

**Northern Onondaga Public Library**  
**Monthly Board Meeting**  
**January 28, 2019**

**Attending:** Tom Brooks, Jim Rowley, Sue Corieri, Bob Lalley, Wayne Chase, Sue Kowalski, Barb Irwin, Camille Luteran, Steve Scicchitano, Frank Laifer, Lisa Sokolowski and Library Director, Amanda Travis.

**Absent:** Derek Empey, Janet Cavaiola.

**Also Present:** Nancy Boisseau, Jill Youngs, Michelle Metcalf, Ann Kokkoris and Vicki Bauer (Cicero Library Clerks).

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

Jill Youngs introduced Clerks from Cicero Library, Ann Kokkoris and Vicki Bauer to give presentation on a new service they would like NOPL to offer patrons.

**Curbside pickup**

Ann Kokkoris and Vicki Bauer came up with this idea to offer the public a value-added service. Cicero will trial the service in March of this year.

Curbside pickup would be a new service of helping patrons who would like to pull up to the library and not have to get out of their car to pick up their holds. The idea for this new service came when a patron with mobility issues came in to pick up their holds. The service is not limited to patrons with mobility issues. The process will be that patrons will pull into the specifically marked parking spaces and call a phone number designated for curbside pickups. The Clerk will take their name and pull their holds. Patrons will need to show ID when the Clerk comes to their car.

***Oath of Office*** – Swearing in of new trustees

Wayne Chase  
Frank Laifer  
Sue Kowalski  
Lisa Sokolowski

Motion to approve last month board minutes by Bob Lalley; 2<sup>nd</sup> by Camille Luteran;  
All in favor—motion approved.

**President** – Last month we had nominations for Vice President. Sue Corieri got nominations through email and passed out ballots for everyone to circle their vote. Unanimous vote was for Wayne Chase to be Vice President.

**Vice President** – Wayne thanked the board and accepted the position.

## Treasurer

- Abstract #1 discussed by the board.
- Propose 2019 modification to budget for additional fund balance.
- Everything is looking good for the start of the year.

Motion to amend 2019 Budget by Steve Scicchitano; 2<sup>nd</sup> by Wayne Chase;  
All in favor—motion approved.

Motion to approve Abstract #1 in the amount of \$208,175.08 by Frank Laifer; 2<sup>nd</sup> by Barb Irwin;  
All in favor—motion approved.

## Corresponding Secretary – No Report

### **Trustee Reports**

**Barb Irwin** – Heard about a policy from other libraries that when children have fines, they have a program that for every hour spent reading in the library, \$5 was deducted from their fine. Also, every hour that they donated their time to helping out at the library, \$10 was deducted. This is another way of forgiving fees while encouraging reading and volunteer activities.

**Steve Scicchitano** – Brought to the board's attention the increase in self-checkouts from last year (253%). Amanda mentioned that due to the North Syracuse renovation involving the circulation desk, the majority of patrons are checking out their own items now.

**Sue Kowalski** – Youth Services author Ellen Oh was invited by OCM Boces to present at a venue that got cancelled. Sue called Bill Hastings at the North Syracuse Library and they had the event on a Saturday morning at the North Syracuse Library. Everyone was very thankful to Bill for accommodating this program. Our goal is to try and bridge the gap between schools and local libraries and have more kids be aware of books.

The Schools Library Association will be have a conference at the end of May. Teachers, parents and librarians are all welcome to attend.

Save the date - Nerd Camp will be on August 6<sup>th</sup> this year at Pine Grove Middle School. This will be a conference of Authors and Illustrators. Anyone is welcome to attend. Sue will send out more information as the date gets closer.

**Bob Lalley** – While traveling to Virginia, Bob stopped at the Arlington Virginia Library and noticed signs on the desks throughout the library encouraging people to join others at the table. This was a very nice touch to bring people together and make them feel comfortable.

## **Director**

Presented information on streamlining and upgrading our print management systems throughout the three libraries. Recommendation is to decrease the amount of printers in each library by leasing multi-function printer copiers. This will be more cost effective and offer added services to the public.

Along with streamlined, upgraded printers, it would be beneficial to upgrade the phone system at the same time. The phones haven't been upgraded since 1997. Not only will this provide added services which will help with workflow at the main desk but it will save the library money.

Back in August, the Communications team and the director visited the Greece Public Library to learn more about their recently purchased production printer. Currently, we outsource all our large print jobs because we don't have the means to handle them in-house. A production printer would allow us to print our own marketing materials. It would allow us to print on demand, eliminating waste and saving money. The print production machine would also give the library the ability to create different types of materials – brochures, booklets, newsletters, bookmarks, postcards, etc. saving staff time by offering all types of folding and handling options.

## **Unfinished Business**

### **2018-2020 NOPL Strategic Plan**

Motion to approve the Strategic Plan by Bob Lalley; 2<sup>nd</sup> by Frank Laifer;  
All in favor—motion approved.

Motion to adjourn at 8:15 by Bob Lalley; 2<sup>nd</sup> by Frank Laifer; All in favor—motion approved.

Meeting adjourned at 8:15 p.m

Respectfully by,

Marianne Vaughn