Northern Onondaga Public Library
Monthly Board Meeting
January 23, 2017

Attending: Randy Lacelle, Bob Lalley, Jim Rowley, Barbara Irwin, Tom Brooks, Wayne Chase, Sue Corieri, Frank Laifer, and Library Director, Kate McCaffrey.

Absent: Pat Bragman, Sue Kowalski, Camille Luteran, Janet Cavaiola and Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos, Misty Yeardon and Dave Robertson

Meeting called to order at 6:38 p.m.

Oath of Office – Swearing in of new trustees, Barbara Irwin and Tom Brooks

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

President – No Report

Vice President – No Report

Treasurer Report

- Abstract #1 discussed by the board.
- We are in good shape for the beginning of year.

Motion to approve Abstract #1 in the amount of $166,133.10 by Wayne Chase; 2nd by Frank Laifer; All in favor—motion approved.

Corresponding Secretary – None

Trustee Reports

Barb Irwin reported that she marched in Glens Falls over the weekend. They had a very large crowd of at least 2,000 at the library.

Director’s Report

Library activity in December – The number of people through the doors was lower than in December of 2015 by 8.4%. Original checkouts decreased by 10%. Use of the facilities is up though. The number of library sponsored events was up by 29%, and non-library sponsored use of spaces, which includes study room use and Discovery Center visitors, increased by 134%. One-on-one tech help was up by 116%, while one-on-one PC or small group PC support
decreased by 18%. Continuing a trend, wireless use and website traffic increased by double digits, while public computer use fell by 19%.

Thanks to excellent work by lots of staff members, especially Karen DiNatale, Alissa Borelli, and Carol Westcott, the NOPL Mini Lending Library at the North Area Family YMCA is operational. There have been some frustrating technical problems, but OCPL staff, and technicians from MK Solutions, manufacturer of the dispenser, have worked closely with us and seem as committed as we are to making the project a success.

We submitted an application to the Maxwell School’s Community Link Program and it was accepted. They will provide us with a student who will develop a community survey, which I hope will be a good first step in a strategic planning process.

Our new Outreach and Community Programming department will be ready to go in February when new full-time librarian Jennifer Tolley joins Nancy Boisseau. Their plans are preliminary at this point, but they’ve begun working on a list of potential partners, will be putting together presentations on library collections and services and will develop a schedule for the Pop-Up Library.

The Pop-Up Library is currently at Stonewell Bodies in Genoa. We’ve asked them to work on a more user-friendly method of raising and securing the sides of the custom body.

Nancy Boisseau – Outreach Coordinator

Reporting on activities of the newly formed Outreach Department: we’ve already received feedback from the Town of Clay about the Pop-Up Library at summer concerts. We will be working with Sue Corieri and the iSchool during National Library week, and have reached out to senior centers and the local canteen. Bill and I will attend the upcoming Plank Road Chamber Community luncheon and also the Cicero Chamber meeting in February.

Facilities

Kate contacted the Town of Cicero highway department regarding frequent flooding at the end of Knowledge Lane, the need for better lighting at the corner of Meltzer Court and Knowledge Lane, and concerns about snow plows blocking access to the Brewerton Library. She hopes to set up a meeting between Highway Supervisor Chris Woznica and members of the facilities committee.

Old Business – None

New Business

Full-time Teen Librarian position – Tabled until February meeting.
Request to address the board: Dave Robinson (Meals on Wheels)

Representing the Meals on Wheels board, Mr. Robinson proposes that people who want to sign up for a Community Garden plot be able to sign up at the North Syracuse Library. Currently, they must contact the North Syracuse Village Parks and Recreation Department and leave their contact information. The parks department passes the information to a volunteer who then contacts them. They would like to simplify the process.

The board requested that the request be written up in a simple contract so that the limits of NOPL’s involvement and potential liability are clearly spelled out, and will consider the proposal at the next board meeting, on February 27th.

Motion to adjourn at 7:27 p.m. by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Meeting Adjourned at 7:27 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
February 27, 2017

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

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

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

Oath of Office – Stephen Scicchitano

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

President – No Report

Vice President- No Report

Treasurer

- Abstract #2 discussed by the board.
- We have received our Town of Cicero tax check. Town of Clay should be coming first week of March.

Motion to approve Abstract #2 in the amount of $94,750.93 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report

Library activity in January – we had a very busy month with increases in many areas. The number of people coming in increased by 6.3%. Reference questions were up by 7% and circulation of digital titles increased by 9.1%. Attendance at children’s programs increased by 9% and at adult programs by a whopping 204%. The number of visits to our website also jumped by 21%. Original checkouts of physical items decreased by 5.9%.

NOPL Mini Lending Library – staff members spent a lot of time at the YMCA in January, but finally, the dispenser seems to be working consistently. 203 items were checked out last month.
Our Community Survey, a project of Maxwell School Student, Max Merker, went out electronically to all of the patrons for whom we have an email address, and a paper version was handed out in the libraries. The response exceeded our expectations – 1161 surveys submitted so far. We used credit card points to provide an incentive, which may account, in part, for the rate of response. We expect to have a summary report available for the March board meeting, but we also plan to include a link to the survey when we send out our annual Report to the Community. This may get us some feedback from NOPL taxpayers who don’t use library services.

We advertised for our vacant Library Farm Manager position, and so far twenty-four people have responded, sending varied and interesting resumes. We’ve also posted vacancies for two part-time teen librarians, who will work as a team to provide services at all three libraries. One position is new, added in the 2017 budget, and the other is the vacancy created by Suzanne Nelson’s retirement.

I spent two days in the Albany area, attending meetings of the NYLA Sustainability Initiative group. We are collaborating with the Westchester Green Initiative, and as a result, NYLA has announced that access to their respected Green Business Certification is now open to libraries. It provides a proven method for integrating sustainable practices into library operations. As library staff work through the process, they will find out exactly where resources are being wasted and “identify opportunities to increase efficiency and save money. Proprietary performance tools are used to calculate the economic and environmental impacts of energy, travel, waste, water and refrigerants in a library…”

Our new Outreach and Community Programming department has been out in the community and on the phone, and they’ve already got a busy schedule of outings for staff, many involving the Pop-Up Library.

