Northern Onondaga Public Library  
Monthly Board Meeting  
January 26, 2015

Attending:  Bob Lalley, Pat Bragman, Tom Brooks, Frank Laifer, Linda Parise,  
Sue Corieri, Steve Scicchitano, Barb Irwin, Wayne Chase, Randy Lacelle,  
Sue Kowalski and Library Director, Kate McCaffrey

Absent:  Camille Luteran

Guests:  Bill Hastings, Nancy Boisseau, Jill Youngs, Jill Wiechmann and  
Amanda Roberts

Meeting called to order at 6:30 pm

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

Oath of Office – Swearing in of new trustees,  
Frank Laifer, Sue Kowalski, Randy Lacelle and Wayne Chase

President – None

Vice President – To inform our new trustees, Bob introduced the Managers, Jill Wiechmann and  
Amanda Roberts, from the library’s PR department.

Treasurer – by Kate McCaffrey

- Abstract #1 discussed by the board.
- Overall we came in at 94% of our budget for 2014

Motion to Approve Abstract #1 in the amount of $162,171.88 by Tom Brooks; 2nd by Frank Laifer;  
All in favor—Motion Approved.

Corresponding Secretary

- Pat passed around a thank you from Melissa Potratz, former board member.

Trustee Reports

Sue Corieri reported that the SU Library School is sponsoring a scholarship for 50% tuition awards.  
Students will be paired with a faculty member and may also receive money to travel with them to  
conferences.

Bob Lalley visited Fayetteville Free Library. He was very impressed and thought that the facility, which  
is in the old Stickley Factory, is very beautiful.
Sue Kowalski mentioned that during the February break, the Fayetteville Free Library is having a camp for girls for science and technology. If you know of any women in those fields who may be interested in guest speaking and helping out, please let her know. Thank you to Kate for emailing the information on the school library contest sponsored by Follett. The goal is for Sue’s Pine Grove Middle School mobile library project to be in the top 10. Voting ends this Friday.

**Director Report**

The North Syracuse Library was selected to participate in a NY Council for the Humanities program and will host a 5-session reading and discussion program called “Our World Remade: World War 1”. The grant provides a scholar-facilitator for the sessions and book sets for the participants. “Texts include historical accounts; novels; poetry; government documents; news accounts; and journals and letters from soldiers, nurses, politicians, pacifists, and other eyewitnesses to the tragic and transformative events of The Great War.”

We also learned that our grant to the CNY Community Foundation for improvements to the LibraryFarm was approved. Pending approval of permits, we’ll receive $5,000 to install raised beds and improve access to water. Adrienne has used the funds to kick off an online fundraising campaign. [http://www.nopl.org/growingdrive/](http://www.nopl.org/growingdrive/)

**Food for Fines** will run from February 1st through the 14th, with donations going to food pantries at the United Methodist Church of Brewerton, St. Rose of Lima Church in North Syracuse and Sacred Heart Church in Cicero.

Winter brings roof problems and we’ve had leaks at North Syracuse and Cicero. We’ve been very fortunate in the location of the leaks – not over library materials, computers, or anyone’s desk. Repairs were made quickly.

We closed the Cicero Library on Friday, January 9th for installation of roof top units. The 5th unit still has not been delivered, and the manufacturer (Carrier) has not provided any firm date. After some delay and adjustment, the building is comfortable but we aren’t able to control the temperature from area to area. We had one roof leak that was probably related to the installation and Tag Mechanical sent someone over to fix the problem.

The lighting district fee on our Cicero Library property tax bill increased dramatically this year, from $376 to $3,034, due to the installation of new street lighting for The Cottages at Garden Grove (Loretto facility). The charge will go down in 2016.

** Managers**

**Bill (North Syracuse)** – Currently working on discovery Maker’s Lab. North Syracuse had a very busy year and Bill is very grateful to his hard-working staff.

**Jill (Cicero)** – The heat is back at Cicero, wonderful! We are campaigning for the library farm. Jill has some flyers if anyone would like to take them and distribute them.

**Nancy (Brewerton)** – Brewerton had a great December month.
Facilities – Kate presented a proposal from Cleantec to paint and patch the ceiling at the Brewerton Library. Also, the malfunctioning fire alarm panel at the Cicero Library was replaced by Simplex last week.

Legislative – Kate attended the annual Legislative Breakfast sponsored the CLRC. The format is based on speed-dating, which gives attendees a chance to spend time with each legislator or representative.

Audit/Finance – None

Old Business

Election of Officers – by Sue Corieri
Sue reported that Bob Lalley will stay on as Vice President and Pat Bragman as Corresponding Secretary. She proposed that a Board Treasurer be hired and paid a stipend.

Ballots passed out to trustees to vote for President.

Motion by Sue Corieri to cast a unanimous ballot for:

President – Randy Lacelle
Vice President – Robert Lalley
Corresponding Secretary – Pat Bragman
Treasurer – Committee to hire part-time person

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

Treasurer position – (Search Committee) Randy Lacelle, Bob Lalley and Tom Brooks.

Motion to create a position of Treasurer to work 10-12 hours per month, up to 15 hours per month at $5,000 per year (not to exceed $6,000) by Sue Corieri; 2nd by Barb Irwin; All in favor—Motion Approved.

New Business

Review of Conflict of Interest Policy

Motion to Approve updated policy with changes by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.

Tax Cap

Motion to repeal resolution exceeding the tax cap from July 2014 minutes by Frank Laifer; 2nd by Randy Lacelle; All in favor—Motion Approved.
Eliminating Fines for children and teen materials

Motion to Approve proposal to eliminate fees on children and teen materials by Sue Kowalski; 2nd by Wayne Chase; All in favor—Motion Approved.

Motion to Adjourn at 7:55 pm; All in favor- Unanimous

Meeting Adjourned at 7:55 p.m.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
February 23, 2015

Attending: Randy Lacelle, Bob Lalley, Tom Brooks, Frank Laifer, Linda Parise, Sue Corieri, Steve Scicchitano, Wayne Chase, Sue Kowalski and Library Director, Kate McCaffrey

Absent: Pat Bragman, Barb Irwin, Camille Luteran

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

Meeting called to order at 6:30 pm

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

President – No Report

Vice President – No Report

Treasurer – by Kate McCaffrey

- Abstract #2 discussed by the board.
- In the first month of the year we expended 7% of our operating budget.
- We received our tax revenue checks from the Town of Clay ($920,885.19) and the Town of Cicero ($1,447,943.60)
- We were billed for two certiorari payments for the Town of Cicero, totaling $1617. This was part of a tax adjustment for 2012 through 2014 for Snyder Links.
- We renewed our contract with Benn & Company (Offsite Accounting) for additional accounting services for 2015. The additional accounting services include tax cap paperwork, support for the annual audit and two state annual reports.
- We plan to purchase a product called Wowbrary and would like to coordinate with other area libraries (Salina Free, Marcellus, Baldwinsville). A single billing will result in a 20% reduction in price for all four libraries. NOPL will pay the bill on behalf of the libraries and they will reimburse us. Wowbrary will replace our current eNewsletter product and will also help us to market new additions to the catalog through social media updates and an animated widget for the NOPL website.

Motion to Approve Abstract #2 in the amount of $71,361.18 by Sue Kowalski; 2nd by Frank Laifer; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports – None
Director Report

The HVAC installation at Cicero is nearly complete, with the fifth roof top unit finally installed. Once the wiring for the controls is in place someone from Carrier will come to program the system and we’ll be shown how to use it.

