

**Northern Onondaga Public Library
Monthly Board Meeting
January 25, 2016**

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Frank Laifer, Janet Cavaiola, Barb Irwin, Sue Kowalski, Wayne Chase and Library Director, Kate McCaffrey

Absent: Camille Luteran, Sue Corieri, Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Michelle Waltos

Meeting called to order at 6:31 p.m.

Oath of Office – Swearing in of new trustees,
Janet Cavaiola and Robert Lalley

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #1 discussed by the board.

Motion to approve Abstract #1 in the amount of \$127,032.58 by Frank Laifer; 2nd by Wayne Chase;
All in favor—motion approved.

Corresponding Secretary – We received a thank you from the North Syracuse library for the Staff Christmas cookies. Also, we sent flowers to Camille Luteran and Jill Wiechmann.

Trustee Reports

Barbara Irwin – Barb collected the yearbooks that had been sent to OCPL's Local History department for digitizing and returned them to the school. Also, she suggested that the board take up a donation in memory of Sue Berti, who served on the NOPL Board of Trustees and send it to "Dollars for Scholars".

Tom Brooks – Tom attended the Library Farm Soup meeting this past Saturday. There were around 21 participants and fourteen new agreements were signed. Committees were formed, and soup and refreshments were served. Bill Quackenbush, from the State Department of Agriculture, and Patty Herrmann from Cooperative Extension, also attended. There was much discussion of the new LibraryFarm layout. Deanna King, currently a clerk at North Syracuse and Brewerton libraries, will be filling Adrienne Canino's position as LibraryFarm Manager.

Sue Kowalski – Sue continues to investigate school/public library partnerships that increase the number of students with borrowing privileges at public libraries.

Director Report

The Central New York Community Foundation received a check and will set up a “designated fund” to benefit the North Syracuse Library. We can expect to receive a letter sometime in the spring. The balance, after the former North Syracuse Friends paid their attorney fees and other expenses, is approximately \$23,000. Annual distribution will be 5% of the total, or approximately \$1,150. The annual administration fee will be 1%, or \$230.

Although our monthly contract cost for basic Cleantec services did not increase in 2016, we can expect to see higher bills for some of the maintenance labor because the state increased prevailing wage rates for some categories: Carpenter (7%); plumber and electrician (4%); painter (5%)

On December 29th, before the library opened, a tractor trailer loaded with cars drove into the parking lot of the Cicero Library. He may have thought that he could drive all the way around the building, and when he discovered that there was no driveway across the back, he attempted to drive across the lawn and got stuck. He had to be towed out, and we’re left with long ruts at least a foot deep. Joe Emmi estimated \$1100 to repair the damage in the spring. He explained that it will involve smoothing out the ground, filling in the ruts, and bringing in a roller to tamp it down. Topsoil and seeding were also mentioned. Attempts to contact the trucking company have been unsuccessful so far. We can submit a claim with our insurance company but the deductible is \$1,000.

We’re looking for funding for a “Pop Up Library” which would give us flexibility to take the library to community events or gathering places, inside or out. In New York City, the UniProject creates mobile reading rooms that have been very successful in promoting books and libraries. Among other ideas, will offer storyhours and hands-on demonstrations of our downloadable collections and other tech offerings. We’ll be able to register people for library cards on the spot, using the new Polaris LEAP module and a wireless hotspot.

Sue Kowalski came back from the NYLA conference excited about a partnership between a public library and a high school to issue a library card to every student. I took the idea to the OCPL administration and the other suburban library directors, and as a result, a system committee is looking into the possibility of implementing a project in Onondaga County.

We plan to schedule an Open House to officially celebrate the Creative Play Space and Preservation Studio at the Brewerton Library. To draw attention to the projects, and to recognize their support, we’ll invite local legislators. The projects were funded by a grant from Senator DeFrancisco and a NY State Public Library Construction grant.

Facilities – Wayne Chase will fill Linda Parise’s position on the committee. The next meeting will be held on February 4th at 4:00 pm at the North Syracuse Library.

Old Business – Frank Laifer asked that an increase to the Out-of-System Borrower fee be considered, and discussion followed. Randy Lacelle proposed that no action be taken at this time, but suggested that the current policy could be reviewed as part of the 2017 budget process.

New Business

Security cameras

Bill Hastings (North Syracuse Library) – There has been an increase in vandalism and disruptive behavior at the North Syracuse Library. In 2015 we experienced vandalism, bikes and locks stolen, theft of materials, fights and other aggressive behavior. We hope that security cameras around the perimeter of the building will help to reduce problems and provide useful information for the police. Bill had (3) quotes from Security companies for the board to consider.

Randy Lacelle and Bill Hastings will further review the proposals and will invite someone to the February meeting to give a presentation to the board before a decision is made.

Motion to go into Executive Session at 7:46 p.m. by Frank Laifer; 2nd by Sue Kowalski;
All in favor—motion approved.

Motion to come out of Executive Session at 7:55 p.m. by Tom Brooks; 2nd by Frank Laifer;
All in favor—motion approved.

**Motion that the Longevity Proposal developed by the committee be presented to the Staff Association by Frank Laifer; 2nd by Barb Irwin;
All in favor—motion approved.**

Motion to adjourn at 7:56 p.m. by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Meeting adjourned at 7:56 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
February 22, 2016**

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

Absent: Randy Lacelle, Camille Luteran, Tom Brooks, Frank Laifer and Janet Cavaiola.

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

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

President – No Report

Vice President – Preservation Studio grand opening will be on March 10th from 6:30 – 8:00. It seems to be getting a lot of publicity and should be a good event.

Treasurer

- Abstract #2 discussed by the board.
- Dermody, Burke and Brown will be starting the audit soon. The completed audit will be by May 31st and they will report to the board at the June meeting.

Motion to approve Abstract #2 in the amount of \$147,779.16 by Sue Kowalski; 2nd by Pat Bragman;
All in favor—Motion approved.

Corresponding Secretary – The board donated \$125 to North Syracuse “Dollars for Scholars” in memory of Sue Berti. A thank you was passed around.

Trustee Reports

Sue Kowalski – Sue continues to learn about library card partnerships between school and public libraries. The Nashville library merged their cards and now call themselves the “Limitless Library”. The mayor of Nashville was concerned about reduced funding at school libraries, and was the driving force in the innovative partnership. NOPL could start on a small scale with issuing a card that can be used at both school and library.

