Northern Onondaga Public Library
Monthly Board Meeting
January 22, 2018

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

Absent:  Sue Kowalski.

Also Present:  Bill Hastings, Jill Youngs, Michelle Metcalf, David Bendekovic, Cicero North Syracuse Seniors from Participation in Government Class (2)

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

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

Presentation by David Bendekovic on scheduled Community Conversations and Analytics on Demand data

Oath of Office – Swearing in of new trustees Derek Empey, Sue Corieri and Wayne Chase

President – No Report

Vice President – No Report

Treasurer

- Abstract #1 discussed by the board.
- Our funds from Grant revenues will be accrued in 2018.
- We are in good shape for the start of the year.

Motion to approve Abstract #1 in the amount of $85,233.62 by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Corresponding Secretary – Will be appointed at next board meeting.

Director Report

Library activity in December: The challenging weather affected the number of library visitors in December, and in overall circulation and program attendance. There were some increases – a small one to the number of books circulated and to the number of programs offered. Several types of reference interactions showed increases – tax-related questions were up by 20% over last December, Homework Help increased slightly, and Reader’s Advisory increased nearly 11%. The number of website visits also increased.
Facilities: Our new roofs are wonderful – no leaks so far this winter! Keeping the lots and sidewalks clear are an ongoing challenge, but Cleantec staff have been responsive to our concerns. Sometimes there is nothing to do but get out there with a shovel or a bucket of salt.

Auriol Doherty has generously donated $1500 to have the two leather recliners at the North Syracuse Library recovered. She donated $1,000 toward the purchase the chairs, with the Library Friends adding $200.

Strategic Planning: We’ve met with David Bendekovic twice, and are beginning to look at the data provided by Analytics on Demand. The managers have scheduled Community Conversations – eight in all, with one each at the libraries, and others scheduled for the Community Center in North Syracuse, two elementary schools, and two fire stations. We’ll be sending invitations out next week, and publicizing them in the libraries.

Mortgage: With the best of intentions, we were unable to pay off the mortgage early, which would have saved us approximately $7500 in interest. DASNY’s legal department decided that we were not eligible. They have assured me that the funds they are holding for us are sufficient to make the remaining monthly payments, and that should happen automatically. We can expect a refund of $3,791 in July.

Personnel: We’ve sent an internship posting to the iSchool, and hope that one or two students will find the idea of working on Outreach and spending a lot of time with the Pop-Up Library appealing. We plan to fill a part-time clerk position at North Syracuse, created when we promoted Cynthia Baxter to Clerk 2 at Cicero. We’re also moving ahead with filling the Library Farm Manager position, using a slightly different approach. And speaking of the Library Farm, Jill Youngs has been invited to speak about it at the Public Library Think Tank, sponsored by Library Journal, and scheduled for February 22nd-23rd in Miami.

Facilities – Wayne Chase

- Recently met with Cleantec regarding their new contract. They have changed the term to a 4-year period with no increase in 2018. Cleantec currently is a great fit for NOPL libraries. They are able to provide janitorial and maintenance service, and they handle daily delivery service. They have good communication tools for management to use, and are responsive to concerns.

Motion to approve the Cleantec contract for a 4-year period by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved. Unanimous.

Nominating Committee - Slate of Officers

Sue Corieri mentioned that we need to update our by-laws. The last time they were updated was in 2014. She would like to propose a sub-committee to review the by-laws. Currently the term of officers is only 1 year. The proposal is to change that to 2 years. The By-Laws Sub Committee will consist of: Randy Lacelle, Frank Laifer, Wayne Chase and Barb Irwin.
Motion to approve to 2 year terms for slate of officers by Sue Corieri; 2nd by Randy Lacelle; All in favor—motion approved.

Sue distributed nominating forms to the board to vote for Officers. Candidates will be named at our next board meeting in February.

**Old Business** – None

**New Business** – None

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

Meeting Adjourned at 8:00 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
February 26, 2018

Attending: Randy Lacelle, Bob Lalley, Jim Rowley, Tom Brooks, Sue Corieri, Derek Empey, Frank Laifer, Barb Irwin, Sue Kowalski, Steve Scicchitano, and Library Director, Kate McCaffrey.

Absent: Camille Luteran, Janet Cavaiola, Wayne Chase.

Also Present: Bill Hastings, Jill Youngs, Nancy Boisseau, Michelle Metcalf.