Keeping the sidewalks and parking lots clear has been a challenge, and there have been complaints at Brewerton about the reduction in parking spaces. The snow was stacked, but there isn’t any place to go with it, so we’re all trying to keep a sense of perspective as we wait for a break in the weather. The roof at the Brewerton Library is leaking. Cleantec staff came to remove a damaged tile and put some plastic up above the replacement tile.

Lots going on as we start the year. The children’s librarians are taking on the challenge of centralized collection development and changes have been made to the processing center at Cicero in preparation for the new procedures.

We’re very excited about a new project – yearbooks from our collections will be scanned and digitized by volunteers in the Local History and Genealogy Department of the Central Library. Once that’s done they’ll be available and searchable online. Our collection isn’t complete, and we’ve put out a call for the following: North Syracuse Scribbler 1925-1942; North Syracuse Torch 1947; North Syracuse Northmen 1962 and 1968; Cicero Central Orator 1968-1969; Roxboro Road Junior High School Boro Echoes 1960 and 1967-1968; Roxboro Road Middle Junior High School Boro Echoes 1969-1970 and 1973 to present; Gillette Road Middle School Reflections 1969-1972 and 1975 to present. Please check your attics and closets!

Our new fine policy, eliminating overdue fines on materials for children and teens, will be implemented on March 2nd. Response from directors of the other county libraries, and from the OCPL Board of Trustees has been very positive, and we have hopes that we’re starting a trend.

Governor Cuomo’s budget proposal will include a Broadband Initiative with a digital literacy component. We don’t have much detail at this point, but will plan to participate. Tentatively, a database of participating libraries will be created. A Help Desk will direct qualifying individuals to the closest participating library. The library will train the individual according to the outcomes mandated by the NYS Broadband Program office (essentially, basic computer skills). The library will then submit a voucher and be paid per individual trained.

Facilities – Committee currently consists of Camille Luteran, Linda Parise, Bob Lalley, Tom Brooks, Pete Ward and Kate McCaffrey.

Legislative – Wayne Chase and Frank Laifer will join the committee.
Old Business

Treasurer Position

- The committee met last week on the Treasurer position and received (4) resumes and are expecting two more. We will meet next week some time to discuss the candidates.

New Business

NYS Annual Report

Motion to Approve 2014 Annual Report by Wayne Chase; 2nd by Sue Kowalski; All in favor—Motion Approved.

Farmers Market Proposal
Adrienne Canino gave a presentation on having a farmers market at the Cicero Library. Tentatively, the new Farmers Market will be held on Tuesdays from 3 to 7 pm from May 26 through September 8, 2015 in the parking lot of NOPL @ Cicero.

Employee Contract negotiations – Committee will include Randy Lacelle, Tom Brooks, Sue Corieri, attorney Robert Germain and representatives from the staff association. Kate will schedule a preliminary meeting with the board representatives and Robert Germain.

Photo Read Poster – Picture taken of the trustees with children’s books for a Read Poster.

Motion to Adjourn at 7:22 pm by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion Approved.

Meeting Adjourned at 7:22 pm

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting 
March 23, 2015

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Barb Irwin, Tom Brooks, Frank Laifer, Linda Parise, Sue Corieri, Wayne Chase, Sue Kowalski and Library Director, Kate McCaffrey

Absent: Camille Luteran, Steve Scicchitano

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

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

Presentation by Bill Hastings of “Wowbrary”, which sends out weekly emails and provides an RSS feed to promote items new to the collections. There is also a newsletter feature that will replace our current product.

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 – No Report

Treasurer’s Report – by Kate McCaffrey

- HVAC payment to Tag Mechanical is on the abstract. 75% of this cost is covered by New York Construction grant funds. An over-expenditure in the capital improvement line will show up throughout 2015 because the grant funds were received in 2014 but the work was delayed until 2015.
- 2014 Audit will be started by David Bowles, now with Dermody, Burke and Brown. There will be a small increase in their fee from last year.

Motion to Approve Abstract #3 in the amount of $236,576.03 by Frank Laifer; 2nd by Tom Brooks; All in favor—Motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski – Sue belongs to the School Library Association State Board. She encourages anyone joining or renewing their NYLA membership to consider selecting the section for School Library partnership.

Director Report

The weather took a toll in February, and library attendance and circulation were both down. However, circulation of downloadable materials increased by 24% and computer use, wireless use, and website hits also showed increases. 1,270 people attended programs at the libraries.

This year the state’s Library Trustee Institute will be held in Syracuse, on May 1st and 2nd at the Double Tree Inn in East Syracuse.

We’ve begun work on the 2014 Report to the Community and expect that the layout will be new and different this year. The report will be available online and in the libraries, and mailed out to taxpayers in our district.

The four remaining members of the North Syracuse Friends filed paperwork with New York State to formally dissolve. Sadly, they rejected a spending proposal that would have improved the library and provided enjoyment...
for the community. Instead they will give any funds remaining after legal fees to the Central New York Community Foundation. A designated fund will be established, with a small amount of the value of the fund distributed to the library each year.

NOPL at Cicero is starting a new afternoon book club. The first meeting is scheduled for Wednesday, April 15th at 1pm. Other daytime programs at the Cicero Library include *Cinema Lovers*, where discussion follows the showing of a classic film, and *Virtual Vacation*, a Travel Film Series.

**Building issues:**

With the melting snow we’ve had roof leaks at all three locations. Once the roofs are clear Cleantec staff will go up and inspect for damage.

When Joe Emmi arrived at the North Syracuse Library to clear snow on Sunday, 3/15, he found the door to the shed broken. It didn’t appear that anything was taken. When Bill arrived on Monday morning the door had been repaired, and he contacted the police.

The building is warmer but we’re still waiting for completion of the HVAC project at the Cicero Library. Tag Mechanical is expected back to do some minor patching around the new thermostats. The controls need additional programming and we haven’t received the manuals or warranty information.

**Facilities** – Meeting scheduled this Thursday, March 26th, at 4:30 pm at North Syracuse Library.

**Legislative** – No report

**Audit/Finance** – Committee will be reestablished when there is a board treasurer in place.

**Old Business** – None

**Managers**

**Jill Youngs** (Cicero Library) – Farmers Market. We are currently trying to get vendors from our area and Central Square to participate in the market starting Tuesday, May 26th. Sue Kowalski recommends approaching The Green Planet Groceries.

Motion to go into Executive Session to discuss contract negotiations at 7:10 pm by Sue Corieri; 2nd by Linda Parise; All in favor—Motion Approved.

**Executive Session**

Motion to come out of Executive Session at 8:08 pm by Frank Laifer; 2nd by Wayne Chase; All in favor—Motion Approved.

- Motion to increase the hourly rate for substitute librarians to $22.60 – approved unanimously
- Motion to increase the salary for three full-time Library Clerk 2’s (Nancy Bamerick, Vicki Bauer and Jill Wiechmann) to $34,580, effective April 1, 2015 – approved unanimously

Motion to Adjourn at 8:10 p.m. by Linda Parise; 2nd by Sue Corieri; All in favor—Motion Approved.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
April 27, 2015

**Attending:**  Randy Lacelle, Barb Irwin, Tom Brooks, Frank Laifer, Linda Parise, Sue Corieri, Wayne Chase, Sue Kowalski, Steve Scicchitano, And Library Director, Kate McCaffrey

**Absent:**  Pat Bragman, Camille Luteran and Bob Lalley

**Guests:**  Bill Hastings, Nancy Boisseau, Jill Youngs, Jill Wiechmann, Michelle Waltos And Amanda Roberts

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

Presentation by Michelle Waltos and Amanda Roberts on the new NOPL Website. This will be up and running by the end of summer. Michelle and Amanda have also completed our Annual Report to the Community. This is ready to be sent out to 20,000 NOPL taxpayers.