Nancy Boisseau (Outreach Coordinator)

Our Calendar for the Pop-Up Library is filling up fast:

- Nancy and Jenn met with Scott Paulding from the Town of Clay. Possible venues for the Pop-Up Library this summer include the Clay Senior Center, the Clay Soccer League, the Summer Concert Series, the Summer Rec Program and Discover Clay Day.
- Jenn visited the YMCA Day Care Center, meeting with parents and children. She issued over twenty library cards, and plans to return.
- Possible Pop-Up Library venues in the Town of Cicero include the Young at Heart Senior Center. A meeting is scheduled with Town Recreation Supervisor Peter Bardou.
- The Pop-Up Library will make appearances at concerts in Lonergan Park on Wednesday evenings from June 14th through August 16th, and at the North Syracuse Family Fun Day on May 27th.
- The outreach staff will take the Pop-Up Library to the New York State Library Assistants’ Association Conference on June 7th, and a gathering of the iSchool’s student chapter of the ALA on June 10th.
United Community Garden (Meals on Wheels) Kate McCaffrey

The North Syracuse Library will provide some limited support for United Community Garden, which was a collaborative project of the village and the North Area Meals on Wheels. Sign up materials and information for interested gardeners will be available at the reference desk. Library staff will make a note of the plot selected and will send the agreements to Hugh Williams. We let the group know that our community room can be reserved for meetings, and we will explore offering programming of interest to the Community Gardeners. Dave Robinson, Meals on Wheels board member will include this information in their upcoming newsletter.

Facilities – the committee has a meeting scheduled for Friday, March 3rd.

Old Business – None

New Business

Motion to approve the 2016 Annual Report by Barb Irwin; 2nd by Janet Cavaiola; All in favor—motion approved.

North Syracuse Interior Renovations

We received a proposal from Kimberly Bolan and Associations and met with Steve Scicchitano from Demco. Demco’s design department will also submit a proposal. The facilities committee will discuss the project at the scheduled March 3rd meeting

Motion to go into Executive Session for Contract Negotiations at 6:55 by Sue Corieri; 2nd by Steve Scicchitano; All in favor—motion approved.

Motion to come out of Executive Session at 7:08 by Frank Laifer; 2nd by Jim Rowley; All in favor—motion approved.

Motion to approve the Staff Contract as presented, by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Meeting Adjourned at 7:09 pm.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
March 27, 2017

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

**Guests:** Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos and Ray Schader.

**Absent:** Randy Lacelle, Jim Rowley and Sue Corieri.

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

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

**President** – No Report

**Vice President** – Visited the library in Largo, Florida.

**Treasurer** – report given by Kate McCaffrey

- We received our tax revenue check from the Town of Clay.
- Abstract #3 discussed by the board.

Motion to approve Abstract #3 in the amount of $101,268.96 by Frank Laifer; 2nd by Pat Bragman; All in favor—motion approved.

**Corresponding Secretary** – No Report

**Trustee Reports**

**Sue Kowalski** – Reminder for trustees to contact our Legislators by April 1st to advocate for full funding for libraries in the state budget.

**Director Report**

Library activity in February: Circulation figures are down 9.8% overall, though the door count decreased by less than 1%. We opened at noon at all three libraries on one day, and at the Cicero Library on another day. We always suggest our downloadable materials along with the closing announcement on the website, which may account for the increase of 6.4% for those collections. Program attendance increased, with 1,697 people attending 113 programs. Website traffic and use of library spaces and wifi also increased substantially.

NOPL Mini Lending Library and the Pop-Up Library: The YMCA dispenser is operating smoothly and consistently. The Pop Up Library is still at Stonewell Bodies in Genoa, as they try to improve the mechanism that holds the side panels up. It is almost fully booked for the summer season.
Personnel changes: Several of us were involved in interviews this month, as we worked to fill the vacant Library Farm Manager and two part time teen librarian positions. We were in the happy position of finding the decisions very difficult to make, with many excellent candidates to choose from. We will be fully staffed this summer, and expect to have two interns working with us as well.

Manager Reports

Nancy Boisseau (Brewerton/Outreach)

The Pop Up Library is filling up its schedule for spring. Jen Tolley is visiting local Senior Centers and Day Care Centers. The new Teen Librarians will be visiting the Cicero Teen Canteen. We have a very busy schedule planned for June, July and August.

Bill Hastings (North Syracuse)

New programming has been added to the schedule, including a discussion series, sponsored by New York Humanities on Women’s Suffrage. Alissa Borelli is providing some one-on-one job search support in the Discovery Den. Karen DiNatale has been taking care of the Wetzel Road Dispenser.

Jill Youngs (Cicero)

We have started a Stay and Play program at Cicero for preschoolers. A volunteer placed by BOCES is currently job-shadowing our Clerks. On Saturday, March 24th, Super Soup Day kicked off the Library Farm season with 24 people attending. New Library Farm Manager Aaron Ross will be start work tomorrow (3/28). We are planning to host a Farmer’s Market again this year, with a tentative start date of June 12th.

Michelle Waltos (Public Relations)

Several weeks ago a man in France named Mathieu Delamontte contacted us via our Facebook page. He was asking for help in locating the owner of bracelet he found in a field near Normandy, using a metal detector. He traced the name and serial number through the National Archives to a man named John E. Hill, who had resided in Syracuse and subsequently enlisted in the Army during WWII. Using library databases and other resources we were able to reach him. Local news stations will be covering a scheduled skype conversation between Mr. Hill and Mr. Delamotte, and the bracelet, which was a gift to the young soldier from his mother, will be returned.

Committee Reports

Facilities

- Nancy Boisseau shared an update on the Bennett Street Improvement Project (Phase 2) that will begin this summer. Improvements on the south side of the street, from Walnut Street, west along the front of the library will include sidewalks, bricks, trees and lights matching was has already been installed on the other part of Bennett Street.

- The HVAC system at Cicero experienced problems which are being resolved by Tag Mechanical and AirTemp.
- The Town of Cicero is considering our request for a new light fixture at the intersection of Knowledge Lane and Meltzer Court and has contacted National Grid, who would install the lighting.

- Members of the Facilities Committee will meet at the North Syracuse Library on Thursday. Jim Stagnitta will be there to discuss some exterior lighting projects, and Nick Maselli, from Josall Roofing will present a proposal for the roof work at the North Syracuse Library. We are able to take advantage of Onondaga County’s contract with Josall.

**Old Business**

NOPL Survey Results tabled until April meeting.