Barb Irwin – Barb was wondering about the NOPL Website Yearbook Project. Is it currently being worked on because there are some yearbooks not on the website? Michelle Waltos responded that the yearbooks continue to be added.

Director's Report

This month's statistics show a large increase in circulation, but it's mostly attributable to the implementation of AutoRenew. The number of renewals increased 40% over the same period last year. The success of Freegal streaming, and the way that type of use is reported, is also a factor. All three libraries have been busy with tax preparation questions, with a total of 261 questions answered.

The heavy wet snow caused roof problems at North Syracuse and Cicero, and the front entrance of the Cicero Library flooded. Cleantec responded promptly to calls for help when needed. At both libraries there is a drain in the roof that was clogged. Ice on the roof was covered in snow, and the melting ice was forced through the roof. Once the drains were cleared the leaking stopped. In addition, a hole in the Cicero roof was patched temporarily, and Josall promised to repair it permanently once the heavy snow is gone from the roof

The Creative Aging Project ("Encore") began at the Cicero Library with the startup of a series of classes in photography and painting. The weather was very bad on the first day, but quite a few intrepid participants showed up, so the series is off to a good start. We also participated in a county-wide series of programs presented by Symphoria, "meet the musicians". Musicians visited Brewerton and North Syracuse, with attendees able to get up close to the music at Brewerton, and a large group - 60 people - attending at North Syracuse.

We offered current substitute librarian Alissa Borelli a temporary (3 months) full-time librarian 1 position. She will fill in as reference librarian at the North Syracuse Library until the new civil service list comes out and we can canvass for the position.

Following a meeting with Jim Rowley, Mike Benn and David Bowles, a schedule has been set for the 2015 audit process. Going forward, required information and documentation will be sent to Dermody, Burke & Brown by April 1st. Their deadline to complete the audit will be May 31st, and the audit will on the board agenda for the June meeting each year.

Assemblyman Al Stirpe will hold a public meeting at the North Syracuse Library on Thursday, March 3rd, from 5:30-6:30.

Nancy Boisseau – During the school break week the Bubbleman (Doug Rougeux), spent an afternoon and evening at the Brewerton Library. He did two shows, and in between offered two workshops where kids could make their own projects. The library was filled to capacity and the events were a great success.

Facilities

- We are considering energy-related projects for the Cicero Library, to spend approximately \$19,000 in grant funding left from the HVAC project. Solar panels, a generator, and lighting for the Cicero corner have all been discussed.

- OCPL will be asking for state construction grant proposals soon. Some possibilities discussed by the committee:
 - LED interior lighting for North Syracuse and Brewerton
 - Solar shades for North Syracuse and Brewerton
 - New roofs at Cicero and North Syracuse
- Parking lot improvements, especially for the Brewerton Library.

Steve Scicchitano suggested that we focus on improving the water drainage problem in the front entrances so we can remove the caution tape and cones.

Barb Irwin suggested outdoor electronic signs like the schools have to promote events and meetings. Kate McCaffrey said that they probably would not be considered eligible projects, as they are not part of the buildings.

Old Business – None

New Business – Michelle Waltos and Amanda Roberts are working on the Report to the Community and will have a draft to show the board soon...

Motion to Adjourn at 7:25 p.m. by Pat Bragman; 2nd by Sue Corieri; All in favor—motion approved.

Meeting Adjourned at 7:25 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
March 28, 2016**

Attending: Bob Lalley, Pat Bragman, Barb Irwin, Sue Kowalski, Janet Cavaiola, Wayne Chase, Sue Corieri, Tom Brooks, Frank Laifer, Steve Scicchitano and Library Director, Kate McCaffrey.

Absent: Camille Luteran, Jim Rowley, Randy Lacelle

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos, Auriol Doherty, Mary Kay Dwyer and Elizabeth Doherty.

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 – Would like to comment on the Brewerton Preservation Studio Open House. It was very successful. Congratulations to all who helped with the planning.

Treasurer – by Kate McCaffrey

- We have received both tax revenue checks from the Towns of Clay and Cicero.

Motion to approve Abstract #3 in the amount of \$120,042.68 by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski commented on how wonderful the Open House was. Thanks to all who participated and worked to make it a success.

Barb Irwin responded that she is very proud that our libraries are offering such a wonderful service to the patrons.

Bob Lalley explained what the Brewerton Preservation Studio for the benefit of guests present.

Nancy Boisseau (Brewerton) – The Open House was great! We had local politicians and the Brewerton Friends helped out with the day. There were groups of families that attended. We were very pleased with the turn-out.

Director Report

Usage statistics were up this month. There was an extra day in the month, and the weather was mild compared to February of last year, when we had to close early or open late on several days. Circulation was up 23% (also partly attributed to AutoRenew and additional digital collections). The number of programs increased by 22%, and attendance at programs was up 18%. Wireless Internet use increased by 35% and public computer use increased by 7%.

In addition to music, audiobooks, movies and TV shows, NOPL cardholders can now access eBooks and comic books through hoopla. We added this content on February 25th. There is no additional cost; our patrons are simply offered access to a wider variety of materials.

We applied for organizational membership in the New York Library Association, replacing ten individual memberships. Benefits are a small savings (approximately \$200), free trustee membership, and elimination of paperwork. Previously we either paid directly or reimbursed individual staff members, approving and submitting each invoice to Michael Benn's office at renewal times throughout the year.

The Brewerton Open House, held on March 10th to celebrate the Preservation Studio and Children's Creative Play Space, was a big success. Senator DeFrancisco, Town Supervisors Damian Ulatowski and Mark Venesky, and a representative of Assemblyman Stirpe's office were among those who came to see the toys and equipment demonstrated, and to enjoy lovely refreshments provided and served by the Friends of the Brewerton Library.

Cicero's VenMill disk repair/cleaner needs to be replaced, but we've decided to go a different way. A company called Elm USA offers a "pay as you go" disk repair service. They will provide a fully automated machine (ECO-Master) and necessary supplies. The cleaner requires an Internet connection, and they use that to monitor use. We'll receive a bill each month, based on a cost of .40 per cleaning. The machine is an improvement on our current model because it is fully automated, reducing staff time needed for this task. Up to fifty disks (all types) can be loaded into the machine for cleaning.