Motion to approve last month’s board minutes by Wayne Chase; 2\(^{nd}\) by Barb Irwin; All in favor—Motion Approved.

**President**
- Stopped at the Greece Library outside of Rochester, NY over the weekend. They currently have a built-in book store in their library which runs all year long by the Friends Group of the library. They produced $35,000 of revenue from that book store and currently want to turn the store into a coffee shop.

**Vice President** – None

**Treasurer** – by Kate McCaffrey
- Abstract #4 discussed by the board.
- As of June 1\(^{st}\), Key Bank will charge monthly fees for collateralized funds. Based on our current balance we will start at $416, with the fee decreasing as we spend down our operating budget. We’re looking at local banks that have municipal banking departments, such as Pathfinder and NBT, and will add this to the May board meeting agenda.

Motion to Approve Abstract #4 in the amount of $107,493.86 by Frank Laifer; 2\(^{nd}\) by Linda Parise; All in favor—Motion Approved.

**Director Report**

As in the past, the North Syracuse Library was an AARP tax preparation site. A lot of staff time is involved in scheduling and rescheduling appointments and answering questions about the appointments. The staff tracked more than 1200 phone calls related to the scheduling process. They scheduled appointments for 576 people initially, and maintained a waiting list with 148 names. Throughout tax season they worked to schedule time for those on the waiting list as cancellations occurred or as the AARP added volunteer preparers.

Bill Hastings created a “tax form” workstation to help patrons access the most popular IRS forms and those rare state forms that the library didn’t stock. We also cataloged and checked out printed copies of the instructions.
The Cicero and Brewerton branches hosted e-filing tax help, provided by the NY State Department of Taxation. They didn’t help with preparing returns; their purpose was to help taxpayers navigate the Internet and e-filing program. There were 22 appointments at Brewerton and 16 at Cicero.

The County Health Department has added our libraries to a list of “cooling centers” – they will advertise the locations on days of extreme heat this summer.

We lost our connection to the county network from April 16th until April 21st. Staff computers were unable to connect to Polaris, which interfered with workflow and customer service. The circulation terminals and public access catalogs are on the OCPL network and weren’t affected. Bill Hastings and Carol Westcott worked with staff from OCPL without success, and the problem was finally identified by an M.A. Polce consultant, who reported that the county firewall’s protection system identified some traffic from here as a threat and “shunned” us. We are waiting for a more precise explanation that will help ensure it doesn’t happen again.

**Facilities**

Committee met on March 26th discussing many projects for the libraries.

**Cicero Library**
- Paving an area from the parking lot to the barn, and to extend the sidewalk to the porch to make it easier for staff and Friends to move carts in and out, and to facilitate plowing and shoveling.
- A better library sign for the intersection of Route 11 and Meltzer Court
- Removal of the berm in front of the building (this require an RFP)
- For both North Syracuse and Cicero, a solution to the problem of ice at the entryways where orange cones and rope strung to warn the public were on view all winter

**North Syracuse**
- New carpet squares in the new Discovery Den.
- 4-5 tables with umbrellas and chairs for the new patio.

**Brewerton**
- We hope to apply for a NY State Construction Grant construction grant to make changes to the Brewerton Library, adding a Creative Learning Space for children, and a Digital Conversion Station. This would require a 25% match from Operating Funds or other funding source. Steve is helping with someone of the space planning, and we will consult an architect about renovating the current staff workroom.
- Following a suggestion by Barb Irwin there was discussion about the benefit of moving the library to a more visible location.

**Old Business** – None

**New Business**

**First look – Employee Data Use Policy** – OCPL is resolving problems relating to LEAP, a Polaris module that will allow us to take our libraries out of the buildings, to issue library cards, place holds, and search the collection database remotely at events like the Cicero Festival. The policy addresses concerns about protecting patron information in a less structured environment. A vote to approve will be on the May agenda.
Patron Code of Conduct – Policy revised to add electronic cigarettes.

Motion to approve the new Patron Code of Conduct Policy by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Motion to go into executive session at 7:36 pm by Wayne Chase; 2nd by Barb Irwin; All in favor—Motion Approved.

Executive Session

Motion to come out of executive session at 8:20 by Linda Parise; 2nd by Tom Brooks. All in favor – motion approved.

Motion authorizing the negotiating committee to complete details of Staff Association contract by Tom Brooks; 2nd by Sue Corieri. All in favor – motion approved.

Motion that the negotiating committee assume responsibility for management contracts by Sue Corieri; 2nd by Wayne Chase. All in favor – motion approved.

Motion to adjourn at 8:20 by Wayne Chase; 2nd by Barb Irwin. All in favor – motion approved.

Meeting adjourned at 8:20 pm.
Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
May 18, 2015

Attending: Bob Lalley, Pat Bragman, Barb Irwin, Tom Brooks, Linda Parise, Wayne Chase, Sue Kowalski, and Library Director, Kate McCaffrey.

Absent: Randy Lacelle, Sue Corieri, Camille Luteran, Frank Laifer and Steve Scicchitano.

Guests: Bill Hastings, Jill Youngs, Jill Wiechmann, Michelle Waltos.

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

Presentation by Jennifer Wright of Pathfinder Bank.

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

President - None

Vice President
- Bob and Lauren traveled to Australia and New Zealand and took the opportunity to visit libraries. Bob shared his impressions and passed around information from some of the libraries and museums they visited.

Treasurer – by Kate McCaffrey
- Abstract #5 discussed by the board.
- The external audit began last week, and we’re asking that the work be completed in time for the auditors to report at the June board meeting. Patty Greene from DB&B will attend. Michael Benn would also like to come to the June meeting, to meet new trustees.

Motion to approve Abstract #5 in the amount of $95,574.19 by Wayne Chase; 2nd by Barb Irwin: All in favor—Motion approved.

Corresponding Secretary – No Report

Trustee Reports

Tom Brooks attended the Library Trustee Institute this month and reported on sessions he attended: “Libraries and their Community” and “Legal Issues”. Both were interesting and informative. Tom reported that NOPL seems to be in compliance with requirements for annual reporting and audits and has essential policies in place.
Sue Kowalski attended the NYLA/SSL Conference in Tarrytown, New York. NYLA will hold a “Sustainability Initiative Retreat: a Strategy for the Future of New York’s Libraries” in September and is accepting applications for a limited number of participants who will attend the two-day event and commit to involvement through the year. She also took a group of teens to the annual Teen Book Festival at Nazareth College in Rochester. Sue described the excitement of the teens who got to meet and hear from their favorite authors.

**Director**

This is a busy time for us, with lots of projects in the works. The children’s librarians, in particular, are getting ready for summer and a truly dazzling number of programs and activities. In June they’ll visit classrooms to promote the summer reading program. They’ve also been working hard on centralized ordering, trying to get new procedures in place. Ordering materials was delayed because of the change, and they’re scrambling to catch up before the summer madness begins.