**New Business**

*Leave Request* by Linda Gauthier-Bouwens

Motion to approve unpaid leave for Linda Gauthier-Bouwens on September 10th through September 30th 2017 by Tom Brooks; 2nd by Sue Kowalski; All in favor—motion approved.

*Bylaws Revision* – The Committee will be getting together soon for a meeting on revising our bylaws.

*Policy Renewals* – As a good practice, library policies should be reviewed, and revised if appropriate, every three years. A schedule has been developed, and at least one policy will be on the agenda for upcoming meetings.

*Domestic Partner Policy* – No changes necessary to the policy.

Motion to approve the Domestic Partner Policy by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

*Guest – Ray Schader*

MR. Schader is a resident of both the Town of Cicero and the East Syracuse-Minoa School District. He spoke briefly to express his frustration over library taxes.

Motion to Adjourn at 7:30 p.m. by Sue Kowalski; 2nd by Frank Laifer; All in favor—motion approved.

Meeting adjourned 7:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
April 24, 2017

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

Absent: Bob Lalley, Frank Laifer, Barb Irwin, Tom Brooks and Steve Scicchitano

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos and Maxwell Merker (Syracuse University)

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

NOPL Survey

Presentation of our recent Community Survey results, by Maxwell Merker of Syracuse University’s Maxwell School Community Link Project. The survey was conducted electronically and through distribution of paper copies in the libraries. Max reviewed results from 1218 responses. Staff are reviewing the comments which are available in the libraries, and Kate McCaffrey reported that staff will take action to implement some suggestions. A link to the survey will also be sent to NOPL district residents in the Annual Report to the Community, so more responses will come later.

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

President

- Visited the Gates Library south of Rochester. The structure of the library is very organized. The entire lower floor was designated for youth services and children’s reading materials and the upper floor designated for adults. There were plenty of meeting rooms and an elevator which provides handicap accessibility.

Vice President – No Report

Treasurer Report

- Abstract #4 discussed by the board.
- Discussion of the roof replacement projects at Cicero and North Syracuse, and payment for match, and prepayment in advance of receipt of state construction grant funds.

Motion to approve Abstract #4 in the amount of $111,362.97 by Wayne Chase; 2nd by Janet Cavaiola; All in favor—motion approved.

Corresponding Secretary – Sent a card from the board to Tom Brooks with condolences for the loss of his mother-in-law.
**Trustee Reports**

Sue Kowalski – Traveled to Johnstown New York where they promote a mini golf tournament in the library. The Community also promotes a Raffle Basket Program with many baskets for sale.

**Director Report**

**Library activity in March:**
Circulation figures are down 6.4% overall. The number of physical items checked decreased by 3,747. We were closed two full days in March, and a quick check revealed that we circulated 4,003 items on those two days in 2016. The closed days are also a factor in the decrease in attendance of 3.9%. Website traffic and use of library spaces and wifi continued the trend of sizable increases.

**NOPL Mini Lending Library, the Pop-Up Library, and Outreach Activities:**
Our YMCA dispenser is operating smoothly and consistently, with 700 items circulating so far. The Pop Up Library is almost ready for the season. It will go back to Driver’s Village to have some improvements made to the wrap, and Stonewell Bodies was able to make some modifications to the side panels. They are still heavy to open but the pin mechanism that holds them up is easier to manage. Jen and Nancy have scheduled the Pop-Up for more than 90 events in June, July and August. They are waiting to hear back from several places, including Oneida Shores County Park and the Town of Cicero Camp Out.

Jen Tolley went to the Clay Senior Center and the Cicero Senior Center four times. She issued library cards and checkout some items. She also provided Tech Help for six seniors. On April 10th and 12th, she and Nancy drove the Pop-Up to Syracuse University as part of the iSchool’s celebration of National Library week.

**Innovations:**
The Brewerton Library is investigating a program offered by the New York State Department of Environmental Conversation to provide fishing rods, bobbers and hooks for checkout with a library card.

**Facilities**
Many building-related projects are underway. Work to replace the North Syracuse roof began on April 17th. Also at North Syracuse, exterior lights were installed on the parking lot side of the building and near the book drop. The LibraryFarm is coming to life in its new location, and the daffodils are about to bloom at Brewerton. Stagnitta Electric completed work to prepare for installation of automatic door opener for the Barn, along with an automatic light shutoff.

**Library Farm** (Jill Youngs) Joe Emmi delivered compost. We expect to receive a grant from Al Stirpe’s office for the Farm, and will use the funds to install a rain garden and pergola. Scout Troup 117 constructed and delivered two picnic tables which will need to be sealed at the end of the season.

Randy Lacelle mentioned that the Eagle Scouts will be needing a Community Project in case the library needs help with anything else in the LibraryFarm.
Bylaws Committee meeting should be scheduled soon.

Old Business – None

New Business

Surplus Materials and Equipment Policy
Motion to approve policy with updates by Pat Bragman; 2nd by Janet Cavaiola; All in favor—motion approved.

AED Policy – Automatic Emergency Defibrillator
Motion to approve policy as written with no changes by Sue Kowalski; 2nd by Wayne Chase; All in favor—motion approved.

Motion to adjourn at 7:30 by Wayne Chase; 2nd by Pat Bragman; All in favor—motion approved.

Meeting adjourned at 7:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
May 22, 2017

Attending: Randy Lacelle, Jim Rowley, Pat Bragman, Sue Kowalski, Camille Luteran, Wayne Chase, Barb Irwin, Steve Scicchitano and Library Director, Kate McCaffrey.

Absent: Bob Lalley, Frank Laifer, Tom Brooks, Sue Corieri, Janet Cavaiola.

Guests: Nancy Boisseau and Michelle Waltos

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

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #5 discussed by the board.

Motion to approve Abstract #5 in the amount of $112,647.47 by Sue Kowalski; 2nd by Barb Irwin; All in favor—motion approved.

Trustee Reports

Sue Kowalski – Attended the 2017 Teen Book Fest, an annual event promoting teen reading, held at Nazareth College. Would love to see NOPL participate in some way, or at least promote the event to our teens. Also, NYLA has announced the annual Shubert Excellence Award and NOPL should apply.

Director Report

Thursday’s storm left us with cracks in the skylights. Nick Maselli, from Josall Roofing, will come tomorrow to look at the damage and give us a proposal, and a claim has been filed with Utica Mutual Insurance.