Some volunteers would like to plant a tree at the North Syracuse and Cicero libraries to celebrate Arbor Day. Local nurseries will donate the trees, and we would be able to choose between shade trees (oak or maple) and faster growing ornamentals (Serviceberry or crabapple).

Committee Reports

Facilities – by Kate McCaffrey

Cicero Library

- The facilities committee approved lighting for the large NOPL sign at the corner of Meltzer Court and Knowledge Lane, in order to light the turn into the library. We have a quote from Stagnitta Electrical and are trying to get other quotes for comparison.
- A replacement hot water heater has been installed.
- The Division of Library Development approved changes to the 2013 NY State Construction Grant to replace the HVAC system. The final piece, a stand-alone generator, has been ordered and will be installed in April.

North Syracuse Library

- The facilities committee approved installation of three (3) LED light fixtures to be installed on the north side of the building, to improve lighting in the parking lot

Also, replacement grate coverings will be installed at the front entrance of all three libraries.

Sue Kowalski asked if we could get a grant to pay for exterior LED lighting for Brewerton and North Syracuse. Kate will look into it.

Old Business – None

New Business

Pop Up Library

Motion to approve \$52,000 using DASNY funds for the purchase of a Pop-up library vehicle and to proceed with the research into completing the project by Sue Corieri; 2nd by Barb Irwin; All in favor—motion unanimously approved. .

2015 Annual Report to the Community – A draft was passed around to the trustees. This report will be sent out to 20,000 households in the community. Michelle Waltos and Amanda Roberts did a wonderful job!

Policy on Computer Use and Access – Revised and updated from 2010.

Motion to approve the computer use policy with changes by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

NYS 2015 Annual Report

Motion to approve the 2015 Annual Report by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

Auriol Doherty requested and was permitted to read a statement regarding the former Friends of the North Syracuse Library.

Motion to adjourn at 7:40 by Tom Brooks; 2nd by Sue Corieri; All in favor—Motion approved.

Meeting adjourned at 7:40 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
April 25, 2016**

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Barb Irwin, Wayne Chase, Janet Cavaiola, Frank Laifer, Camille Luteran, Sue Corieri, and Library Director, Kate McCaffrey.

Absent: Sue Kowalski, Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos and Deanna King.

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

Oath of Office – Swearing in of Camille Luteran

President – No Report

Vice President – No Report

Motion given to exclude Auriol Doherty’s letter from last month’s minutes – Unanimous (1 abstention- Tom Brooks)

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

Treasurer

- Abstract #4 discussed by the board.
- Will be meeting with Mike Benn to revise monthly reports to be more understandable to the board.

Motion to approve Abstract #4 in the amount of \$134,570.67 by Frank Laifer; 2nd by Camille Luteran; All in favor—motion approved.

Corresponding Secretary – Passing around a card for Steve Scicchitano who recently had surgery.

Trustee Reports – None

Director Report

The number of library visitors decreased slightly this month, but collection use increased, and the number of library programs offered increased by 14%. We're including use of the Discovery Den and Preservation Studio in the statistic for non-library sponsored use of the facility/spaces (meeting rooms and study rooms) resulting in a very large increase in that statistic. Reference questions and wireless use also saw notable increases.

It's been two years since we started our defibrillator program in the libraries, and we'll be sending 14 staff members for required training to maintain their certification, at a cost of \$700.

A generator has been installed at the Cicero Library, as part of a NY State Construction grant project. Tomorrow morning (April 26) they will shut down the panels and reroute circuits, moving them all to the center panel. On Thursday morning they'll come in to test the generator.

To clear space in the Barn we're planning a sale for odds and ends of furniture, on Saturday, April 21st. Items to be sold include shelving, some chairs and tables, and a file cabinet. Carol Westcott is getting quotes for recycling electronics that have been withdrawn from use.

The Public Library Association conference was held in Denver. As always, there are national trends that become recognizable after several days of sessions and conversations with colleagues and vendors. This year, the theme was "*Be Extraordinary*: because extraordinary libraries create extraordinary communities". At the vendor exhibits and throughout the conference there were conversations about libraries as places for engagement and exploration, with an emphasis on redesigning and rethinking use of spaces and resources, and questioning traditional staff roles.

I attended a full-day preconference on designing spaces for users and services, rather than collections. Also, sessions that focused on Internal Communications, Circulating Non-Traditional Items, Evaluating Collection Use, "Hospitality" (as opposed to Customer Service), the *Outside the Lines* campaign, and Design Thinking. I had an opportunity to speak with many of our vendor reps, and to see new products of interest, and toured one of the outstanding Anythink Libraries in suburban Denver.

Facilities

Nick Maselle (Josall Roofing) "walked the roofs" at Cicero and North Syracuse at our request:

Roof style is a single ply membrane (TPO System). The membrane, and the scrim reinforcement in particular, are starting to wear away. Life expectancy for this type of roof is 15 years. We can expect to see more leaks. The North Syracuse roof is in worse shape than the Cicero roof and we should plan to replace it in 1-2 years. The Cicero roof may be good for 2-4 years

Old Business – None

New Business

LibraryFarm Presentation by Deanna King

Deanna outlined a plan for relocation, and for improvements to the LibraryFarm. The plan is ambitious and would be executed in stages. Priorities are raised beds and some type of paving to meet ADA guidelines. Immediate plans include a KeyBank Neighbors Make a Difference workday, which makes purchase of materials for the raised beds essential. Deanna is looking into grant sources, including the CNY Community Foundation.

Motion to Adjourn at 7:40 p.m. by Frank Laifer; 2nd by Wayne Chase;
All in favor—motion approved.

Meeting Adjourned at 7:40 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
May 23, 2016**

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

Absent: Pat Bragman, Frank Laifer

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs

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

Motion to approve last month board minutes by Bob Lalley; 2nd by Tom Brooks;
All in favor—motion approved.

President – No Report

Vice President – The LibraryFarm is underway and Deanna is doing a great job.

Treasurer

- Abstract #5 discussed by the board.
- We are about 1/3 way through the year and everything looks good.

Motion to Approve Abstract #5 in the amount of \$123,816.36 by Tom Brooks; 2nd by Randy Lacelle;
All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Barb Irwin – Asked for an update on the Legal Advice Program at North Syracuse and the condition of the piano in the Community Room.

