continuing to work on the dissolution process and have no specific date for a distribution (of funds) yet.”

Early in September the first Out of System Borrowers will be required to pay their annual card fee. OCPL’s technical services department will send messages ten days prior to expiration to patrons who have an email address in their Polaris record. Those without email addresses will not receive notification. We’ll be posting signs in the libraries, and staff will be encouraged to handle the inevitable problems with patience and courtesy. Nancy Boisseau is managing this process.

On October 1st we’ll launch a new service called Zinio. Described as “the world's largest newsstand”, Zinio for Libraries offers access to digital magazines. We’ll begin with a collection of approximately 75 titles. There are no holds required, no loan periods, and no limit to the number of magazines that library cardholders can download. New issues are released simultaneously with the print edition. Back issues remain available (from startup date).

Magazines can be streamed and read on a PC or Mac, and can be downloaded to a mobile device using the Zinio app, and then read offline (great for traveling). Supported devices include Android phones/tablets, iPhone/iPodTouch/iPad, Kindle Fire, Nook HD/HD+, and Blackberry Playbook.

Circulation was down in July, but the libraries were very busy with programming. In total NOPL offered 94 programs, attended by 1,900 people.

Facilities – The Pre-bid meeting for the HVAC will be this Thursday, August 28th. The contractors will come with their information and to ask the IPD Engineers questions.

Legislative – None

Audit/Finance – 2013 audit draft is completed and will be approved at next month’s board meeting.

Old Business – Bob Lalley suggested that NOPL start a Friends Committee with a few board members and some of Cicero and Brewerton Friends. Volunteers to be on the committee (Bob Lalley, Camille Luteran, Tom Brooks and Barb Irwin). More information to follow.
Construction Grant Applications

Resolution to Approve a New York State Public Library Construction Grant application to repair and repoint brickwork at the North Syracuse Library in the amount of $19,700, requiring a 25% match of $4,925. Motion by Tom Brooks; 2nd by Frank Laifer; All in favor—Motion Approved.

Resolution to Approve a New York State Public Library Construction Grant application to restore the lobby of the Brewerton Library in the amount of $6,100, requiring a 25% match of $1,525, work to be done by Cleantec. Motion by Camille Luteran; 2nd by Sue Corieri; All in favor—Motion Approved.

Resolution to Approve a New York State Public Library Construction Grant application to reduce size of the berm in front of building with a goal of improving access, visibility, and safety, and the installation of an open plaza area to extend community space and provide integration with LibraryFarm. Grant is in the amount of $19,000, requiring a 25% match of $4,750. Motion by Frank Laifer; 2nd by Sue Corieri; All in favor—Motion Approved.

North Syracuse Patio Project

Motion to Approve Mueller Farms estimate for patio in the amount of $16,989, without the tree extraction, pending acceptable references. Motion by Sue Corieri; 2nd by Steve Scicchitano; All in favor—Motion Approved.

New Business - None

Motion to Adjourn at 8:25 by Sue Corieri; 2nd by Barb Irwin: All in favor—Motion Approved.

Meeting Adjourned at 8:25 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 22, 2014

**Attending:** Rob Bick, Bob Lalley, Linda Parise, Pat Bragman, Camille Luteran, Barb Irwin, Steve Scicchitano, Tom Brooks, Frank Laifer and Library Director, Kate McCaffrey.

**Absent:** Sue Corieri, Jeff Trubia, and Melissa Potratz.

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

Meeting called to order at 6:30 p.m.

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

**President**
- It’s possible that Tag Mechanical will be starting the Cicero HVAC installation in about two weeks. It could take 2 weeks to complete with no need to close the library.

**Vice President**
- Local pantries are benefiting by our contribution of library garden vegetables. The garden has really made an impact on the community.

**Treasurer**
- Abstract #9 discussed by the board.

Motion to Approve Abstract #9 in the amount of $102,460.05 by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

Bob Lalley visited a library at Wellesley near the Cape which was a very small library. Many of the local people volunteer at the library.