We’re working on grant applications, due on June 1st, for funds made available to OCPL libraries by Senator DeFrancisco. Jill is preparing two applications for funds to continue the Encore: Creative Aging programs, this time at all three libraries, and Alissa Borelli, with input from other staff members, is working on an application for a coding project, also involving all three libraries. The grant funding will be supplemented with funds from our operating budget.
Library activity in April: Circulation was down in May, in almost every category, and in all three libraries. 1807 people attended 124 library sponsored events, this was a small increase in the number of programs and also in attendance. There is always a sense of urgency in May, as we prepare for all of the summer activities.

Personnel: We’ve hired a full-time adult services librarian for the Cicero Library. Susan Hansen is a Liverpool resident who has been with the Dunham Public Library in Whitesboro since 2012 doing very interesting work that seemed particularly relevant for our position. We are also in the process of filling a part time clerk 1 position at North Syracuse.

We’re celebrating milestones for two of our staff members. Chelsea Powell started as a page in 2012 and began working as a clerk a year later. She graduates from LeMoyne College this month, and will transition into graduate studies at the iSchool, where she has been taking classes. Rachel Mandel has worked as a clerk since 2015 but completes her MLIS this month, and will begin working as a substitute librarian as soon as she has her NY State certificate in hand.

Facilities: The LibraryFarm is close to being ready for a strong growing season. Most plots are filled with OCCRA compost, and more compost is on the way. They added a new, “sprawler” area this year, roughly 24’x42’, to accommodate plotters who would like to plant things like pumpkin, cucumber, and squash. On Saturday they were scheduled to receive the plants they ordered through Syracuse grows on Saturday, May 18th, and it looks to me as if they arrived and were planted in the pantry plots. By the end of May the LibraryFarm should be flush with green! (Report submitted by Aaron Ross)

A power outage in Cicero gave us the chance to test the usefulness of our generator. The generator’s capacity isn’t enough to power everything, but computers, phones, wifi, circulation terminals and some lights came on within seconds. We plan to purchase some cordless floor lamps to supplement the lights that do come on when the generator is working.

Home Power Systems came for scheduled maintenance on the generator, and we now have a maintenance agreement for regular inspections.

An automatic door opener was installed in the Barn.

The roof has been replaced at North Syracuse. It was a very smooth process, and the crew from Josall Roofing was efficient and meticulous about the work site. We hope to have the same smooth process at the Cicero Library in the fall. With so much rain in the past few months, there have been a number of leaks, and the bookdrop was closed off on two days.

The final inspection was done today. We received the warranty information (20) years and a bill for the work in the amount of $129, 985.
Committee Reports

Facilities – No Report

Old Business – None

New Business

Film Policy

Motion to accept the Film Policy with changes by Sue Kowalski; 2nd by Barb Irwin; All in favor—motion approved.

Purchasing Policy

Motion to accept the Purchasing Policy with no changes by Wayne Chase; 2nd by Steve Scicchitano; All in favor—motion approved.

Employee Handbook tabled until the July meeting.

Motion to Adjourn at 7:00 p.m. by Pat Bragman; 2nd by Barb Irwin; All in favor—motion approved.

Meeting adjourned at 7:00 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Emergency Board Meeting
Cicero Library
June 5, 2017

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

Absent: Bob Lalley, Janet Cavaiola, Pat Bragman, Camille Luteran, Barb Irwin

Meeting called to order at 6:04 p.m.

Motion to approve amending to Patron Code of Conduct to include the following language by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Weapons such as explosives, firearms except by law enforcement officers, knives, look-alike weapons, or any other objects that can reasonably be considered as weapons, are not permitted on Library property or at library sponsored events. For the purpose of this policy, a weapon is defined as a firearm or other dangerous instrument as such terms are defined in the New York Penal Law, or any other instrument the officers or staff of the Library may deem dangerous.

Motion to go into executive session to discuss a legal issue by Frank Laifer; second by Sue Kowalski; All in favor—motion approved.

Motion to come out of executive session by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

Motion to permanently ban Shimarr Davis from NOPL properties by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

Motion to Adjourn at 7:00 p.m. by Sue Kowalski; 2nd by Tom Brooks;; All in favor—motion approved.

Meeting adjourned at 7:00 p.m.

Respectfully by,

Kate McCaffrey
Northern Onondaga Public Library  
Monthly Board Meeting  
June 26, 2017

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

Absent: Pat Bragman, Frank Laifer, Sue Kowalski, Steve Scicchitano.

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

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

Presentation of NOPL’s 2016 audit by David Bowles of Dermody, Burke & Brown, CPAs. The audit found that NOPL’s finances are in order and no deficiencies were identified in our internal controls.

Motion to accept the 2016 audit by Camille Luteran; 2nd by Barb Irwin; All in favor—motion approved.

Motion to approve May board minutes by Janet Cavaiola; 2nd by Tom Brooks; All in favor—motion approved.

Motion to approve the Special board minutes by Wayne Chase; 2nd by Sue Corieri; All in favor—motion approved.

President – Shimarr Davis, barred from NOPL Libraries, has been incarcerated and will remain in jail until he posts bail or the judge releases him.

In response to questions, Kate told the board that staff stay alert for additions to the local sex offender registry. Public libraries cannot legally bar sex offenders from the library but in some cases have set limits including restricting them from entering a children’s department, or from using the library during specific hours - after school, for example.

Vice President – No Report

Treasurer
- Abstract #6 discussed by the board.
- The Josall Roofing payment for the North Syracuse Library is on this month’s Abstract.
Motion to approve Abstract #6 in the amount of $274,567.91 by Bob Lalley; 2nd by Randy Lacelle; All in favor—motion approved.

Motion to approve paying off the mortgage this October using funds currently held by DASNY, with a savings of $12,454 in interest payments by Wayne Chase; 2nd by Sue Corieri; All in favor—motion approved. Unanimous.

**Corresponding Secretary** – No Report

**Trustee Reports**

Barb Irwin saw a program on CNN about the opioid epidemic which mentioned public libraries training staff to administer Narcan in the case of an overdose on the premises. Kate informed the board that the Central Library in Syracuse has done this. She will follow up with additional information.

Tom Brooks thanked the board for the sympathy cards for the loss of his mother and mother-in-law.

**Director Report**

Library activity in May: Circulation was down by 7%, and for the first time in several years, use of downloadable collections was also down. At the same time, there were more people through the doors (+1.9%) and more programs (+12%). Use of our wifi increased by 46% and website traffic was up 10%.