Sue Corieri – Was contacted by OCPL regarding library services for veterans. Bob Manning would like to have something countywide for them. If anyone has any ideas, please contact Sue. Also, Susan Mitchell contacted Sue on a work study program to bring diversity into the library workforce. Please send along any ideas as well as suggestions for possible grant funding sources.

Sue Kowalski – The NYLA Sustainability Initiative spotlights library activities or efforts that reflect sustainable thinking. Many NOPL activities fit this description. She will send out the link.

Director Report

The number of library visitors remained essentially the same for April, while the number of library programs increased by 10% and attendance increased by 21%. There was also a small increase in the number of reference questions (3%). Public computer use decreased slightly, but we continue to see increases in the number of unique users of our wifi (33% for April). Circulation figures reflect the change to AutoRenew and new digital formats, but other statistics, such as holds placed and filled, and library card registration also showed increases.

Pop Up Library

We've settled on the Chevy Silverado half-ton truck and are seeking quotes. The custom body will be built by Stonewell Bodies in Genoa, NY. The total cost for the vehicle should be several thousand dollars below the original estimate, and we hope to have it on the road by the end of June.

Personnel

For the time being, we filled the full-time librarian position at the North Syracuse Library with two part-time librarians currently on our roster. Alissa Borelli and Jennifer Tolley, both hired as substitute librarians, will share the position. We will reevaluate in the fall.

We have two interns starting soon. Felicia Davolio is a first year iSchool student and Amanda Bottorff is finishing her second year at Wells College, majoring in Studio Arts with a minor in Creative Writing. Amanda volunteered at the Cicero Library as a high school student and we're happy to have her back.

Service Improvement

Bill Hastings and Carol Westcott are working on a project that will allow us to accept a barcode app on a smartphone in place of a physical library card.

Grant Project Updates

The final report for the 2013 state construction project (Cicero HVAC), including amended budget and post-project photos has been submitted and accepted.

Deanna King submitted a proposal to Assemblyman Stirpe's office. If approved, the funds will make it possible for us to add an educational and functional rain garden in the LibraryFarm.

Facilities

At the May 4th meeting the committee approved maintenance projects to strip and seal the parking lots and to repair damage to sidewalks at Cicero and Brewerton, as well as to the foundation at Brewerton. Cleantec will get quotes for the work.

Generator:

- There was a successful initial test of the Cicero Library's new generator on April 27th, followed by the first automated weekly testing the following Wednesday.
- Future costs for the generator will include an annual maintenance visit, estimated at \$250, and a replacement battery every four years, estimated at \$120
- The installer recommended digging a shallow trench around it and filling it with stones; also the unit should be kept clear of snow in the winter. Joe Emmi will provide a quote to replace the grass around the generator and the AC unit, with stones, to avoid any potential for lawn-mowing related damage.
- National Grid replaced the gas meter with a larger version

Lighting Projects

- Lighting for the parking lot at North Syracuse – differing opinions about placement from Palmer and Stagnitta. Mounting height may result in lights that shine in people's faces. Putting them on extenders over the building is an option that may not be attractive.

- Lighting for the corner of Meltzer Ct and Knowledge Lane – also differing opinions, but strong recommendation to contact National Grid/Town of Cicero about an additional light pole at the corner.

The committee also discussed two state construction grant projects, replacing the roof at North Syracuse and installing energy efficient solar shades and LED lighting at Brewerton. Initial proposals to OCPL are due June 30th.

Old Business – None

New Business

Security Cameras at North Syracuse – Bill Hastings distributed quotes from four security companies. After some discussion the board chose Eastern Security. Their quote was the lowest and we have an existing relationship (building security alarms).

Motion to approve the proposal of \$4,395 from Eastern Security for the North Syracuse lighting and security cameras by Sue Corieri; 2nd by Randy Lacelle; All in favor—Motion approved.

Home Depot – Line of credit

Motion to approve Home Depot \$1,000 line of credit account by Wayne Chase; 2nd by Barb Irwin: All in favor—motion approved.

Staff Development Day

Motion to approve closing the libraries on December 2nd 2016 for Staff Development Day by Sue Corieri; 2nd by Camille Luteran; All in favor—motion approved.

Motion to move \$10,000 from the fund balance to Payroll to modify the 2016 Budget for the staff longevity and contractual increases by Sue Corieri; 2nd by Randy Lacelle; All in favor—motion approved.

Motion to Adjourn at 7:30 by Barb Irwin; 2nd by Wayne Chase; All in favor—motion approved.

Meeting Adjourned at 7:30 p.m.

Respectfully submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
June 27, 2016**

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

Absent: Steve Scicchitano, Janet Cavaiola

Guests: Bill Hastings, Jill Youngs, Michelle Waltos and Auriol Doherty.

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

Motion to go into Executive Session at 6:30 p.m. for legal matters by Frank Laifer; 2nd by Sue Corieri; All in favor—motion approved.

Executive Session

Motion to come out of Executive Session at 6:41 p.m. by Frank Laifer; 2nd by Camille Luteran; All in favor—motion approved.

Motion to approve 1 year leasing contract with Robert Lurcock by Frank Laifer; 2nd by Camille Luteran; All in favor—motion approved.

Motion to approve last month board minutes by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

President – No Report

Vice President – Brewerton Book Sale was a great success. Total sales were \$3746.

Treasurer

- Abstract #6 discussed by the board.
- Everything looks good.

Motion to approve Abstract #6 in the amount of \$94,731.94 by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski – Just returned from ALA in Orlando. Discussed the outreach of libraries to the communities and shared all the good things NOPL has been doing.

Frank Laifer – Our Mensa group toured the Fayetteville Library and was impressed with the technology and learning opportunities they offer.

2015 Audit - Presentation by David Bowles of Dermody, Burke & Brown, CPAs

The audit found that NOPL's finances are in order and no deficiency was identified in our internal controls. A copy of the audit was provided to the board.

Motion to approve the 2015 Audit by Frank Laifer; 2nd by Sue Corieri; All in favor—motion approved.

Director Report

Pop Up Library

Things are moving very quickly at this point and we expect delivery on June 27th. There are some adjustments to be made – the shelves need to be moved lower and the doors are currently difficult to open. Changing the tension and adding some type of strap or handles will help. We have quite a few bookings for the month of July, and are eager to get started with this new service.