The managers are all busy too – Jill is working on the Farmer’s Market and LibraryFarm programming, the NOPL20 committee, and planning for some outreach events. Nancy is rethinking the Brewerton Library’s public space and collections in preparation for a construction grant project. Bill has been running the Reading and Discussion grant program, managing tech projects and keeping things running smoothly at his extraordinarily busy branch.

The annual Report to the Community will be mailed as soon as a check for the postage gets to the printer. We’ve received extra copies to put out in the libraries and will mail copies to local legislators and community partners.

We have a number of graduates on our staff: Cicero Library pages Shannon Roy and Anna Coombs, and our iSchool student/clerks Carl Smith, Alexandra Heidler and Emerald Holzwarth. Alex is leaving us to take a position at Bird Library, but we hope to keep the others a little while longer.

Neighbors Make the Difference Day was a big success, and improvements to the LibraryFarm can be seen at a glance. The weather was cool – perfect for working outside, and ten KeyBank employees built raised beds, set up trellis/wind breaks at the north side of the garden, and transported boxes of books from Brewerton to the Barn.

**Managers**

Bill (North Syracuse) – The North Syracuse Family Festival will be this weekend and the library will be participating as usual. We also celebrated our iSchool student graduates with a cake.

Michelle Waltos (Public Relations) – The new website will go live on June 8th.

Jill Youngs – The committee has been working on NOPL’s 20th Anniversary event on September 26th. You will be hearing much more about it in the months to come.
Old Business

Employee Data Use Policy

Motion to Approve the Employee Data Use Policy by Tom Brooks; 2nd by Sue Kowalski; All in favor—Motion Approved.

Whistleblower Policy – Kate McCaffrey suggested that the board needs to update the policy and will have a draft ready for the June meeting.

Committee Meetings

Facilities
The Facilities meeting will take place this Thursday, May 21st, at 4:30 at the Cleantec facility in Liverpool.

New Business

Motion to approve moving accounts from Keybank to Pathfinder Bank as by Tom Brooks; 2nd by Wayne Chase; All in favor—Motion Approved. Unanimous.

Motion to go into Executive Session at 7:48 p.m. to discuss staff contracts and a personnel issue by Barb Irwin; 2nd by Linda Parise; All in favor—Motion approved.

Executive Session

Motion to come out of Executive Session at 8:25 p.m. by Linda Parise; 2nd by Wayne Chase; All in favor—Motion approved.

Motion to extend offer of Treasurer position to Jim Rowley—Motion approved- Unanimous.

Motion to approve the 2015 NOPL Staff Association Contract—Motion approved – Unanimous.

Meeting Adjourned at 8:30 p.m.

Respectfully Submitted,
Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
June 22, 2015

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Sue Corieri, Wayne Chase, Sue Kowalski, Frank Laifer, Camille Luteran, Linda Parise, Steve Scicchitano and Library Director, Kate McCaffrey.

Absent: Barb Irwin.

Guests: Nancy Boisseau, Michelle Waltos, Patty Greene (Dermody, Burke & Brown, CPAs).

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

Randy introduced our new Treasurer, Jim Rowley, to the board.

Presentation of NOPL’s 2014 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 last month’s board minutes by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion approved.

President – No Report

Vice President – Compliments to Nancy and the Brewerton Friends on the outstanding success of the Brewerton Book Sale. Kudos to all the members who participated.

Nancy Boisseau (Brewerton) reported that the Friends made approximately $4,000 on the sale and were amazing. They are a great group of people who work very hard at these sales. Any books that were left over are sorted and some saved for the next book sale. Any surplus is donated to the Jordan Library. The Friends will be joining the Farmer’s Market in Cicero on Tuesdays selling books.

Treasurer – by Jim Rowley

- Abstract #6 discussed by the board.
- Nothing unusual on this abstract. NOPL has been consistent in expenditures.
- YTD overall spending is up because of the HVAC replacement project. Funding was received in 2014 but work began in 2015.
- Would like to start showing more Cash Flow comparisons from previous years to current on the reports.

Motion to approve Abstract #6 in the amount of $100,681.61 by Frank Laifer, 2nd by Sue Corieri; All in favor—Motion approved.

Corresponding Secretary – No Report
Trustee Reports

Frank Laifer – Went to Malta House recently and asked the staff and aides how they were served by our North Syracuse Library. Asked how the residents get their books-- some can walk to the library, while others who are not able to have PACE employees deliver their books to them. They are extremely happy with the service.

Tom Brooks – The Cicero Farmer’s Market is going great! There have been approximately 10 – 12 vendors each week. Attendance has been very good, averaging about 150 visitors. The Market is open from 3-7 pm every Tuesday. Also, complimented Michelle Waltos on new NOPL website. It is up and running and easier to navigate.

Sue Kowalski – NYLA’s Executive Director is doing a road trip adventure with his son; a 10-day tour of libraries in NY, July 20th – 30th. Sue will send Kate the information so that she can invite him to visit a NOPL Library.

Director Report – Kate McCaffrey

Big events this month: the Cicero Farmer’s Market is well underway, the new website went live on June 17th, and we’re nearly ready to move our accounts from KeyBank to Pathfinder Bank. In addition, plans for summer activities were finalized, and the LibraryFarm has come back to life.

We submitted two applications for Senator John A. DeFrancisco Library Cultural Programming grants, and both were approved. One is for $1,050 to support the NOPL20 event on September 26th. The funds will pay for a concert by the John Spillett Quartet and for print and social media promotion. The other is in the amount of $1,466 to purchase items for the Creative Play Center at the Brewerton Library. We will invite Senator DeFrancisco to attend the September event at the North Syracuse Library and some type of Open House at Brewerton when the changes are complete so that we can thank him in person.

NS Patio Project: We purchased tables and chairs for the patio, and ordered two umbrellas with the NOPL logo printed on them. Bill and I met with Bill Cummings, of Mueller Farms Landscaping to discuss plantings around the new patio. He will provide a quote for a half-moon shaped garden with a tree in the center and low-maintenance plants around it. We plan to purchase large planters to place along the wall, and Mueller Farms will provide and plant annuals in them.

Brewerton Construction Grant: Rob Bick is acting as consultant for the project, which is to create a Conversion Station in what is currently underused staff space. Rob contacted Sedgewick Business Interiors who will provide a quote for demountable partitions that are hard-wired for electricity. This will be a less expensive and less disruptive alternative to permanent walls for the small space. The grant should cover 75% of the cost for the partitions, furnishings, addition of a door from the main part of the library, a smaller circulation desk (to make room for the new entrance) and carpeting for the circulation area.
Changes to the children’s area are not eligible for construction grant funding because we are not making structural changes to the space.

HVAC Project: We’re waiting for a final bill from Tag Mechanical, but anticipate some grant funds remaining that can be used for other projects related to energy efficiency at the Cicero Library. We can replace the hot water heater (nearly twenty years old), with a safer and more efficient new model. We also hope to install energy efficient blinds in the community room, and along the back wall of the main part of the library.

Committee Reports – None

Old Business – None

Tom Brooks asked about the Cicero berm project. Kate reported that other facilities projects, including a construction grant application for Brewerton, have meant postponing this project for the time being.

New Business

Whistleblower Policy – The old policy was approved in 2007. Kate presented the board with a draft of a new policy.

Motion to approve the Whistleblower Policy by Frank Laifer; 2nd by Wayne Chase; All in favor—Motion Approved.

Motion to adjourn at 7:30 p.m. by Wayne Chase; 2nd by Bob Lalley; All in favor—Motion approved.