Outreach, the Pop-Up Library and YMCA Mini-Branch: The Pop-Up Library went out 6 times in May, as a prelude to what promises to be a very busy summer. There were 130 checkouts, and 6 library cards issued. Jen Tolley also spent the day at the North Syracuse Festival and attended meetings at the Junior High School. One of the two hard drives in the YMCA dispenser was returned to the manufacturer and replaced within three days, and the unit is now working smoothly.

Personnel: We filled a vacancy for a part-time clerk 1 at North Syracuse. Maria Cancro lives in Brewerton. She graduated from the Cicero-North Syracuse High School in 2012, and received a B.A. in Art History with a minor in Museum Studies from SUNY Buffalo last month.
Senator David Valesky introduced legislation (S06118, co-sponsored by Senator DeFrancisco) that would require the East Syracuse-Minoa School District to exempt NOPL taxpayers from the assessment on their school tax bill that supports the East Syracuse and Minoa Free Association Libraries. The bill passed the Senate vote. Assemblyman Al Stirpe introduced the same bill (A08034) in the Assembly but it has not been scheduled for a vote in this session.

Facilities: The parking lots were sealed and striped, and the area around the generator was cleared, and the grass was replaced with stones. This will protect the generator from lawn-mowing related damage. Following the recent hail-storm, an insurance adjuster met with Nick Maselli, from Josall Roofing, to inspect the damage. We are waiting for two quotes, one to replace the damaged portions of the roof, including the skylights, and one to replace the entire roof.

LibraryFarm and the Cicero Farmer’s Market: Aaron Ross reports that the LibraryFarm is growing well, and on track to produce a great harvest this year. The pantry plots have been filled with plants donated through the Syracuse Grows resource drive. Joe Emmi’s crew will keep the areas in between the garden plots freshly mowed, and looking nice throughout the summer. The NOPL Cicero library sign has been planted with annuals. The second Tuesday of the Farmer’s Market was a success. There are only a few vendors but their stands look great, and we were encouraged by the enthusiasm of those who browsed and bought.

Managers

Nancy Boisseau (Outreach) -- The Pop-Up Library will be going to Town of Clay summer school program, and to Gigi’s Playhouse in Driver’s Village.

Jill Youngs (Cicero) – Farmers Market has started but it has rained on both Tuesdays so far. Five vendors came last week.

Facilities

- The 2016 State Construction Grant project to improve energy efficiency at the Brewerton Library was underspent due to changes in the reimbursement rate from National Grid, and some fixtures that did not need replacing. Kate will file an amended application and has asked for quotes for other energy-saving improvements: replacement hot water heater, automatic on/off lights in the restrooms, motion-activated water faucets, and low-flush toilets.
New Business

Meet Room Policy revision

Bill Hastings introduced the revised policy, which has been renamed the NOPL Community Room Policy.

Motion to approve the Community Room Policy by Sue Corieri; 2nd by Barb Irwin; All in favor—motion approved.

Motion to adjourn at 6:39 p.m. by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

Meeting adjourned at 6:39 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
July 24, 2017

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

Absent: Camille Luteran, Steve Scicchitano.

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

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

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

President
- Two fraudulent checks totaling $4,150 and made out to Stephen J. Ferdula of Kannapolis, North Carolina were cashed (direct deposit). We’ve closed our Operating Account and opened a new one. Once we submit a police report and the bank completes its investigation we expect that the funds will be restored.

Vice President
- We had a Brewerton Friends gathering at my house this past week to celebrate the successful Book Sale.

Treasurer
- Abstract #7 discussed by the board.

Motion to approve Abstract #7 in the amount of $127,095.49 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – Pat thanked the board for the lovely cards that she received for her recent eye surgery.

Trustee Reports – None
Director Report

Library activity in June: Circulation statistics are down again this month for print, non-print and digital collections. The number of people through the doors decreased by 10.7%. Use of the facilities for library sponsored events and attendance at the events both increased by 22%. 1,244 children and caregivers attended 59 programs. The attendance figure is an increase of 15%. Our new teen librarians are making an impact. They offered nine programs in June, with 55 teens participating – a modest number of programs but it represents a 350% increase.

Grant Projects: We received notification that a grant application submitted as a Special Legislative Project by Assemblyman Stirpe’s office last summer has been approved, pending submission of required application paperwork. The grant amount is $6,500 and the purpose is to create two new areas in the LibraryFarm: a rain garden and an outdoor learning and communication center.

Pop-Up Library: The popup library went out 20 times in June. Town of Clay Summer Recreation programs were particularly successful, with children checking out a total 257 items in the first 2 days. Other visits were to the Senior Centers, concerts in 3 different parks, Town of Clay Soccer tournament, lunch-time visits to the Clay Town Hall, the YMCA daycare, and the Cicero Community Festival. Jen and Nancy also took the Pop Up to the New York State Librarian Assistants Conference which was held in Liverpool this year.

Personnel: We’re losing two valued staff members. Karen DiNatale, Clerk 2 at the North Syracuse Library, has accepted a position with the Fayetteville-Manlius School District. Aaron Ross is the recipient of a Fulbright Scholarship and will be spending the next ten months in Bulgaria.

LibraryFarm: Aaron Ross reports that “the LibraryFarm is growing, growing, growing.” He made some donations to the pantries already, of chard and kale, and tomatoes will soon be ready. Educational signs about the plotters’ raised beds should be out soon.

Jill and I met to discuss Aaron’s responsibilities and strategies for keeping things running smoothly for the rest of the summer. Raena and Terry will add Nature Camp to their schedule, with Nicole for backup. Some of the long-time plotters will be asked to take over the food pantry communication and delivery, and Jill will handle the Farmer’s Market with help from the Cicero Library staff.

Facilities

We’ve received approval for amendments to the 2016 state construction projects. We’ve also received approval from OCPL for our 2017 project proposals: roof replacement at Cicero and Brewerton, and phase one of the renovations at North Syracuse. The applications are due by September 4th. Regarding the insurance claim for storm damage to the Brewerton roof and skylights, we’ve received a check for $14,300.05. When the work is completed a second check will be issued. Total compensation will be $21,482.
Old Business – None

New Business

Collection Management Policy

Frank Laifer questioned where all the old non-circulated books go. Kate McCaffrey explained that they are given to the Friend Groups to sell in their book sale or sent to Better World Books. We are also considering a plan to place gently-used children’s books in various places, waiting rooms, for example, in our service area.