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

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #2 discussed by the board.
- We received both Towns of Cicero and Clay tax checks.

Motion to approve Abstract #2 in the amount of $241,332.98 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – None

Trustee reports

- Sue Kowalski reported that she will be attending Library Advocacy Day in Albany New York this coming Wednesday. Sue will be attending with a group sponsored by CLRC (Central NY Library Resource Council) to advocate for library funding. She will bring students with her. If there is any information the board would like to relay, please let her know.
**Director Report**

Library activity in January: Circulation figures are discouraging, but continuing a trend, use of library spaces is up by 10.6% and the number of programs offered increased by 28.6%. Brewerton’s programs statistics stand out for this month, with the number of adult programs increasing by 120%. Attendance at Brewerton programs also increased dramatically: 110% for adult programs and 38% for children’s programs. Overall, public computer use is down by 10% but use of wifi increased by 38%.

Facilities: Snow accumulation created a parking shortage at Brewerton, with many spaces lost to mounds of snow. We will meet with Joe Emmi and Cleantec staff to discuss solutions for the future. Stagnitta Electrical replaced a contact in one of the electrical boxes at Cicero, solving a problem with loud, intermittent buzzing that’s been plaguing us since December.

Strategic Planning: Two Community Conversations scheduled for February 7th had to be cancelled due to weather. Turnout was disappointing for the four that took place, but there were valuable discussions held among those of us who were present.

Plans and Projects: On February 8th we held a rare meeting of the professional staff, with a full agenda. There were updates on current initiatives and discussion of plans for the Summer Reading Programs and Outreach activities. Nicole Hershberger proposed a more formalized teen volunteer program which would be expanded to all three libraries. A workgroup was formed to develop a plan. Alissa Borelli, Jen Tolley, Terry Morris and Raena Pellichet will work on an application for the national Girls Who Code program. Nicole described plans for Community Playdate, an 8-week series of play-based events to be held in a local park, in coordination with the Town of Clay Department of Parks and Recreation. She will submit a grant application to the Central Library Resources Council, and if it’s approved, will give a presentation at a future board meeting.

A Special Legislative Project grant sponsored by Assemblyman Al Stirpe has come through. We received a payment for 25% of the grant ($1625) on January 29th with the balance of funds (totaling $6500) to follow on completion of the project. The grant was first submitted in June of 2016, so we’re eager to see the work completed. It will add a pergola, an information board, and a rain garden.

Assemblyman Stirpe confirmed that a stop light will be installed at the corner of Meltzer Court and Route 11, possibly in 2018. He procured funding for the light, due to increased development in the Cicero Commons area.

**Committee Reports**

**Nomination of Officers** – Sue Corieri prepared the ballots for the slate of Officers who had been nominated.

The Term of office will be 2 years. Sue distributed ballots for President, Vice President & Corresponding Secretary. Board members voted.
Motion to Approve 2018 Officers by Frank Laifer; 2nd by Sue Kowalski; All in favor—motion approved.

President – Randy Lacelle
Vice President – Tom Brooks
Corresponding Secretary – Camille Luteran

Old Business – None

New Business

Annual Report

Motion to approve 2017 Annual Report by Sue Kowalski; 2nd by Tom Brooks; All in favor—motion approved.

Conflict of Interest Policy & Employee Use of Data Policy

Motion to approve the Conflict of Interest and Employee Data Use Policy with no changes by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

NOPL Search Committee

Library Director, Kate McCaffrey, will be retiring on May 30th 2018. The Board would like her replacement to start on May 15th if possible.

- Committee met last week; currently working on writing up the job description.
- Committee will request that the civil service test for Library Director II be scheduled
- Minimum requirements for the position are a Master’s Degree in Library Science, Information Studies or other graduate library degree from a library science program accredited by the American Library Association. Possess or be eligible at time of appointment for a New York State Public Librarian Certificate.
- Three staff members have been invited to participate in the interviews
- The job will be posted on NYLINE, NYLA’s JobList, OrangeLink, NOPL, OCPL and CLRC websites.

Motion to adjourn at 7:15 by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Meeting adjourned at 7:15 p.m.

Respectfully by,
Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
March 26, 2018

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

Also Present: Bill Hastings, Jill Youngs and Nancy Boisseau

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

Motion to go into Executive Session at 6:30 for Personnel matter by Tom Brooks.