Meeting Adjourned at 7:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
July 27, 2015


Absent: Randy Lacelle, Sue Kowalski, Steve Scicchitano

Guests: Jill Youngs, Bill Hastings, Nancy Boisseau, Michelle Waltos

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

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

President – No Report

Vice President – No Report

Treasurer – by Jim Rowley
  • Abstract #7 discussed by the board.
  • We will spend the difference in the HVAC grant for Cicero on projects to improve energy efficiency.
  • Bills are very consistent with last year at this time and the library is performing very well.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report
The libraries were busy in June, with a 15.7% increase in the number of people through the doors, and a 2.6% increase in circulation. The explanation is probably the dazzling number of events and programs (89!) – 24.7% more than in June of last year. 2,077 people attended the programs.

The new website launched smoothly on June 17th and feedback has been positive. The new site is mobile-friendly and the PR department reported a marked increase in the use of mobile devices to view nopl.org in June.

Progress was made on a number of facilities-related projects (see Facilities Committee Report) and on some important NOPL-wide and branch specific projects. Bill, Nancy and Jill will provide updates under new business.
I was selected to participate in the New York Library Association's Sustainability Initiative Retreat September 21-22, 2015 at the Carey Institute for Global Good in Rensselaerville. A group of 26 library leaders from across New York State “will articulate the way libraries will adapt to our changing world and become co-creators in shaping strategies that ensure our libraries remain vital, are able to rebound from disruption, and provide on-going value to the communities they serve”.

The American Library Association Annual Conference is always inspiring, and this year was no different. I came away with ideas from innovative libraries that can work here and possible grant projects for the upcoming year. I spoke with vendors and saw new products, and attended a discussion group with directors from across the country.

**Committee Reports**

**Facilities**

- Cicero Library- We will spend the remainder of funds from HVAC project on projects to improve energy efficiency. Some trees and shrubs will be removed from the berm area. The shrubs have died, and many of the trees have grown too closely together. Removing them will improve visibility of the building from Route 11, and is a first step in reducing the size of the berm, which we plan to do in 2016.
- North Syracuse – We will replace the floor in the Discovery Den.
- Brewerton – Remodeling of the space at Brewerton.

**Old Business** – by Nancy Boisseau

DeFrancisco grant for the Brewerton library has been approved for the new children’s section. We will start to order materials now for the end of summer. The grant for the conversion station preliminaries were approved for 70% of the cost. We have gone through and cleared out thousands of books and we are ready to go with the construction.

**Bill Hastings** (North Syracuse)

The library patio project went very well and looks great! We had a perennial garden put in by Mueller Farms. We have tables and chairs for the public to use. We will have to bump up the wireless for use out on the patio with electronic devices. For the NOPL20 event, we are planning an outdoor concert on the patio.

**Nancy Boisseau** (Brewerton)

Starting to move forward with the remodeling of the Conversion Station and Play Area. Brewerton Friends are a wonderful group and have been approved for their 501(c)3 status. They have also included in their constitution that, should the group dissolve, all funds will go to the Brewerton Library.
Jill Youngs (Cicero)

The Farmer’s Market is going great! It is held every Tuesday at the Cicero Library from 3-7 p.m. We are also selling books at the market. Thank you to Tom Brooks for helping out each week. The Sheriff’s Department will be there next Tuesday, August 4th.

We are holding a weekly Nature Camp at Cicero, for children between the ages of 10-12. The kids are really enjoying the time they spend here.

Our NOPL20 event will happen on September 26th of this year. We are very excited about it. We will have concerts at each of the libraries and it should be a great event.

New Business - Tax Cap Efficiency Plan

Motion was decided not to comply with the Tax Cap Efficiency Plan by Tom Brooks; 2nd by Wayne Chase; All in favor—Motion approved.

Motion to Adjourn at 7:32 – Unanimous.

Meeting Adjourned at 7:32 p.m.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 24, 2015

Attending: Randy Lacelle, Bob Lalley, Jim Rowley, Tom Brooks, Sue Corieri, Sue Kowalski, Wayne Chase, Barb Irwin, Camille Luteran, Linda Parise and Library Director, Kate McCaffrey.

Absent: Pat Bragman, Frank Laifer, Steve Scicchitano

Guests: Nancy Boisseau, Bill Hastings and Michelle Waltos

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

Library Elections – by Marianne Vaughn
The library election will be held on Wednesday, October 7th from 12-7 pm at each of the libraries. We have (3) trustees with terms ending December 31st. Linda Parise has completed three 4 year terms and cannot run again. Camille Luteran and Bob Lalley can re-run. Petitions must be returned to the board secretary by September 8th or they can be dropped off at the Administration Office to me at the Cicero Library.

Motion to approve last month board minutes by Barb Irwin; 2nd by Tom Brooks; All in favor—Motion approved.

President – No Report

Vice President – We are very pleased with the job Adrienne & Jill are doing with the Farmer’s Market. Also, thanks to Tom Brooks who is there each week to help out.

Treasurer Report – by Jim Rowley
- Abstract #8 discussed by the board.
- Overall we are in very good shape with our fund balance.

Motion to approve Abstract #8 in the amount of $73,143.86 by Linda Parise; 2nd by Tom Brooks; All in favor—Motion approved.

Corresponding Secretary – None

Trustee Reports

Sue Kowalski - Received a scholarship from the Public Library section of NYLA to attend the upcoming conference, October 22-24, in Lake Placid. She will there in her roles as school media specialist and public library trustee. NYLA will be October 22 – 24th in Lake Placid this year.
Director

July is always busy with children’s programming and the Summer Reading Club, and increased activity at the Library Farm. This year the addition of the Farmer’s Market brought new challenges, especially for Adrienne and Jill. Adrienne has developed a survey about the market that will be distributed on paper and online.

There is a new puppet theater at Brewerton, part of the Creative Play project funded in part by a Senator DeFrancisco grant, and the staff continues to work on downsizing the collection and preparing for changes to come.

We’ve received a third DeFrancisco Cultural Programming grant (for $3,520), to run a pilot program for a Creative Aging Project that OCPL has been considering for some time. Jill Youngs will be the project manager, and the Cicero Library will recruit seniors to participate in arts education programs. There will be eight sessions each on writing, watercolor painting, and photography. One of the goals of the program is increased socialization, and outcomes in other places have included less depression and use of medication, and increased mobility.

We’ve ordered furnishings for the Discovery Den at North Syracuse and have strengthened our wifi signal outside the building, in order to make the patio more attractive.

Speaking of the outdoors, the Cicero Library is visible with the removal of many trees and shrubs from the berm in front of the building. As a bonus, more light is coming into the building.

We are still getting quotes for solar shades for the Cicero Library, as part of the HVAC grant project and hope to have a plan in place by the end of August.

You can now go to our website (About Us→Employment→Internships) and find an application and information about internships at NOPL. This is a formalization of our thinking about what we have to offer as a learning site, and how we might benefit from more collaboration with iSchool students.

For fun, we’re encouraging as many people as possible to vote for NOPL at North Syracuse in the Syracuse New Times “Best of” contest in the library category. Please help by following the link on our website and encouraging friends and family members to vote!

Committee Reports

Facilities – None

Cicero paving is completed. The entry to the barn is now finished and also the entrance to the parking lot on the south side of the building has been repaired.
**Old Business** - None

**New Business**

The Construction Grant for the Brewerton Library Conversion Station will be completed and submitted this week. 70% of this project will be funded by the grant. Our match will be $7,032.