Motion to approve the Collection Management Policy with updates by Sue Kowalski; 2nd by Tom Brooks; All in favor—motion approved.

State Aid for Library Construction

Motion to approve the application for funding under the New York State Public Library Construction Grant Program for replacement of the Brewerton Library roof by Sue Kowalski; 2nd by Frank Laifer; All in favor—motion approved.

Motion to approve the application for funding under the New York State Public Library Construction Grant Program for replacement of the Cicero Library roof and repair to the wall surrounding the public book drop by Janet Cavaiola; 2nd by Frank Laifer; All in favor—motion approved.

Motion to approve the application for funding under the New York State Public Library Construction Grant Program for Improved Energy Efficiency; Updated Electrical and Data capacity and Renovation of Circulation and Entry Display Areas by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Motion to Adjourn at 7:11 p.m. by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

Meeting Adjourned at 7:11 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
August 28, 2017

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

Absent: Sue Corieri, Janet Cavaiola

Guests: Bill Hastings, Nancy Boisseau, Jill Youngs

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

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

President – No Report

Vice President – Library Garden growing beautifully and needs picking and harvesting. A good supply is being distributed to the local pantries.

Treasurer

- Abstract #8 discussed by the board.

Motion to approve Abstract #8 in the amount of $111,517.86 by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Barb Irwin asked if anyone has seen the new Dewitt Library. Kate had a tour on opening day and informed the board that NOPL’s annual Staff Development Day will be held there this year.

Nancy Boisseau

Nancy brought the board members outside to admire the new roof, and to hear about changes planned by the Town of Cicero. They will continue the work that was done on Bennett Street, installing brick sidewalk and ornamental lamp posts. This will cause some disruption to public parking.
Director

Library activity in July: Circulation of physical items decreased by 8.2%, while checkouts of downloadable items increased by 8.6%. Continuing a trend, the number of adult programs increased by 20%, and attendance increased by 9%. 120 teens attended 26 programs in July – an increase in attendance of 38%. Last July there were only 8 programs for teens. Wifi and computer use were also up.

Pop-Up Library: The Pop-Up went out 42 times in July, to 15 different locations. 700 items were checked out, and 21 library cards issues. An estimated 180 children benefited from storytelling programs for Gigi’s Playhouse, the YMCA Day Camp and St. Rose Daycare.

Teen Librarians: The Teen Advisory Board at North Syracuse held a successful Book & Bake sale, raising just under $700 which will be used for teen programming at the library. Terry and Raena are working on developing the teen writers’ groups and are working with author Carrie Firestone on several ideas.

Facilities: The new roof at Brewerton looks beautiful, and the work caused minimal disruption. We received the second (final) payment from Utica Mutual for the claim filed following the hailstorm. Construction grant applications are due on September 4th. Three trees were removed and the ground was graded in an effort to prevent flooding at the end of Knowledge Lane, and in the entry to the parking lot.

LibraryFarm: The LibraryFarm is currently hosting 34 individual plots, 6 sprawling plots, 3 tall raised beds, 7 pantry plots, kale and potato pots, container gardens, raspberry bushes, and 3 alternate frame plots. 55 lbs. of produce have been donated to area food pantries so far this season.

Farmers Market: This year’s market is a modest success, with 50-60 visitors each week, and an average of six vendors who seem satisfied with the turnout. Cicero and Brewerton Friends take turns selling books. The Farmers market will continue through September with shorter hours, 3-5pm. We intend to survey vendors and customers before the season is over.

LibraryFarm Nature Camp: Nature Camp finished its 4th successful season. Evaluations included favorable comments about content, specifically, geocaching, weather, owl pellets and learning about birds.

Facilities – See director’s report above

Old Business – None
New Business

2017 Budget Proposal

Motion to approve the 2018 Budget Proposal by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Trustee Vacancy

We are seeking candidates to fill the Cicero trustee position currently held by Pat Bragman, who has served the maximum of three 4-year terms. Sue Corieri (BR) and Wayne Chase (NS) will be rerunning.

Strategic Planning – Kate met with library consultant David Bendekovic, who will be the featured presenter at Staff Development Day. Mr. Bendekovic has extensive experience working with libraries to develop their strategic plans, recently working with the board of the Liverpool Library. He is also a North Syracuse resident.

Staff Development Day

Staff Development Day has been planned for Friday, December 8th, which will require closing all three libraries for the day.

Motion to approved closing the libraries on Friday, December 8th for Staff Development Day by Sue Kowalski; 2nd by Frank Laifer; All in favor—motion approved.

Motion to adjourn at 7:23 pm by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Meeting adjourned at 7:23 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
September 25, 2017

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

Absent: Bob Lalley, Barb Irwin, Janet Cavaiola and Steve Scicchitano

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos, Jennifer Tolley, Alissa Borelli and Raena Pellichet.

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

Pop-Up Library demonstration by Jennifer Tolley

Strategic Planning Presentation by David Bendekovic

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

President – No Report

Vice President – No Report

Treasurer Report

- Abstract #9 discussed by the board.

Motion to approve Abstract #9 in the amount of $181,826.05 by Frank Laifer; 2nd by Pat Bragman; All in favor—motion approved.

Corresponding Secretary

- Sent a sympathy card to Steve Scicchitano for the passing of his brother.

Trustee Reports – None

Director’s Report

The number of library programs in August increased by 18% and attendance was up 22.7%. Use of spaces, including the Discovery Den and Preservation Studio, also increased 18%. The number of library visitors and items circulated were both down in August.
The Pop-Up Library vehicle went out 32 times in August, to 11 different locations. 895 items were checked out or renewed. Staff on the Pop-Up interacted with and read to 220 children at the YMCA Day Camp and 78 children at St. Rose Daycare.

This year’s successful Summer Reading Program had the theme “Build a Better World”. Programs and program attendance increased by double digits. The number of books read increased by 5%, and the number of participants was essentially unchanged. Wanda, Sarah and Nicole worked very hard and had lots of support from staff at all three libraries.

The LibraryFarm has donated over 153 lbs. of produce so far this season. Two additional OCCRA passes were purchased, and a landscaping company is expected to deliver mulch and wood chips to use at the end of this season and early 2018. Work days have been scheduled for September 30th, October 14th and 28th, and the plotters plan to return to a monthly meeting format.