Barb Irwin was traveling near the Adirondacks and saw beautiful Carnegie library. She didn’t get a chance to go inside, but said that the outside is beautiful.
**Director Report**

The staff lockers arrived and the unit for Cicero is in place and in use. The unit delivered to North Syracuse was damaged, and a replacement unit also arrived damaged. After some discussion the company agreed to give us the damaged unit at no charge, and we have put in a maintenance request to Cleantec staff, who will attempt repairs.

The new Roku boxes are all in circulation, with holds. We are considering adding two more to our collection of six.

Zinio, our new digital magazine collection is available now, and staff will be taking the next week to get familiar with the product. At the beginning of October we’ll begin promoting it to the public.

Most of our news has to do with facilities projects:
- Two of our three state construction grant applications have been approved by OCPL and forwarded on. It may be possible to revise and resubmit the third.
- The bid period for the HVAC project closed on Monday, 9/15. The low bidder was Tag Mechanical, and we sent a recommendation to county purchasing to send them a contract award letter.
- A contact with Mueller Farms Landscaping for the North Syracuse patio has been signed and returned.
- Lee Casler, with KC Masonry, is set to begin repairing and repointing the North Syracuse brickwork on September 22nd.

Bill Hastings and Carol Westcott are working on a project we’re calling “Mobile Maker Lab”. The “lab” will include (5) iPad Minis, with tripods and holders; a Cameo Cutting Machine, A Fellowes Comb Binding Machine; Wolverine Slides/Negative Scanner, and supplies for the individual components. We’ll also add some of the equipment that we already own. Once the project is underway, Bill or Nicole Hershberger will come to a meeting to discuss the purpose and implementation.

The children’s librarians and all of the public service staff were very busy with a successful Summer Reading Program:

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<th>Cicero</th>
<th>No. Syracuse</th>
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<td>240</td>
<td>299</td>
</tr>
</tbody>
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Managers

Bill Hastings (North Syracuse)
September was a good month. We are pleased with all the people that have attended the programs and that the patio is going to be installed at the library soon.

Nancy (Brewerton)
We are pleased with the circulation, which is down slightly, but this summer the library was being used all the time. Programming is doing very well.

Jill (Cicero)
Concurs with the other library managers that the programming has been great! Local pantries have received 170 lbs. of our garden vegetables. This initiative is doing very well.

Facilities

The area in front of the garage door, and leading up to the porch area needs to be paved. The gap between the library sidewalk and the doors is uneven, the grass makes it very difficult for anyone pushing a cart or using a wheelchair to access the building. The gravel driveway is impractical in winter. Kate has asked Cleantec to get quotes for the work.

Legislative – Kate attended the OCPL Budget presentation at the county legislative chambers, where the Central Library reorganization was also discussed.

Audit/Finance

Motion to Approve our 2013 Audit submitted at the August meeting by Tom Brooks; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to Amend the 2015 Budget from a 2% to 1.56% increase in accordance with the tax cap by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Zinio Presentation - by Bill Hastings

Motion to go into Executive Session at 7:15 to discuss legal counsel by Barb Irwin; 2nd by Bob Lalley; All in favor—Motion Approved.

Motion to come out of Executive Session at 7:45 by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Meeting Adjourned at 7:45 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
October 27, 2014

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

Absent: Bob Lalley, Camille Luteran, Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs

Meeting called to order at 6:30 p.m.

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

President – No Report

Vice President – None

Treasurer
• Abstract #10 discussed by the board.
• Everything looks good with the budget.

Motion to Approve Abstract #10 in the amount of $148,083.79 by Sue Corieri; 2nd by Frank Laifer; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Barb Irwin reported that some of the trustees met with the Friends Group to discuss merging the groups. Kate will draft a letter to the Friends and the trustees with a follow-up and a deadline for the proposal. This will be the final offer from the board.