Personnel

We held a rare meeting of professional staff on Monday, June 20th, to discuss current and upcoming projects and to plan for the 2017 budget year.

OCPL held a system retreat at Arrowhead Lodge on June 7th. Jill, Nancy, Bill and I attended all or part of the day, along with iSchool intern Felicia Davolio. During the lunch break, many attendees visited the Brewerton Library to see the Preservation Studio and Creative Play Area.

This summer we'll hire two school media specialists to act a substitute librarians for July and August. This will help us cover reference desks while also staffing the Pop-Up Library.

Congratulations are due to Deanna King, who received her MLIS from Syracuse University. Marianne has submitted paperwork to have her job title changed from Librarian Assistant to Librarian 1.

Service Improvement

A meeting has been scheduled for June 29th at the North Area YMCA to discuss installation of OCPL's Book Dispenser, which would become a NOPL outreach service, or mini-branch in the Town of Clay. The Liverpool Library may be willing to partner with us for this project, since the Y is very close to their service area and they have also been looking for a way to improve service to that part of Clay.

Michelle Waltos – Reported on the Publicity for the Pop-Up-Library.

We sent a press release to Syracuse.com/The Post Standard, News Channel 9, CNY Central (TV 3 & 5), Time Warner Cable News, and the Eagle Star Review. We also sent an article to the Eagle Star Review promoting cruise night and teasing that NOPL had something BIG to reveal. In addition, we have numerous posts on both Facebook and Twitter to promote the big reveal.

Facilities

- The generator passed its final round of testing
- We were able to clear out a lot of space in the barn, and raised \$625 selling shelving and odds and ends of furniture. We also sold books on behalf of the Brewerton Friends and took in \$220 on their behalf.
- The entry grates between the doors at each library have all been replaced. The next step will be to replace the built in mats just inside the inner doors.

LibraryFarm

Update on the statistics and recent events with the LibraryFarm. There was an Open House and Workday on Saturday, June 18th. The Eagle Scouts have completed the raised beds, wheelchair accessible picnic tables and bench. (Report prepared by Deanna King handed out to the board).

Old Business – None

New Business – None

Motion to Adjourn at 7:45 pm by Frank Laifer; 2nd by Wayne Chase;
All in favor—motion approved.

Meeting Adjourned at 7:45 p.m.

Respectfully submitted by,
Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
July 25, 2016**

Attending: Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Barb Irwin, Frank Laifer, Wayne Chase, Camille Luteran, Steve Scicchitano and Library Director, Kate McCaffrey.

Absent: Randy Lacelle, Janet Cavaiola, Sue Kowalski, Sue Corieri

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos, Felicia DaVolio and Auriol Doherty.
Meeting called to order at 6:30 p.m.

President – No Report

Vice President – Attended the Brewerton Friends Book Sale. We then had an unveiling of the Pop-Up Library at the Lalley household for dessert and wine celebration. It was a wonderful event.

Treasurer

- Abstract #7 discussed by the board.
- NOPL had to pay out a certiorari settlement payment of \$1900. That was the library's portion of the amount due.

Motion to approve Abstract #7 in the amount of \$181, 562.48 by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Frank Laifer – Would like to request a plaque in memory of Jill Wiechmann for the North Syracuse Library. Kate responded that we were thinking of installing a fountain in the garden or something commemorative in her name.

Steve Scicchitano – Are we keeping track of the statistics of the Pop-Up-Library and is it available for us to view? Kate said they will definitely be available for review. She can have a report at the end of the season. Also, would like to congratulate Kate and the staff on doing an excellent job with all NOPL's library services that we provide for the community.

Director Report

Nancy Boisseau – The library received an award for being the “Most Educational Vendor” in the Town of Clay/Liverpool for 2016. People are excited to see the Pop-Up Library at events and expressed an interest in knowing where we will be next.

Jill Youngs – The Cicero Library has been very busy this summer. Our numbers are up and we have had a lot of library programs going on. The LibraryFarm is doing very well. The Therapy Dog program is extremely popular.

Bill Hastings – It also has been a busy summer at North Syracuse. We took the Pop-Up-Library to Lonergan Park this week. Felicia DaVolio put together a list of instructions for all the equipment that we use in the truck. It really helps in making the setup much easier. We have the teen programs and recently had the sidewalk chalk contest. We also are thinking of Jill Wiechmann and how we can honor her memory with a memorial in her name. She had a great presence at the library and will be missed very much by all the staff. The security cameras are installed and are working very well. The clarity of the video is great.

Facilities

- The next facilities meeting will be on Thursday, July 28th at 3:30 at the North Syracuse Library.

Old Business

- **Frank Laifer** would like a status on the outside lights at Cicero Library. Kate would like to talk to the town first to see if they will install a light pole at the corner.
- **Barb Irwin** would like to know if we can have a lighted sign at the road that can announce events going on at the library. Maybe this is something we can do now or in the future. Kate McCaffrey said that the Town of Cicero said that we couldn't have any sign larger than the one we currently have. Also has anything become of connecting the library cards in the schools? Kate said that it should be implemented by next year.

New Business

Library Dispenser at the North Area Family YMCA – Proposal of taking over the dispenser from OCPL. Currently, it is located at the Great Northern Mall. OCPL will pay to have it moved to the YMCA and would provide backup technical support. The service contract is paid through the end of the year by OCPL and they may pick up the cost for it in 2017. NOPL's one-time costs would be \$2,250 and annually \$1,800. This would be a wonderful service for NOPL to provide. Kate will email Steve Scicchitano the contract.

Motion to approve the proposal for the Library Dispenser at the North Area YMCA, with a written contract by Robert Germain; by Barb Irwin; 2nd by Tom Brooks;
All in favor—motion approved.

LibraryFarm site preparation

Proposal for board to approve up to \$2500 for site preparation. The ground needs to be cleared. We need to install pads in between the raised beds and they have to be ADA compliant. We can either have grass in between or wood chips.

Bob Lalley would prefer wood chips because they will hold up more during the winter season. Also, recommends we have Deanna King email the plotters to get their input.

Motion to approve the expenditure of \$2500 and have Joe Emmi start the LibraryFarm site preparation by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Budget Resolution 1 – Move the adoption of a resolution modifying the 2015 Budget to cover the cost of the 4th quarter OCPL charges of \$9,161 not billed in error by Bob Lalley; 2nd by Frank Laifer; All in favor—motion approved.