Executive Session

Motion to come out of Executive Session at 7:00 by Bob Lalley; 2nd by Frank Laifer; All in favor—motion approved.

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

President – A thank you to Tom, Wayne and Sue for their work as members of the search committee.

Vice President – No Report.

Treasurer

- Abstract #3 discussed by the board.
- Everything looks good with the budget.

Motion to Approve Abstract #3 in the amount of $70,756.31 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – No report

Trustee Reports

Sue Kowalski attended Advocacy Day in Albany, as part of a group organized by CLRC. Along with librarians and trustees, approximately 50 students attended, meeting with legislators and their staff to talk about the importance of funding for libraries. There will be a Teen Book Fest at Nazareth College on May 19th. Sue attends each year, taking a group of students with her. This year the Festival will honor the librarian who started the festival, as she passed away unexpectedly.
Steve Scicchitano attended PLA and reported that the Makerspace was a strong focus at the Conference. Many of the libraries are now building or rebuilding to accommodate these programs. A very well attended show this year.

**Director Report**

Library activity in February: Overall, circulation was down by 10% this month, and attendance was down by 13%. Some of this may be attributed to the severe weather, and the fact that we were closed one day. There were a few bright spots, with circulation increasing in some categories and locations: children’s fiction, audiobooks and music CD’s at Cicero, magazines at Brewerton, and use of the Discovery Den at North Syracuse increasing by 29%. At the North Syracuse Library, AARP volunteers assisted more than 100 patrons file their federal and state tax returns.

The number of events and programs increased by 11%, with a smaller increase in attendance. As always, the variety of programs is fun to see. Some of the highlights for adults: a NYS Humanities program, “Pulitzer Campfire Readings: Reaching for the American Dream”, Adult coding and STEAM programs, and a Military History Lecture, “The Vikings and their Legacy”. For children, a Sphero painting program, all-day Escape Room, a pre-school drive in movie, and a lively balloon man program.

Facilities: The source of a leak that showed up in the director’s office was identified as coming from a small relief valve tank that’s part of the hot water heating system. Air Temp replaced the unit, but the carpet shows a large stain. Cleantec will attempt to remove it early in April. The accumulated snow that’s been causing a shortage of parking spaces at the Brewerton Library has been removed. Solar shades have been ordered for North Syracuse, and SmartWatt will deliver materials for the LED lighting installation this week.

Plans and Projects: We are ready to move forward with the changes at North Syracuse and have scheduled a planning and implementation meeting for March 27th. Phase 2 will also be on the agenda, so that Bill Hastings can begin work on the state construction grant application.

**Managers**

**Jill Youngs (Cicero)** Attended Library Journal’s Think Tank conference in Miami in February to talk about food literacy and the LibraryFarm. Of interest, there was a program called *Adulting 101*, which addressed the practical life skills for young adults.

**Bill Hastings (North Syracuse)** Attended PLA this year and was very interested in programs focused on technology engineering, exploring art and nature play. There are many experiences we grew up with that the kids are not so familiar with today. We should think outside the box and include staff input on ideas. These programs will sustain us down the road.

Kate reported that, beginning with these conferences, staff reports will be posted on the Staff Hub and Trustee Hub, expanding the benefit to those who were unable to attend. This year five employees attended PLA, which was held in Philadelphia.
Old Business

Kate reported that the process of reviewing and revising the Employee Handbook is nearly complete.

Strategic Plan

Separately, and in meetings with David Bendekovic, the administrative team and Michelle worked on a set of values, a statement of purpose, and a vision statement. A handout of ideas and suggestions regarding our mission statement was distributed. At the April meeting we’ll discuss four strategic areas of focus: community, learning, collaboration, and sustainability.

New Business

Whistleblower Policy
Policy was reviewed by Kate McCaffrey with no changes recommended.

Motion to approve the Whistleblower Policy with no changes by Sue Corieri; 2nd by Steve Scicchitano; All in favor—motion approved.

Motion to adjourn at 7:37 by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Meeting adjourned at 7:37 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
April 23, 2018

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

Absent: Jim Rowley, Derek Empey, Sue Kowalski and Barbara Irwin.

Also Present: David Bendekovic, Bill Hastings, Jill Youngs and Nancy Boisseau and Sarah Heukrath.