Motion to approve the NYS Construction Grant Project at the Brewerton Library by Sue Corieri; 2nd by Bob Lalley; All in favor—Motion approved.

**AutoRenew**

The latest upgrade to Polaris includes the ability to renew items automatically. We propose implementing this feature in 2016 as an improvement in customer service. Only those items that are eligible for renewal; that could be renewed online, over the phone, or in person at the library, will be renewed automatically. Items with holds, or in certain collections (Fast Flicks, NOPL Express, computer games, for example) will not renew automatically.

Motion to approve implementation of Auto Renew for eligible library items in 2016 by Sue Kowalski; 2nd by Barb Irwin; All in favor—Motion approved.

**2016 Budget**

Motion to approve the 2016 Budget as presented, with a 1.56% tax levy increase by Tom Brooks; 2nd by Wayne Chase; All in favor—Motion approved.

Motion to go into executive session at 7:16 p.m. to discuss a legal issue by Bob Lalley; 2nd by Camille Luteran; All in favor—Motion Approved.

**Executive Session**

Motion to come out of executive session with no action taken at 7:36 by Barb Irwin; 2nd by Wayne Chase. All in favor—Motion approved.

Motion to adjourn at 7:36 p.m. by Sue Kowalski; 2nd by Wayne Chase; All in favor—Motion approved.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Special Board Meeting
September 4, 2014

Attending: Randy Lacelle, Pat Bragman, Tom Brooks, Linda Parise, Wayne Chase, Barb Irwin, Camille Luteran and Library Director, Kate McCaffrey.

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

Motion to go into Executive Session at 6:01 p.m. to discuss legal counsel by Linda Parise; 2\textsuperscript{nd} by Barb Irwin; All in favor – Motion approved.

Motion to come out of Executive Session at 6:20 p.m. by Linda Parise; 2\textsuperscript{nd} by Barb Irwin; All in favor—Motion approved.

Motion to approve resolution:

Approving a waiver of conflict of interest agreement on behalf of NOPL with Germain & Germain LLP and authorizing the Director or Board President to execute same. Motion approved—Unanimous.

Motion to approve resolution:

Authorizing Board President Randy Lacelle to sign, on behalf of the NOPL Board of Trustees, the Encroachment Affidavit regarding property owned by Robert F. Lurcock. Motion approved – Unanimous.

Meeting Adjourned at 6:25 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 28, 2015

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Sue Corieri, Sue Kowalski, Frank Laifer, Camille Luteran, Linda Parise, Steve Scicchitano and Library Director, Kate McCaffrey.

Absent: Wayne Chase, Barb Irwin.

Guests: Nancy Boisseau, Bill Hastings, Jill Youngs, Michelle Waltos and Janet Cavaiola.

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

Introduction of Janet Cavaiola, possible North Syracuse trustee. Janet will be a write-in candidate.

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

Motion to approve Special Board meeting minutes by Pat Bragman; 2nd by Tom Brooks; All in favor—Motion Approved.

President

• Joe Mufale looked at the Cicero LibraryFarm and offered his support for the project. Joe Emmi met with Kate and Jill. He will be in touch with Mr. Mufale and will provide a quote for clearing library property.
• Visited the Lyle, New York library that happens to be smaller than our Brewerton Library.

Vice President

• We attempted to visit the library in Nairobi, Kenya where my daughter lives, but never actually got into the library because of the traffic around the area.

Treasurer

• Abstract #9 discussed by the board.
• Nothing unusual on the abstract and everything looks good with the budget at this point in the fiscal year.

Motion to approve Abstract #9 in the amount of $181,126.50 by Sue Kowalski; 2nd by Frank Laifer; All in favor—Motion approved.

Corresponding Secretary – No report
Trustee Reports

Sue Kowalski – Attended our NOPL20 event this past weekend. It was very impressive and a lot of hard work from the committee of staff who worked on the preparation. Great job!

A Library Friend’s group member suggested that NOPL purchase more comfortable chairs for the community rooms.

Linda Parise – Wants to applaud the staff on a great job also.

Tom Brooks – Visited the main branch of the New York Public Library. Very impressive.

Director Report

The Brewerton Library’s construction grant application was submitted, and we learned that the funded amount will increase slightly ($653). Work is scheduled to begin on October 23rd. Nancy has ordered equipment and Brewerton staff members are learning to use it.

The North Syracuse staff dealt with a difficult security situation. On Sunday, September 13th Shimarr M. Davis was arrested and charged with lewd behavior. He was barred from NOPL property for one year, with a statement that the length of the barring could be extended pending review by the library board. He is currently in jail. Following the incident we shared information and a description with the other county library directors. We will review security best practices at our upcoming staff development day, and are discussing holding programs in the community room relating to public safety, and possibly on mental illness as a community issue.

We enjoyed encouraging people to vote for NOPL in the Syracuse New Times “Best of” contest in the library category. Results will be out on October 7th. We may not win, but we’re grateful to all our library patrons who are “fans” of NOPL, and thank Amanda and Michelle for their campaign on our behalf.

In 2014, the NYLA Council passed a Resolution on the Importance of Sustainable Libraries – “recognizing the need to promote the important role libraries can play in larger community conversations about resiliency, climate change and a sustainable future for the communities that we serve.” I had the privilege of spending a day and a half at the Carey Institute for Global Good, near Rensselaerville, with an extraordinary group of library leaders from across the state. We worked on articulating a mission and developing strategies to help position libraries to meet challenges to come, to participate more fully in community efforts, and to promote “sustainable thinking” as part of our daily operations and long-range planning. More to come on this topic!

NOPL and the LibraryFarm were mentioned in a September 14th article in the New York Times, titled “These Public Libraries are for Snowshoes and Ukeleles”.

Committee Reports

Facilities – by Kate McCaffrey
- CC HVAC grant – part 2 spending of the balance from the grant for Cicero upgrades to improve energy efficiency. (Solar shades, new hot water heater, either solar panels or LED lights.
- LibraryFarm – Joe Mufale/Joe Emmi quotes for clearing the land.

New Projects
- NS Discovery Den and kitchen carpet replacements - possibly with linoleum
- Cleantec to scrape and paint rust preventative primer and top coat –steel structure at entrances at Cicero and North Syracuse
- Sidewalk repair – will defer until spring, when winter damage can be assessed

Old Business

Code of Conduct – Currently prohibits smoking within 25 feet of any entrance, but in response to complaints about people smoking at the Farmer’s Market and on the patio at North Syracuse, we propose revising the policy to say NOPL property is smoke-free.

Motion to Ban smoking on all of NOPL property by Linda Parise; 2nd by Tom Brooks; All in favor—Motion approved.

Sue Kowalski asked if we have found any more needles on the Cicero property. Kate said that nothing has been found recently, suggesting that increased patrolling by the Cicero police, and clearing much of the shrubbery from the berm area may be having an effect.

New Business

Staff Development Day – December 4th, 2015

Motion to approve closing the libraries on Friday, December 4th for Staff Development Day by Frank Laifer; 2nd by Sue Corieri; All in favor—Motion approved.

Change Brewerton Library address

Anyone using GPS is directed to Library Street which is the back of the Brewerton Library building. This includes delivery trucks and might cause a delay for 911 emergency responders. We propose changing the address to Bennett Street which will direct the public to the front of the building. Kate contacted County Planning. They will assign a street number, and officially notify the postal service, 911, and the Town of Cicero of the change.