Frank Laifer requested a separate line item for the Out-of-System Borrower’s funds on our monthly financial reports.

Director Report

Zinio launched successfully on October 1st, with very few wrinkles. Staff members have demonstrated and walked people through the signup process, and we’ve offered classes to get people started. In the first three weeks of the service, NOPL cardholders checked out 476 issues of popular magazines, and feedback has been positive.

Staff Development Day plans are in place. We will spend the morning at the Central Library, and visit Petit, Mundy and White branch libraries in the afternoon. The city libraries are very
different from NOPL libraries, and different from each other, so it should be an interesting and informative day for us. We’ll hear from new OCPL Director Susan Mitchell and Doreen Milcarek, Head of the Central Library. Holly Sammons, Head of the Local History and Genealogy Department, and Jane Kalkbrenner, Central Library Manager, will give tours of the Central Library.

The 2015 budget passed with 93% approval. Voter turnout was low, but increased 50% over last year. We may be able to increase turnout next year by using social media and the email distribution list we use for our newsletter.

The patio at North Syracuse has been installed. We’re satisfied with the work and look forward to adding features that will make it attractive and useful for the community and library staff.

We entertained guests this month. OCPL Executive Director Susan Mitchell visited NOPL libraries on October 3rd. On the 21st, iSchool student Hyerin Bak spent a day with us, meeting with me and Bill, and attending the managers’ meeting. This was an assignment for course titled *Advanced Library Management*.

There was a pre-construction meeting for the HVAC system at Cicero on October 14th. Attendees included Tom Manzo (IPD), Mark Pratt, project manager for Tag Mechanical, and Herman Howard from the County Purchasing Department. A second meeting is scheduled for October 28. It may be necessary to close the library for one day, when the rooftop units will be installed.

Marianne Vaughn and I met with our health insurance company representative. The state approved a 13% increase for Excellus, within the amount budgeted for 2015. One element of the Affordable Health Care Act is a requirement for pediatric dental coverage so our plan has actually been improved. The benefit is for 80% of the cost of preventive care (2x annually checkup and cleaning) and 50% of major dental care/medical orthodontics (medically required braces).

**Facilities**

We are currently working on paving projects at Cicero and Brewerton Library. We need to pave the area between the storage facility and the parking lot at Cicero and also remove the median at Brewerton to make snow removal easier. This may also open up more space for parking. The North Syracuse patio is completed. Kate is currently getting (3) quotes to replace the fire alarm panel at the Cicero Library, which needs to be replaced.

**Legislative** – None

**Audit/Finance** – None
**Old Business**

The North Syracuse Library friends group is formally dissolving and holds funds that were raised on behalf of the library. The board discussed the following proposal to spend the funds:

- Installation of a garden, in a half circle on the south side of the patio, with a water feature in the center of the garden. A small plaque will acknowledge the support of the friends.
- Remaining funds will be used to fund up to six concerts in a series in 2015 and again in 2016, with an acknowledgement of the support of the friends in any printed program.

Motion to Approve the counter-proposal by Jeff Trubia; 2nd by Linda Parise; All in favor—
Motion Approved.

**New Business**

Motion to certify the 2014 budget vote and election results by Frank Laifer; 2nd by Pat Bragman; All in favor—Motion Approved.

Motion to Approve the 2015 NOPL Calendar by Frank Laifer; 2nd by Linda Parise; All in favor—Motion Approved.

Motion to Approve Leave without Pay for Linda Gauthier Bouwens for vacation from March 5th – March 23rd by Jeff Trubia; 2nd by Tom Brooks; All in favor—Motion Approved.

Motion to Adjourn at 7:26 pm by Frank Laifer; 2nd by Melissa Potratz; All in favor—Motion Approved.

Meeting Adjourned at 7:26 pm.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
November 24, 2014

Attending: Bob Lalley, Pat Bragman, Barb Irwin, Sue Corieri, Linda Parise, Steve Scicchitano, Frank Laifer, Melissa Potratz and Library Director, Kate McCaffrey.