Budget Resolution 2 –Move the adoption of a resolution modifying the 2016 Budget to recognize the revenue of \$52,000 from the DASNY excess debt service reserve funds and establish an appropriation to expend the funds for the “Pop-Up” Library Project by Bob Lalley; 2nd by Steve Scicchitano; All in favor—motion approved.

Motion to Adjourn at 7:32 p.m. by Bob Lalley; 2nd by Frank Laifer; All in favor—motion approved.

Meeting adjourned at 7:32 p.m.

Respectfully submitted by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
August 22, 2016**

Attending: Randy Lacelle, Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Sue Kowalski, Sue Corieri, Janet Cavaiola and Library Director, Kate McCaffrey.

Absent: Camille Luteran, Frank Laifer, Steve Scicchitano, Barb Irwin, Wayne Chase

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos, and Auriol Doherty.

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

Motion to approve last month's minutes by Pat Bragman; 2nd by Janet Cavaiola; All in favor—motion approved.

President – No Report

Vice President – The Library garden is coming along very well. Taking a trip to Bangkok Thailand this week and will be checking out some of the libraries.

Treasurer

- Abstract #8 discussed by the board.
- We are on track with our budget for this time of year.

Motion to approve Abstract #8 in the amount of \$140,057.62 by Pat Bragman; 2nd by Tom Brooks; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski – People I work with are impressed by the programs that NOPL provides. This is a tribute to our library.

Sue Corieri –had the opportunity to spend time with faculty from a Japanese library school and reported that their program is very different. It was a challenge to find common ground.

Director

The libraries have been busy, with one or more programs at each location almost every day. The number of programs increased 17% over last year, though attendance decreased by 10%. Our circulation statistics show large increases, but part of that is due to the AutoRenew feature. Overall though, the number of original checkouts in our major collections is up in 2016: 2.3% for adult materials and 5.5% for children's collections. The larger increase for children's materials

may be related to the elimination of fines, and a willingness on the part of parents to borrow more items.

We're making progress on the installation of the Library Dispenser at the YMCA, although we don't have a date yet from OCPL. Equipment for the RFID tagging of materials has been ordered, and the rep will visit to provide staff training. Carol Westcott is working with Time-Warner and the Y's IT person to ensure that the Internet connection is in place when we need it.

The Pop-Up Library continues to delight staff and community members alike. In July we took it out sixteen times, to eight different locations. On August 16th Bill Hastings and Michelle Waltos will take it to Channel 9 News, and will be interviewed for Bridge Street Live. The schedule is on our website, along with an online reservation form. Thanks to Cicero Librarian Laura Ryan we've added regular visits to senior apartments, Sacred Heart Apartments on Factory Street and Lucille Manor on Legionnaire Dr. Other ongoing venues were William Beach, Lonergan Park, Clay Park Central and the North Area Family YMCA Summer Camp. We participated in two special events: the Discover Clay Festival and Assemblyman Stirpe's Ninth Annual Lifesavers' Blood Drive at Driver's Village.

As part of a New York Library Association group called The Sustainability Initiative, I've been helping to develop a Library Sustainability "roadmap" that will be distributed to attendees at the NYLA conference in November. There will also be an online version with links to information and tools developed by other workgroups, including Benchmarking and Environmental Scanning. Late in the fall the group will identify a small number of pilot libraries. More information about the commitment required will be available at that time. The Cicero Library would be a good candidate for the project, and I've expressed interest on our behalf. Jill Youngs and I will attend a day-long pre-conference related to the Initiative.

Managers

Jill Youngs – The Cicero Police Academy will be starting up in the fall. This will be the last time they will be at the Cicero Library. If anyone would like to join, please sign up. It is an interesting and enjoyable program. This past Saturday, the LibraryFarm built some of the raised beds. We finished 8 beds and hope to finish 30 of them before winter.

Bill Hastings – We received a grant from the NYS Council of the Humanities for a program called Muslim Journeys. The facilitator will be a student from Syracuse University and will be reaching out to the Islamic Society of CNY. Sue Corieri mentioned that she knows a number of students who may be able to help.

Nancy Boisseau – reported on the success of the Pop-Up Library. At a Town of Clay event the parks supervisor asked that we come to every concert next summer. They are very appreciative of what we are doing. Can't tell you enough how many positive comments we have received.

Sue Kowalski asked about the Pop-Up going to the Cicero Canteen. Michelle Waltos mentioned that they are not there in the summer, but will be back in the fall. Throughout the school year, we drop off event calendars to them.

Facilities – July 28th meeting Agenda items

- North Syracuse Roof replacement (grant application ready to submit)
- Brewerton lighting and solar shades (grant application ready to submit)
- North Syracuse security cameras. (Installed and working properly).
- Wayne Chase checking on the outside lighting for Cicero & North Syracuse.
- Joe Emmi has been asked to fill in the area around the Cicero Library generator with stones
- Pete Ward will contact CNY Sealing about repaving and restriping parking lots

Old Business – None

New Business

State Construction Grant applications.

Resolution #1

To Approve a New York State Public Library Construction Grant application to improve energy efficiency at the Brewerton Library by installing LED interior and exterior lighting, and solar window shades in the amount of \$10,569, requiring a 30% match of \$3,171.

Motion made by Sue Kowalski to approve resolution #1; 2nd by Tom Brooks;
All in favor—motion approved. Unanimous.

Resolution #2

To Approve a New York State Public Library Construction Grant application to replace the original roof of the North Syracuse Library in the amount of \$130,000. Requiring a 30% match of \$39,000.

Motion made by Bob Lalley to approve resolution #2; 2nd by Tom Brooks;
All in favor—motion approved. Unanimous.

2017 Budget

Motion to approve the 2017 Budget as presented, with a 1.56% tax levy increase by Tom Brooks; 2nd by Janet Cavaiola; All in favor—Motion approved.

Motion to Adjourn at 7:25 p.m. by Sue Corieri; 2nd by Bob Lalley; All in favor—motion approved.

Meeting Adjourned 7:25 p.m.

Respectfully by,
Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
September 26, 2016**

Attending: Bob Lalley, Pat Bragman, Jim Rowley, Tom Brooks, Wayne Chase,
Sue Kowalski, Barb Irwin, Janet Cavaiola and Library Director, Kate McCaffrey.

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

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos,
and Auriol Doherty.