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

Presentation by David Bendekovic on Strategic Planning updates and information.

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

President – No Report

Vice President – No Report

Treasurer – by Kate McCaffrey (Jim Rowley handout)
- Abstract #4 discussed by the board.
- Audited Financials will be completed by the end of May and will be presented to the Board at the June meeting.

Motion to approve Abstract #4 in the amount of $100,706.51 by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

Corresponding Secretary – No Report

Trustees – No Report

Director Report
The number of people through doors decreased this month, as did overall circulation. In part, it can be blamed on the weather; we closed one full day, one morning, and one evening. Digital content circulation decreased by 3%, but we were interested to see that audiobook downloads increased by 40% and e-magazines increased by 46.5%. The number of programs increased by 16% and 20% more library cards were issued this March than in March of 2017.

LED lighting has been installed at the North Syracuse Library, and the new solar shades will be installed on Sunday, April 29th. Carol, Bill and Steve Scicchitano worked with Stagnitta Electrical on a revised plan for the necessary improvements. Bill and his staff are also working with Demco in preparation for a state construction grant for Phase 2 of the project.
The manager of the YMCA informed us that after fifteen months of operation they have concerns about the performance of the Library Dispenser. Bill will work with staff to develop an outreach plan that will likely include staff spending scheduled time at the Y to demonstrate the dispenser and issue library cards, and development of additional partnership opportunities. Currently, the unit is not working and we’re waiting for the resolution of a contract dispute between OCPL and MK Solutions that’s delayed needed service.

We paid a small fee to amend our insurance policy so that the Pop-Up Library can make regular stops at Oneida Shores Park this summer. The amendment is good for any county parks property. Jen Tolley and Nancy Boisseau have put together a very ambitious schedule – so far 125 visits/events are listed for the months of May through August.

Work on the revision of the Employee Handbook is complete, and we’re making progress on developing action steps under each of our Strategic Areas of Focus.

**Committee Reports** – None

**Old Business** – None

**New Business**

**Dress Policy** – Sarah Heukrath chaired the policy review committee and was on in attendance to answer questions about changes to the policy.

Motion to approve the **NOPL Dress Policy** renewal by Sue Corieri; 2nd by Frank Laifer; All in favor—motion approved.

**NOPL Employee Revised Handbook**

- Copies of the new handbook draft were given to the board for their review.

Motion to approve the revised **NOPL Employee Handbook** by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

**Executive Session**

Motion to go into Executive Session at 7:30 p.m. to discuss the employment of a specific individual by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

Motion to come out of Executive Session at 8:00 p.m. by Frank Laifer; 2nd by Sue Corieri; All in favor—motion approved.

Meeting adjourned at 8:00 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
May 21, 2018

**Attending:** Randy Lacelle, Tom Brooks, Camille Luteran, Jim Rowley, Bob Lalley, Sue Corieri, Wayne Chase, Barb Irwin, Sue Kowalski, Frank Laifer, Kate McCaffrey (Retiring Director) and Amanda Travis (New Director).

**Absent:** Derek Empey, Steve Scicchitano and Janet Cavaiola.

**Also Present:** Jill Youngs, Nancy Boisseau, Michelle Metcalf and Nicole Hershberger.

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

We would like to welcome our new Library Director, Amanda Travis to NOPL Library. Kate McCaffrey will be retiring at the end of this month.

Nicole Hershberger (Cicero Children’s Librarian) Presentation on Community Playdate: An Anji Play Experience. A childhood curriculum designed in China for preschool age children. The Town of Clay Parks Department will be partnering with us by providing space and a staff member to help with the program. It will be every Thursday from 4-7pm starting June 28th through the summer.

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**
- Abstract #5 discussed by the board.
- Everything looks fine with the budget.

Motion to approve Abstract #5 in the amount of $73,312.17 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

**Corresponding Secretary** – No Report
**Trustee Reports**

**Sue Kowalski** – Attended a conference on Long Island which included presentations on leadership and power of collaboration. Also, took students on bus to the Rochester Teen Book Festival.

**Barb Irwin** – Reported that the driving school is still using the street at North Syracuse to teach students to Parallel Park. Is there anything the library can do to have them not use the parking spaces in front for teaching? Randy Lacelle mentioned that it is a public street and that we cannot keep people from using it. There was discussion of the board writing a letter with PACE to the driving school discussing the safety issues.