Absent: Rob Bick, Jeff Trubia, Camille Luteran, Tom Brooks

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

Meeting called to order at 6:32 p.m.

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

Adrienne Canino (Library Farm) – The library farm donated over 186 lbs. of vegetables to local pantries this year. I am proposing a kickstarter fundraising campaign in 2015 to raise funds for improving accessibility with raised beds and a more convenient water source. Kate and I met with a representative of the CNY Community Foundation regarding a grant application submitted in October.

President – No Report

Vice President – Sue Corieri will again chair the nominating committee for board officers. This will be discussed under new business.

Treasurer (report given by Kate McCaffrey)

- Abstract #11 discussed by the board.
- Spending is within budgeted amounts as we near the end of the year.

Motion to Approve Abstract #11 in the amount of $113,996.10 by Frank Laifer; 2nd by Barb Irwin; All in favor—Motion Approved.

Corresponding Secretary – Sent sympathy card to Charlotte LaPorte.

Trustee Reports

Barb Irwin
Barb belongs to CNY Association of Music Teachers and was asked to do a presentation on some of the new services available at NOPL. She spoke about Zinio, Freegal, Hoopla and Overdrive. There were questions about using OCPL cards to access NOPL resources for downloadable music. Kate McCaffrey explained that some resources are available system-wide while others are limited to resources offered by the specific library where the borrower’s card is registered, but county residents can ask to have their home library changed to NOPL or any other county library.
Frank Laifer
Reported that the cost of going to the movies has increased so greatly that the libraries will be a big part of movies and DVDs for the public.

Director Report

We were happy to see our circulation figures and door count go up this month. We’re back at activity levels we were seeing before implementing the borrower fee. Attendance, as recorded by the door counters, was up 7% and circulation was up 9%, despite the fact that we were open one day less this year than in October of 2013. Some of the increase in circulation is due to the new digital collections, but use of physical items was up 5%. The staff is working very hard - in all, there were 126 events – meetings, story hours, programs, and gatherings, in the month of October.

We’ve agreed that the North Syracuse Library will be a drop off location for Senator John A. DeFrancisco’s “Cell Phones for Soldiers” campaign, and we’ve settled on the first two weeks of February, leading up to Valentine’s Day, for our “Food for Fines” program.

Our building drawings have been digitized, by Plan and Print Systems, Inc. in East Syracuse. Currently they are zipped files without useful names, but we hope to get them into an accessible format soon.

Cleantec began working on improvements to the lobby area at the Brewerton Library (NY State Construction Project). Tag Mechanical will begin the HVAC project at the Cicero Library as soon as the equipment arrives. According to the grant requirements, the project must begin by December 11th. In the meantime, we purchased three space heaters for the outer offices. The brickwork project at North Syracuse is nearly finished, with final washing and cleanup scheduled for November 24th, when warm temperatures are forecast. Left over bricks will need to be stored in the Barn.

Managers

Nancy Boisseau – I attended the NYLA conference in Saratoga Springs (report distributed to the board.) The local pantries are very pleased with the donations they have received. Also, we are having the mitten tree again this year.

Bill Hastings – We are rethinking our library space. As a start, we’ve been moving some books around to make space for the computers and improving displays. Overall, these steps seem to have increased our overall circulation.

Jill Youngs – Our circulation is good and also have had many patron compliments about beautiful displays. We are currently decorating for the holidays and enjoying this busy time.
Facilities – We hope to address the ventilation in the training room at North Syracuse, and to refurbish the room with new paint and carpeting. Tom Manzo, our HVAC consultant, reviewed a proposal from Air Temp proposal and has suggested more modest and less expensive changes. Tag Mechanical (HVAC) will be starting soon at Cicero. They are awaiting the delivery of their equipment.

Legislative – The annual Legislative breakfast is coming up in December. Kate will email link to trustees.