Motion to approve changing the Brewerton Library address to Bennett Street by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion approved.
**Bylaws** – The board’s bylaws are overdue for review and revision. We will ask Barb Irwin and Wayne Chase also.

Committee – Frank Laifer, Pat Bragman, Randy Lacelle.

Motion to go into Executive Session at 7:20 p.m. to discuss a personnel issue by Frank Laifer; 2nd by Bob Lalley; All in favor—Motion approved.

Executive Session

Motion to come out of Executive Session at 7:30 by Frank Laifer; 2nd by Linda Parise; All in favor—Motion approved.

Motion to approve the director’s proposal that Nicole Hershberger work from home two days a week for part of her maternity leave – Motion approved. Unanimous.

Meeting Adjourned at 7:32 p.m.

Respectfully Submitted,
Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
October 26, 2015

**Attending:** Bob Lalley, Jim Rowley, Tom Brooks, Sue Corieri, Barb Irwin, Frank Laifer, Camille Luteran, and Library Director, Kate McCaffrey.

**Absent:** Randy Lacelle, Pat Bragman, Wayne Chase, Linda Parise, Steve Scicchitano and Sue Kowalski.

**Note:** Quorum Not Present

**Guests:** Nancy Boisseau, Bill Hastings, Michelle Waltos, Auriol Doherty, Mitchell Smith, Dominic Virag, Alex Sobus.

**President** – No Report

**Vice President** – Introduction of guests and Bob Manning, our OCPL liason.

**Election Results** – Our 2016 Budget was approved.
- Camille Luteran re-elected from Cicero
- Bob Lalley re-elected from Brewerton.
- Janet Caviolola (write-in) elected for North Syracuse.

Kate suggests that we consult the enabling legislation and consider changing the day of the vote to Saturday. We will also schedule special programs at each library on the day of the vote to bring more people into the library.

**Treasurer**
- Abstract #10 discussed by the board.
- Everything is looking very good with our budget.

Approval of Abstract tabled until next month – no quorum.

Bob Lalley explained the LibraryFarm to the guests and how it helps out the local pantries.

**Corresponding Secretary** – No Report

**Trustee Reports**

**Barb Irwin** – Just read about a Library that offers snowshoeing. This would be a great idea considering we have the extra land at the Cicero Library to have related programs. Kate responded that such a plan is already in the works. Barb also talked about libraries that offer cooking and canning supplies to check out.

**Sue Corieri** – Reported on the NYLA conference. Keynote speaker David Lankes spoke about communities expecting more from libraries. Sue also visited libraries dedicated to Mahatma Gandhi and Mother Teresa on her recent trip to India.
Frank Laifer – Spoke about the heavy use of meeting and study rooms at the North Syracuse Library and inquired about the out of system borrower fee.

Bob Lalley – Reported on the Egyptian mummy at the Cazenovia Library.

**Director Report**

The 2016 budget passed with low voter turnout, but with an 88% approval. Robert Lalley and Camille Luteran were elected for another term, and Janet Cavaiola was elected as a new trustee representing North Syracuse.

Our NOPL20 celebration was a success. The plans were ambitious, with events happening at all three libraries, and a good time was had by all, thanks to the efforts of the NOPL20 committee and everyone who participated on the day.

Michelle Waltos and I staffed a table at an iSchool Career Week event. It was the first time they held this particular employer/student get together. Although the number of students who attended was small, we had some worthwhile conversations with prospective interns/employees.

Circulation statistics were down, with the exception of digital downloads, which increased by 16%. Computer and wireless use were up by 17 and 21 percent, respectively, and program attendance increased by 7%. Staff reported answering 10% more reference questions this month, over September of 2014.

Building projects continue to take a lot of our attention. I approved proposals to replace carpeting with VCT (Vinyl Composition Tile) in the NS Discovery Den, and staff kitchens at NS and CC, and to purchase new winter floor mats for all three libraries. Jill worked with a vendor who will install solar shades at Cicero, and a National Grid contractor prepared a proposal to replace interior lights with LED fixtures. Also, we expect construction work to begin at the Brewerton Library soon.

The North Syracuse Friends group was formally dissolved by the state Board of Regents on September 17th, and their request to turn over funds raised on behalf of the library to the Central New York Community Foundation was also approved. We are waiting to hear from the CNYCF about a procedure to apply for the funds.

**Committee Reports**

**Facilities**

Nancy Boisseau – Contractors will be coming mid-November to start the construction project at the library. We currently have the VHS to DVD and photo scanner in the library for anyone who would like to try it out. If any board members would like to come over, we would be very pleased to have you test out the equipment. We are calling the conversion station, “Preservation Studio”.


Bill Hastings – Speaking of how libraries and communities are coming together, we have been hosting Military History and Civil War discussion groups. We also offer reading discussions and the Teen Advisory workshops. SU iSchool students will visit to discuss possible uses and improvements to the library and the new Discovery Den. On November 9th, we will offer a program entitled “Lincoln on the Civil War.” Overall, it is a very busy library.

Old Business

Bob Lalley explained about the Library Garden and how the new area that was just cleared will be transformed with the new plots for the gardeners.

New Business

Photo Policy – Michelle Waltos explained a proposed Photo Policy for the library.

Tabled until next month due to lack of quorum.

Bob Manning (OCPL liaison)

- The Central Library renovation is about one-third completed. The third floor of the building will be the first to open. The ground level will be ready around spring 2016 and project is expected to be completed by late 2016.
- The annual Legislative Breakfast sponsored by the Central New York Library Resources Council will be on Friday, December 4th, at 8:30 a.m. at St. Joseph’s Hospital. State and local legislators, or their representatives, are there to meet with library representatives in a speed-dating format. NOPL’s annual staff development day is also scheduled for the 4th, but Kate will register any trustees who would like to attend.
- Saturday, November 7th there will be a Veteran’s Day Parade at the Fairgrounds. OCPL will have a booth and there will be many local companies recruiting for job openings.
- The Baldwinsville Trustees will be hosting a book sale at the Barnes & Noble on Route 31 in Clay on Saturday, November 28th. This is a successful annual fund raiser, often in partnership with the local school and choir. The library gets 20% of proceeds of purchases by customers who are supporting the effort.

Went into Executive Session to discuss contract negotiations at 7:48 p.m.

Came out of Executive Session at 8:15

Meeting Adjourned at 8:15

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
November 23, 2015

At the meeting, the following individuals were present:

**Attending:**  Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Sue Corieri, Barb Irwin, Sue Kowalski, Wayne Chase, Steve Scicchitano, and Library Director Kate McCaffrey.

**Absent:** Frank Laifer, Camille Luteran, Linda Parise.

**Guests:** Nancy Boisseau,Michelle Waltos.

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

Motion to approve September board minutes by Pat Bragman; 2nd by Sue Kowalski; All in favor—motion approved.

Motion to approve October board minutes by Pat Bragman; 2nd by Barbara Irwin; All in favor—motion approved.

**President**  
- The LibraryFarm looks great, and the Brewerton construction is underway and looking fantastic.

**Vice President** – No Report

**Treasurer** – Jim Rowley  
- Abstract #11 discussed by the board.
- Everything is looking very good with the budget.

Motion to approve Abstract #10 by Wayne Chase; 2nd by Sue Corieri; All in favor—motion approved.

Motion to approve Abstract #11 by Bob Lalley; 2nd by Sue Kowalski; All in favor—motion approved.