Facilities:
- The Cicero Library may get a next door neighbor. A representative from Hunt Engineers, Architects & Surveyors has been surveying the property on behalf of a client who plans to build a senior residence. If the plan is implemented Knowledge Lane will be extended. The proposal is for two-story buildings, for residents with a range of abilities/needs.
- There is no state date yet for the Cicero roof replacement but we expect that the new roof will be put on this fall.
- Work has begun on the sidewalk and streetlight installations at Brewerton.
- HVAC controls at the Cicero Library continue to be a problem. A meeting with technicians from Carrier and AirTemp has been scheduled.

Alissa Borelli – (North Syracuse Adult Services Librarian)
A trainer from the Microsoft Store taught an introductory coding course over the summer. This involved participants ages 8-12 building their own mini games. We are also starting a partnership with the North Syracuse Jr. High School. We are going to work with Chrome books and online coding sessions for up to 30 students. Starting in January we will start coding for adults and teens in the Discovery Den. This will involve a ten week program beginning with html and CSS. Based on participant interest the program can be continued to focus on other coding languages.

Raena Pellichet – (Teen Librarian)
We had 50 teen programs this summer. We had cupcake wars at the Cicero Library as well as a henna tattoo artist and Games On A Roll. We had the young writers program that designed a Teen Magazine. We had author, Carrie Firestone talk about how she had a writer’s workshop and we are hoping to have an annual magazine for writers that can share their finished stories.

Old Business – National Grid replaced the street light closest to the corner of Meltzer Court and Knowledge Lane with an LED fixture, making that corner noticeably brighter at night.
New Business
Discussion of need for strategic planning, with consensus that the time is right to undertake this process. Kate will request a proposal from David Bendekovic for the board to consider at the October meeting.

Motion to adjourn at 8:00 p.m. by Frank Laifer; 2nd by Wayne Chase; 
All in favor—motion approved.

Meeting adjourned at 8:00 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
October 23, 2017

**Attending:** Bob Lalley, Pat Bragman, Jim Rowley, Barbara Irwin, Janet Cavaiola, Tom Brooks, Sue Kowalski, Camille Luteran, Steve Scicchitano, Frank Laifer, Wayne Chase and Library Director, Kate McCaffrey.

**Absent:** Randy Lacelle and Sue Corieri

**Also Present:** Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Waltos and Derek Empey (New Trustee)

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

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

**President** – No Report

**Vice President** – No Report

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

Motion to approve Abstract #10 in the amount of $94,257.68 by Frank Laifer; 2nd by Tom Brooks; All in favor—motion approved.

**Corresponding Secretary** – No Report

**Trustees**

**Barb Irwin** reported on some Facebook feedback about the library.

**Sue Kowalski** will be attending NYLA this year in November in Saratoga Springs.

**Director Report**

Library activity in September: Following the pattern of recent months, circulation of library materials was lower than in September of 2016 by 9%, while the number of programs and program attendance increased by large percentages. There was also an increase in the number of reference questions answered (this includes tech help and reader’s advisory).
2018 Budget Vote and Trustee Election: The budget, with a 1.25% increase, passed with 92% approval. Turnout was low, but 22% higher than last year. Trustees Wayne Chase and Sue Corieri will serve second terms, representing North Syracuse and Brewerton, respectively. In January, Derek Empey will join the board representing Cicero.

Pop-Up Library: The Pop-Up went out twelve times in September, and the staff issued five library cards. There were 364 circulation transactions. Staff interacted with approximately 175 people at the Brewerton Elementary Open House and the Clay Historical Association Festival. They also made appearances at the Clay Town Hall, Lucille Manor, the YMCA, and the Sacred Heart Fall Festival. The vehicle will be out a few times in November, and then will go back to Stonewell Bodies in Genoa, where they will try to make modifications that will make it easier to open and close the sides.

Personnel: We hired two new substitute librarians and are in the process of filling two Clerk 2 positions, one full-time, based at North Syracuse, and the other part-time and based at Cicero.

Facilities:
- The HVAC system at Cicero is working for now, after a lengthy service call from Carrier
- One of two pear trees in front of the Cicero Library suffered storm damage
- Work to replace the Cicero Library’s roof began on Friday, October 14th, and is moving quickly
- The Town of Cicero’s project to install brick sidewalks and new lighting fixtures on the block of Bennett Street where the Brewerton Library is located is also moving along. Both parking lot entrances are now easily accessible.

LibraryFarm: There was one workday in September, and two scheduled for October. Because there has not been a killing frost in this unusual fall, the LibraryFarm is still producing. Three plots will be wintering over garlic and kale. Donations totaled 170 pounds of fresh produce to local pantries this season. The landscaping company delivered a final load of compost which will be used to top off the raised beds.

Jill Youngs (Cicero Library)

We will be promoting Small Business Week at the library. Small Business Saturday, which falls on November 25 this year. We are encouraging our patrons to shop local, with a display and a drawing. Through November 18, when patrons check items out at NOPL Cicero they’ll be able to detach the bottom of the receipt, complete it with name and phone number, and enter into a drawing to win one of a number of prizes donated from local businesses.

Committees

Employee Handbook Committee - Camille Luteran, Sue Corieri and Janet Cavaiola will serve as an ad hoc committee to review changes to the Employee Handbook and make a recommendation to the full board.
Facilities – by Wayne Chase

- Met with Carrier Corporation and Air Temp at the Cicero Library regarding the HVAC thermostats. The thermostats were originally programmed by Carrier and are supposed to be communicating with the roof top systems, but have not been working properly. At the moment, the thermostats are working. We may want to consider replacing the system with one that is simpler and more appropriate to our needs.

Old Business

Strategic Planning

Motion to approve to hire David Bendekovic to work on NOPL’s Strategic Planning Process at a cost of $12,200 by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

New Business

Election Results -  The Budget Vote passed with a 92% approval.

- Brewerton – Sue Corieri (re-elected)
- North Syracuse – Wayne Chase (re-elected)
- Cicero – Derek Empey (elected)

Motion to certify the 2017 NOPL Election by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Social Media Policy Renewal

Michelle Waltos explained changes in the revised and updated policy.

Motion to approve NOPL’s Social Media Policy by Tom Brooks; 2nd by Sue Kowalski; All in favor—motion approved.