Audit/Finance – None

Old Business

Consideration of a draft letter to the current officers of the Friends of the North Syracuse Library, in response to their refusal to accept the board’s proposal for spending funds raised on behalf of the library.

Motion to Approve letter to North Syracuse Friends by Barb Irwin; 2nd by Pat Bragman; All in favor—Motion Approved.

New Business

• Sue Corieri will contact the board and will put together a slate of officers for consideration at the December meeting.

Motion to Adjourn at 8:00 pm by Pat Bragman; 2nd by Linda Parise; All in favor—Motion Approved.

Meeting Adjourned at 8:00 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
December 15, 2014

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

Absent:  Barb Irwin, Bob Lalley

Guests:  Bill Hastings, Nancy Boisseau, Jill Youngs, Randy Lacelle, Sue Kowalski, Wayne and Maureen Chase, Pete Ward.

Meeting called to order at 6:09 pm.

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

President

• Introduced our new board members, Sue Kowalski, Wayne Chase and Randy Lacelle.
• The board recognized and thanked Rob Bick for his many contributions to NOPL in 10 years as a board member, the last four as president.

Vice President  – None

Treasurer

• Abstract #12 discussed by the board
• Everything looks great for the end of year.

Motion to Approve Abstract #12 in the amount $259,032.72 by Frank Laifer; 2nd by Camille Luteran; All in favor—Motion Approved.

• Rob proposed paying a little extra on our mortgage payment to save on some of the interest that we are paying. Kate will call and check to see there would be a penalty.

Corresponding Secretary  – No Report

Trustee Reports

• Linda Parise was in Manhattan this week and went into the New York Public Library. It was decorated with marble and was very impressive.
**Director Report**

As the year winds down we’re making plans for 2015 and finishing up projects from 2014. We’re making changes to the way children’s materials are ordered and processed, centralizing the ordering to reduce duplicative work, and shifting receiving and processing to the processing center at Cicero. Each of the collections – fiction, non-fiction, readers, graphic novels, DVD’s, etc – will be ordered by one librarian for all three libraries. The goal is to free the children’s librarians time for developing programs and working with children and parents. In order to accomplish this we’re making changes to the Cicero processing room to accommodate more materials moving through.

Cleantec finished work on the entry way at Brewerton and Tag Mechanically began working at Cicero. There has been a delay – two of the five roof top units ordered were recalled due to a faulty part. They will wait to install them all in one day since it requires use of cranes. The new projected date will likely be in early January. Some electrical heating was installed in the director’s office, improving conditions in both administrative offices. The thermostat panel will be installed, and boxes/electrical work will be done to prepare for installation of the RTU’s over the next two weeks.

We’ve also ordered additional slatwalls and display pieces for the ends of shelving units at North Syracuse and light chairs and tables for Brewerton. The lighter pieces will make it easier for the staff to set up for programs in the main area of the library.

**Facilities**

- Tag Mechanical has started the HVAC work at Cicero.
- The brickwork restoration is completed at North Syracuse.

**Legislative** – Kate attended the annual Legislative Breakfast sponsored by CLRC

**Audit/Finance** – None

**Old Business**

Sue Corieri passed around ballots for the board to vote for President and Treasurer. The board will choose officers at the next meeting.

**New Business**

Raising Clerk 1’s hourly rate to 11.25 in January. This will affect new hires and any current employees in that title earning less than $11.25 per hour. This brings us better in line with other libraries of our size.

Motion to Approve Clerk 1 hourly rate to 11.25 per hour in the 1st full payroll in January 2015 by Frank Laifer; 2nd by Camille Luteran; All in favor—Motion Approved.

Motion to have Bob Lalley, Vice President, sign checks until January 2015 by Frank Laifer; 2nd by Sue Corieri; All in favor—Motion Approved.

Motion to Adjourn at 6:43 pm

Respectfully by,

Marianne Vaughn