Meeting called to order at 6:31 p.m.

Motion to approve last month's minutes by Pat Bragman; 2nd by Wayne Chase;
All in favor—motion approved.

President – No Report

Vice President – Just returned from Bangkok but didn't have time to visit any of the libraries there.
Bangkok is a very chaotic place with a lot of people and things going on.
The LibraryFarm is looking great!

Treasurer

- Abstract #9 is discussed by the board.
- We received a check for ____ % of the construction grant funding for Brewerton's Preservation Studio.
- We are shifting the Ketchum Insurance bills to receive them in our fiscal year, Jan – Dec.

Motion to approve Abstract #9 in the amount of \$97,946.16 by Bob Lalley; 2nd by Janet Cavaiola; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Congratulations to Sue Kowalski who won an alumni award from the iSchool.

Sue Kowalski – The SU iSchool has started an Alumni Impact Award. Four recipients in the first year received the award, and were invited to a luncheon and then a dinner over the weekend. It was an honor to be part of the event.

Director Report

Library activity in August – numbers were up in August, with a 2% increase in the number of visitors. Circulation increased by 29%, affected by digital use and auto renew. However, original checkouts of physical items increased by 1%. Programs increased by 69% and program attendance by 63%, with Pop-Up Library events included. Without the Pop Up events, the numbers increased by 53% and 57%.

Summer Reading Program – we had another very busy and successful program this year, with increased participation and program attendance. 3,792 kids and parents (up 21%) attended 165 summer programs, and 660 children and teens (up 31%) read 9,715 books.

2016 SRP	BR	CC	NS	NS teen	Pop Up	totals	2015	change
# reading	119	167	156	38	180	660	503	31%
books read	1793	3474	3880	388	180	9715	8401	16%
programs	40	68	37	12	8	165	136	21%
attendance	721	1347	1274	210	240	3792	3285	15%

Library Dispenser – an Internet connection has been installed at the Y. At this point we are just waiting for OCPL to schedule the move. They are trying to find a new location for their second unit and want to have both units moved at the same time. A technician has to come from Germany, so moving both at the same time is essential.

Pop Up Library – the Pop-Up Library was out 17 times in August, at eight different venues. We have a few events scheduled for the fall and regular visits to two senior residences will continue as long as the weather permits.

Budget Vote and Trustee Election – preparations are underway. Time has been set aside for members of the public to ask questions about the budget on October 6th, from 6:30-7:30 at North Syracuse.

Central Library Reopening I attended an Open House to celebrate the renovation of the Central Library. New spaces offer greatly improved services and the street level entrance and windows should result in more walk-in traffic. Of particular interest: a large maker space, with 3D printers and a music recording studio; a larger and modernized classroom for ESL and adult literacy instruction; improved access to the STAR (Specialized Technologies and Adaptive Resources) Lab; spaces for children and teens that encourage interaction and creativity, self-pick up of holds and self-checkout.

Strategic Planning OCPL is sponsoring a presentation by Ron Kirsop, from the Pioneer Library System, called “Simply Strategic: Strategic Planning Simplified”. NOPL’s plan is long out of date, and this process may be a good option for us. Trustees are encouraged to attend with that in mind.

Election

The budget vote and trustee election is scheduled for Wednesday, October 12th, from 12-7 pm. Listening session will be at North Syracuse on Thursday, October 6th, from 6:30 – 7:30 at the North Syracuse Library.

Manager Reports

Bill Hastings (North Syracuse) – We held the first session in the *Muslim Journeys* Reading Discussion Series. We were very happy with the turnout and the quality of the discussion.

Facilities – by Kate McCaffrey

Last month the board approved resolutions for the construction grants for the North Syracuse and Brewerton Libraries. To ensure that we get the prices quoted by National Grid and A Shade Different we'd like to start on the installation of LED lighting and solar shades for Brewerton project this fall, and ask for approval to use 2016 funds.

Motion to Move the adoption of a resolution modifying the 2016 Budget as follows in order to complete the energy improvement project at the Brewerton Branch. It is anticipated 70% of the expenditure will be reimbursed by grant funds in 2017. Motion to approve by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

Increase 667.00 – Capital Improvement \$10,010.00
Decrease 300.00 – Fund Balance (planned use) \$10,010.00

Old Business - None

New Business

LibraryFarm Report – by Jill Youngs

- We are coming to the end of the season and have gathered over 200 lbs. of pantry donations. Currently moving from the old space in the garden to our new area. Joe Emmi has removed the debris and brought in a delivery of mulch to start the new area. In the future, we will need to bring in 5-10 more square yards of mulch to finish. A team of 5-7 people, including Tom Brooks, worked on finishing the raised beds.
- This Saturday, October 1st, ROTC Airforce Cadets will to move the raised beds into position, and will relocate the platform.
- We will sponsor films on gardening in the next few months.
- We would like to thank all the volunteers that have helped throughout the season!

Motion to Adjourn at 7:10 pm by Tom Brooks; All in favor—motion approved.

Meeting Adjourned at 7:10 p.m.

Respectfully by, Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
October 24, 2016**

Attending: Randy Lacelle, Bob Lalley, Jim Rowley, Tom Brooks, Wayne Chase, Frank Laifer, Steve Scicchitano, Sue Kowalski, Barb Irwin, Janet Cavaiola and Library Director, Kate McCaffrey.

Absent: Pat Bragman, Camille Luteran, and Sue Corieri.

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

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

Motion to approve previous board minutes by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

President – The NOPL Election went very well on October 12th. Our budget vote passed.

Vice President – No Report

Treasurer

- Abstract #10 discussed by the board.
- Everything looks good. Nothing unusual on this abstract.

Motion to Approve Abstract #10 in the amount of \$119,453.59 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion Approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski – Would like an update on the North Syracuse security cameras. Are they functional and helping? Bill Hastings responded that they are in use and very helpful in monitoring the perimeter of the North Syracuse library.

Bob Lalley – Attended one of the History Lecture Series at the North Syracuse Library. The presenter spoke very highly about this series and the welcoming environment at the branch. Thanks to Bill Hastings and his staff.

Director Report

Library activity in September – we saw a 9.7% increase in the number of library visitors. Circulation increased by 28%, affected by digital use and auto renew. Original checkouts of physical items decreased by 4.8%. There were 105 library sponsored programs, an increase of 63%. 1,504 people attended, a decrease of 27.7%. Use of the library's wifi increased by 19%, and use of the website also showed increases in the numbers of unique visitors, visits and page views.