**Trustee Reports**

**Sue Kowalski** – Attended NYLA and made a lot of connections with the schools and libraries. One public library is adapting student ID cards so they can serve as library cards.

**Steve Scicchitano** – Visited a library in Pennsylvania that offers limited tech repair for the public.

**Director Report**

This month we interviewed for several vacant positions, and hired a full-time librarian for the Cicero Library, and two substitute librarians. They will begin the week after Thanksgiving, easing some stress on the staff. Bill Hastings, Jill Wiechmann, and Nancy Bamerick are currently interviewing for a part-time clerk at North Syracuse.
We also hired Anna Dobkowski to cover Nicole’s storyhours during her maternity leave. Adrienne Canino will be back with us in January and February to run the popular Maker Club.

We were busy with improvements to our facilities.

- Cicero has new lights and shades, and a checkerboard floor in the kitchen.
- North Syracuse has a Tuscan-looking tile in the kitchen, and the floor of the Discovery Den is now a sunny yellow.
- Work to create the new Preservation Studio at the Brewerton Library is scheduled for 11/20-11/23.
- The area to the north of the Library Farm has been cleared and rototilled, and fill was brought in to level the ground. As an added bonus, it’s made the library more visible from Route 31 and Meltzer Court.
- Repair work to the brick “piers and caps” for the planter/sign at the North Syracuse Library was completed.

Cicero hosted a training session for the Creative Aging Project. Facilitator Mary Pagan spent four hours with ten artists who have an interest in working with an older population in areas like photography, painting, storytelling, writing, and movement. Cicero will host three 8-session courses in 2016: photography, watercolor painting, and memoir writing. This is a pilot project for the county library system, funded by a grant from Senator John A. DeFrancisco.

Yearbooks from the Cicero and North Syracuse schools, and our own collection, continue to be scanned by staff and volunteers at the Central Library’s Local History Department. So far 90 have been scanned and returned, with 72 to go, including 52 on loan from Roxboro Road Middle School.

Staff Development Day plans are nearly complete. We will spend the day at the WCNY building on West Fayette Street. Guest speakers are Maarten Jacobs, Director of the Westside Initiative (SALT) Program, and Ron Kirsop, Assistant Director of the Pioneer Library System, whose topic is “Productivity Tools in the Library”. We also plan to discuss security procedures and envisioning the future for NOPL, which may provide valuable insight for strategic planning in 2016.

**Nancy Boisseau (Brewerton)** – Construction project work is coming along great at Brewerton. Next week the walls will be installed for the preservation studio. We are getting good response for our adult coloring program.

**Committee Reports**

**Legislation**
Legislative Breakfast will be on Friday, December 4th at St. Joseph’s Hospital. NOPL is having Staff Development that day, so no staff will be able to attend this year.
Facilities – Kate handed out list of facility work that has been completed and some proposed work to be done in the spring. Discussion followed about changes to the Library Farm. The LF steering committee is interested in more raised beds and wheel chair access to the garden.

Old Business
Photo Policy

Motion to approve the Photo Policy with additional sentence added by Sue Kowalski; 2nd by Sue Corieri; All in favor—motion approved.

New Business – Revised Policies
Dress Policy

Motion to approve the revised NOPL Dress Policy by Barb Irwin; 2nd by Bob Lalley; All in favor—motion approved.

Motion to approve the revised Records Retention Policy with addition by Sue Corieri; 2nd by Wayne Chase; All in favor—motion approved.

Motion to approve renewal of Cleantec contract by Barb Irwin; 2nd by Tom Brooks; All in favor—motion approved.

Motion to approve 2016 NOPL Calendar by Wayne Chase; 2nd by Sue Corieri; All in favor—motion approved.

Motion to go into Executive Session at 7:17 to discuss contract negotiations by Sue Kowalski; 2nd by Bob Lalley; All in favor—Motion approved.

Executive Session

Motion to come out of Executive Session at 8:02 by Randy Lacelle; All in favor—motion approved.

Meeting Adjourned at 8:03 p.m.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
December 14, 2015

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Frank Laifer, Sue Corieri, Barb Irwin, Sue Kowalski, Linda Parise, Wayne Chase and Steve Scicchitano

Absent: Camille Luteran

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Bob Manning, Janet Cavaiola

Meeting called to order at 6:05 p.m.

Motion to go into Executive Session at 6:06 to discuss manager contracts by Sue Corieri; 2nd by Bob Lalley; All in favor—motion approved.

Executive Session

Motion to come out of Executive Session at 6:15 by Sue Corieri; 2nd by Bob Lalley; All in favor—motion approved.

Motion to approve raises that were previously agreed upon by Sue Corieri; 2nd by Bob Lalley; All in favor—motion approved.

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

President – This is Linda Parise’s last board meeting. She has served on the NOPL Board for over 12 years. We want to thank her for all the years of service she gave to the library and wish her the best.

Vice President – No Report

Treasurer – by Jim Rowley

- Nothing unusual on the abstract this month.
- Everything looks good for the end of the year.

Motion to approve Abstract #12 by Linda Parise; 2nd by Tom Brooks; All in favor—Motion approved.

Corresponding Secretary – We sent Camille Luteran flowers because she was in the hospital. A thank you card from Camille was passed around to the board.

Trustee Reports

Sue Kowalski – Attended the Legislative Breakfast along with Bob Lalley. Anything we can do collaboratively, would be beneficial to the libraries. If you have an idea for the library, please speak up about it, no matter how small it may be. The funding may be available to utilize.
Bob Lalley – Was very impressed with how the Legislators were aware of what is going on with NOPL and other libraries. Specifically, the NOPL LibraryFarm. Al Stirpe advised us to download a form online to get more funding for the garden. Kate may have already started that process.

Frank Laifer – We need more lighting at the Cicero Library entrance way, coming off of Brewerton Road. You can barely see the sign to turn in and it is very dangerous. Would like someone to look into this problem.

Bob Manning – OCPL Liaison
The Legislative Breakfast was wonderful. Al Stirpe has become an advocate for libraries. Central Library renovations are underway and there will be a Grand Opening in September. It is budget season for the NYS Legislators. The Governor will propose his budget on January 13th. Please encourage your patrons to write letters to the Governor on treating libraries well.

Director Report – Assistant Director Bill Hastings
Staff Development was wonderful. We had a speaker who discussed Time Management. It was very interesting and helpful. Geoff Socha, our Reference Librarian, is retiring at the end of the month. He has been a great asset to NOPL and knows his collection at North Syracuse. In January we will implement AutoRenew in Polaris. This feature will automatically renew any items that are eligible for renewal. Freegal is used to download songs and streaming audios.

Nancy (Brewerton) – The construction at Brewerton is now complete. We encourage people to come and see the Preservation Studio. Patrons are pleased that we have this to offer. Construction went smoothly and we hope to see more patrons come in after the holidays to use the studio.

Jill (Cicero) – The Citizen Police Academy has ended. They gave NOPL a plaque to hang in the library. It was a fantastic program.

Facilities – No Report

Old Business – None

New Business

Bob Manning – OCPL is looking to do a Veterans Day theme. If the library can think of anything new, please let us know. We would like to welcome Veterans into our Libraries.

Sue Corieri mentioned that Syracuse University has military families and they would love to work with the libraries and their veterans. Please let Sue know how the University can help.

Motion to adjourn at 6:55 p.m. by Frank Laifer; 2nd by Pat Bragman; All in favor—motion approved.

Meeting adjourned at 6:55 p.m.

Respectfully by,
Marianne Vaughn