Motion to adjourn at 7:32 p.m. by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Meeting Adjourned at 7:32 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
November 20, 2017

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

Absent: Pat Bragman, Jim Rowley, Camille Luteran and Barbara Irwin

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs

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

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

President – No Report

Vice President – No Report

Treasurer – by Kate McCaffrey
  • Abstract #11 discussed by the board.
  • Everything looks good with only two months left in the fiscal year

Motion to approve Abstract #11 in the amount of $90,218.38 by Bob Lalley; 2nd by Tom Brooks; All in favor—motion approved.

Corresponding Secretary – None

Trustees

Sue Kowalski attended the NYLA conference and heard many good comments about NOPL Library. People have heard of our library and the Library Farm. NOPL has been successfully increasing awareness in and out of the community area.

Frank Laifer suggested that we consider installing security gates and barcoding library materials to prevent the theft. Kate McCaffrey responded that, at this time, the cost of the system would likely exceed the value of items stolen, but suggested that we revisit in the future.

Director Report

Library activity in October: Focusing on the positive, use of library spaces increased by 11%. The number of library programs increased by 26% overall, with attendance increasing 9.6%. Children’s programs increased by 29%, teen programs increased by 233%, and adult programs increased by 7%. Circulation of materials is down 7.8%, so activities in the libraries isn’t translating into more use of collections.
Conference Attendance: I was fortunate to attend Library Journal’s Directors Summit in Philadelphia. This is a relatively small conference, with approximately 140 directors from across the country in attendance. There were many highlights, including keynote address by Librarian of Congress Carla Hayden, tours of two newly renovated branch libraries, and the opportunity to visit and learn about the Culinary Literacy Center at the Central Branch of the Philadelphia Free Library.

At the New York Library Association Conference in Saratoga Springs I was part of the first Community Change Agent pre-conference, saw new products and met with vendor representatives, and attended sessions on Privacy and Confidentiality, Fine Policies, and Business Strategies for Library Leaders. Six other staff members attended, include conference scholarship winner Alissa Borelli.

Personnel: We filled a full-time clerk 2 position at North Syracuse (new hire) and a part-time Clerk 2 position in the Processing Center at Cicero (promotion). We also hired an additional substitute clerk.

Facilities: Josall Roofing has three days of work left at the Cicero Library, to install the perimeter metal. Bartlett Tree Service will repair and reinforce the pear tree in front of the Cicero Library. The managers and I had our quarterly meeting with Cleantec staff, to discuss cleaning and maintenance issues, including plans for snow removal from lots and sidewalks.

Outreach: the Pop-Up Library went out eleven times, to five different locations: Clay Town Hall (weekly visits and Save the Bees event), YMCA Daycare, Lucille Manor, Smith Road Elementary School, and the Cicero Teen Canteen. Jen Tolley offered tech help for seniors at the Cicero Senior Center and Lucille Manor. The Coding Club began on October 5th, and is scheduled for Thursday afternoons. 15-20 students learn to code with programs like Google CS First, Code.org, and Khan Academy. They are also planning a monthly game day.

Old Business – None

New Business

2018 NOPL Calendar will be approved next month.

Volunteer Award

Motion to honor the contributions of time and talent that Mary Nelson has made to the Brewerton Library with a NOPL Volunteer Recognition Award and gift card to be given at the December Meeting by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.
Withdrawn Books

Motion to approve a proposal to leave packages of withdrawn books to children in places like laundromats, dental offices, etc. and to also leave similar packages of withdrawn large print books at nursing care facilities like the Cottages at Garden Grove by Janet Cavaiola; 2nd by Frank Laifer; All in favor—motion approved.

Motion to adjourn at 7:20 p.m. by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Meeting adjourned at 7:20 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
December 18, 2017

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

Absent: Pat Bragman, Barbara Irwin and Sue Kowalski and Janet Cavaiola

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Metcalf, Mary Nelson, Joann Reed, Karen Spera, Rochelle Fiel, Joanne Ranz and Barbara Toly.

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

Motion to approve November board minutes by Camille Luteran; 2nd by Frank Laifer; All in favor—motion approved.

President – No Report

Vice President – Traveled to Cancun and Cozumel Mexico and visited libraries there.

Treasurer

• Abstract #12 discussed by the board.
• Everything looks good with the budget. Will have a clear picture of 2017 expenditures when year-end reports are prepared in January.

Motion to approve Abstract #12 in the amount of $256,547.06 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director

Library activity in November: Circulation is down overall by 11%. The number of library programs increased by 6.9%, with attendance up by 19.8%. Non-library sponsored use of the buildings, including the Preservation Studio and Discovery Den, increased by 13.6%. Use of wifi increased by 4%, while use of public computers decreased by 5%. In November, 89 books were delivered to ten homebound individuals.

Facilities: Work was completed to replace the Cicero roof, and the installation of attractive lamp posts completed the Town of Cicero’s project improving Library Street.
Staff Development Day: There was record turnout for our Staff Development Day, held at the new Community Library of Dewitt & Jamesville. The morning was spent with David Bendekovic, who provided an overview of the strategic planning process, and a discussion of organizational values and staff and community aspirations. After lunch there were tours of the new facility, staff presentations, and a team-building game. The planning committee did an outstanding job, and evaluations were enthusiastic and appreciative.

Outreach: The Pop-Up Library went out only once in November, to Karate John’s Open house. After a final appearance in the North Syracuse Holiday Parade it will go to Stonewell Bodies in Genoa for a small repair and a possible improvement. Jen Tolley went to the Cicero Senior Center to offer tech help, and the Coding Club at the North Syracuse Junior High School met three times.

Strategic Planning: Seven staff members attended a training session on Analytics on Demand, a set of tools that will provide data to support the planning process, and will be meeting with David Bendekovic to develop a marketing plan and to begin analyzing data.

Committee Reports – None

Old Business – None

New Business

Motion to approve the 2018 NOPL Calendar by Sue Corieri; 2nd by Frank Laifer; All in favor—motion approved.

Motion to approve the Paid Parental Leave Policy with one correction by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

2018 Slate of Officers Nominating Committee – Sue Corieri and Wayne Chase.

Motion to approve the transfer of $4500 from Utilities (660) to Board Expenses (570) to cover the cost of Analytics on Demand by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

Motion to adjourn at 6:36 p.m. by Tom Brooks; 2nd by Wayne Chase; All in favor—motion approved.

Meeting adjourned at 6:36 p.m.

Respectfully by,

Marianne Vaughn