Library Dispenser at the North Area Family YMCA – finally, some progress to report. Installation has been scheduled for the week of November 28th. The work will require a master

electrician to do the direct connection into the machine once it's been moved, as the MK technician is not certified to do that.

Pop Up Library – the Pop Up Library's first season has wound down. There were four events in September: visits to two different senior residences, and the Clay Historical Association's Family Festival on September 17th. Visits to Lucille Manor and Sacred Heart Senior Apartments will continue in October, and we are discussing regular librarian visits throughout the winter.

LibraryFarm- Sadly, Deanna King is leaving us to accept a full-time position with the Skaneateles Library. We are considering our options and hope to fill the position early in 2017.

The **Budget Vote and Trustee Election** went smoothly. Though the numbers are relatively small, turnout was up by 11% and the number of "no" votes decreased by 82%.

Committee Reports

Facilities

- The committee will need to meet soon to discuss the NS Roofing project. We have had to call Josall Roofing Company recently to repair leaks at the North Syracuse library. If the board is in agreement Kate will contact County Purchasing about handling the bidding process. Kate will proceed on this.
- Solar shades and LED lighting fixtures have been installed at the Brewerton Library. It looks very good.

Old Business – None

New Business

Election Results - The Budget Vote passed with a 98% approval.

Brewerton – Tom Brooks (re-elected)
North Syracuse – Barbara Irwin (re-elected)
Cicero – Stephen Scicchitano (re-elected)

Motion to certify the 2016 NOPL Election by Frank Laifer; 2nd by Wayne Chase;
All in favor—motion approved.

Motion to cancel the November 28th board meeting by Frank Laifer; 2nd by Tom Brooks; All in favor –motion approved. 2 Abstentions by Steve Scicchitano and Bob Lalley.

Motion to adjourn at 7:02 p.m. by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Meeting adjourned at 7:02 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
December 12, 2016**

Attending: Randy Lacelle, Pat Bragman, Jim Rowley, Tom Brooks, Wayne Chase, Sue Corieri, Frank Laifer, Sue Kowalski, Janet Cavaiola, Camille Luteran and Library Director, Kate McCaffrey.

Absent: Bob Lalley, Barbara Irwin, Steve Scicchitano

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

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

Motion to Approve October board minutes by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

President

- Visited the Alexandria Bay Library this past week. It is a very small and quaint library.

Vice President – No Report

Treasurer

- We are in very good shape with the budget.
- November Abstract includes pension payment for 2017.

Motion to Approve **Abstract #11** in the amount of \$148,950.51 and **Abstract #12** in the amount of \$239,112.08 by Frank Laifer; 2nd by Pat Bragman; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski mentioned that she has been getting feedback that NOPL library outreach programs are great!

Director Report

The number of people through the doors was lower than in November of 2015 by 8.7%. The weather and the fact that we were closed a day were a factor. The number of library sponsored events was up by 49%, and tech help was up by 28%. Attendance at children's programs increased by 34%, and wireless use and website traffic also increased by double digits. Original checkouts decreased by 6.7%.

Our annual Staff Development Day took place on Friday, December 2nd, at the Central Library. The committee put together a full day. Highlights included tours of the new Maker Space, the Literacy Center and Children's World, a presentation on self-defense, and small group discussions based on an exercise assigned to staff prior to Staff Development Day.

The Pop-Up Library made its first appearance in the North Syracuse Holiday Parade on Sunday, December 4th. Next year we plan to decorate it with lights and hand out inexpensive books or coloring books. The GoTeam Therapy Dogs were on hand at the library, which made waiting in the long line to speak with Santa Claus more fun for the kids and less stressful for their parents.

The NOPL Mini Lending Library at the North Area Family YMCA will be up and running soon – the week of the 19th is our target. The wrap, designed by Amanda Roberts, will be applied on Friday, 12/16. We're ordering some popular new titles to supplement withdrawn picture books and NOPL Express titles.

We were sad to learn that Pete Ward is leaving Cleantec to work with his family's business. Pete has been much more than a service provider in the years since his business, Single Source Solutions, was first hired by the board. When Cleantec bought his small company he went to work with them, and remained the primary contact for NOPL. He has been generous with his support and good advice, and always had NOPL's interests at heart.

Our small staff is undergoing an important change for 2017. Nancy Boisseau has agreed to add Outreach and Community Programming Coordinator to her job title. In order to make this possible, the full-time librarian 1 position added to the budget will be a split position – covering reference shifts and other tasks at the Brewerton Library and working with Nancy in the new Outreach department.

Staff/Trustee Website

Presentation by Bill Hastings and Michelle Waltos on the new Staff and Trustee sections of the NOPL website, in an area called the NOPL Staff Hub. We expect to have it up and running sometime in January 2017.

Library of Things

Presentation by Nicole Hershberger (Cicero Children's Librarian) on Stem Toys and Robots that have been purchased to add to the circulating collection. These include Sphero Robot balls, Dot and Dash Robots, Mbots and Makey Makey circuit boards.

Facilities – We contacted County Purchasing to ask them to handle the RFP process for the North Syracuse Library roof, as they did for the Cicero HVAC project, but have had no response yet.

Old Business – None

New Business

Budget Transfers – tabled until next month.

Contract Negotiations Committee – Randy Lacelle, Bob Lalley, Tom Brooks; Sue Corieri (when available).

2017 NOPL Calendar

Motion to approve the NOPL Calendar with changing the November board meeting to the 20th by Frank Laifer; 2nd by Pat Bragman; All in favor—motion approved.

North Syracuse Library

Proposal to contract with Creative Library Concepts for a design plan to give the North Syracuse Library circulation area a makeover, cost not to exceed \$5,000. The plan would replace furniture and utilize the space better. We would implement the plan in stages— during 2017 apply for state construction grant funds, for example. Goal would be to complete the work in 2018.

The Board suggested that Kate contact other design firms and expressed interest in hearing a presentation by someone from Creative Library Concepts before making a commitment.

Motion to adjourn meeting at 7:00 pm by Janet; 2nd by Wayne; All in favor—motion approved.

Meeting adjourned at 7:00 p.m.

Respectfully by,

Marianne Vaughn