**Director Report**

Library activity in April: Overall, our statistics followed a now-familiar pattern in April. Circulation was down, although it was offset by increases at Cicero. The number of programs was up by 7.3% and program attendance was up by a whopping 95%. Out of system borrower fees nearly doubled, and reference services increased by 8.4%

Facilities: Air Temp was called to replace the filter in a heating unit in the vestibule at North Syracuse. The technician found that the unit only operates at high speed, and will send a quote for replacing the unit, which may be advisable before next winter.

Our mini-branch/Library Dispenser at the YMCA is operational again, and OCPL seems to have resolved maintenance contract issues with MK Solutions, the company that manufactured the YMCA unit, and the one that’s been installed at the county correctional facility in Jamesville.

CNY Sealing began two small projects, expanding the parking lot at the Brewerton Library and repairing holes at the entrance to the North Syracuse parking lot.

Outreach: The Pop-Up vehicle needed some work to get it ready for the new season. We found a new service provider: Har-Rob Fire Apparatus. They installed new hinge pins on a side door that wasn’t functioning properly, and added cables to the lock pins. When we picked up the vehicle from Stonewell Bodies, where it had sat outside in the cold, there was a terrible smell. Jen Tolley took it to Burdick Chevrolet, where they found a nest with some dead and decomposing mice in the heating system.

Report to the Community: This year the annual has been streamlined, and will go out as an insert in a Summer Events Calendar. In past years we haven’t mailed out the summer calendar because of the cost, but we have included funds in the budget to mail the annual report. Combining the two pieces is a cost-effective way to get important information out to households in our communities.

System Services and the Memorandum of Understanding: There is an MOU between the system and the suburban libraries that expired several years ago. The suburban library directors have been discussing staff shortages at the system level, and concern about essential services and our need for knowledgeable and experienced staff. As a group, we have asked that the MOU committee, which was supposed to meet twice a year, be reformed, and hope that the agreement will be revised and updated.
Committee Reports – None

Old Business

Strategic Planning Update – David Bendekovic presented the action steps to 26 staff members and to illicit feedback. David Bendekovic will present the final plan to the board at the June or July meeting.

New Business

Motion to approve $500 from Pop-Up collection fund to the Pop-Up expenses fund by Sue Corieri; 2nd by Camille Luteran; All in favor—motion approved.

State Construction Grant Projects – by Amanda Travis

North Syracuse Library


Phase II: Remodeling of the Children’s room, Adult Fiction/Non-Fiction and Teen Area. Coffee Lounge and divider for the Community Room.

Cicero Library

Renovation of the Community Room. Enlarge and upgrade the kitchen and storage space. Audio/visual conferencing equipment installed.

Approval of Construction Grants tabled until July meeting.

Motion to adjourn at 7:35 p.m. by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Meeting adjourned at 7:35 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
June 25, 2018

Attending: Randy Lacelle, Tom Brooks, Camille Luteran, Jim Rowley, Bob Lalley, Sue Corieri, Wayne Chase, Frank Laifer, Derek Empey, Janet Cavaiola and Library Director, Amanda Travis.

Absent: Barb Irwin, Sue Kowalski and Steve Scicchitano

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs, Michelle Metcalf and David Bowles.

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

Presentation of NOPL’s 2017 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 2017 audit by Frank Laifer; 2nd by Wayne Chase; All in favor — motion approved.

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

President – No Report

Vice President – No Report

Treasurer

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

Motion to approve Abstract #6 in the amount of $116,452.00 by Frank Laifer; 2nd by Janet Cavaiola; All in favor — motion approved.

Corresponding Secretary – Camille passed around a thank you note from Kate McCaffrey for the retirement gifts from the board.

Trustee Reports – None
**Director Report**

- We had to change the original plan of combining the Report to the Community and the Summer Event Calendar due to the unexpected high cost. We will be mailing out the Report to the Community in July to all postal routes within the NOPL district. We will be printing a large quantity of Summer Events Calendars to put out in each library.

- Jeffrey Teague, the LibraryFarm Manager will be leaving us in early July for a full-time position closer to his home. We will be contracting Nate Keefe, former Zoo to You programmer now full-time library student to cover the Nature Camp. We won’t be filling the LibraryFarm Manager position at this time.

- The online portal for State Aid of Library Construction is now open. OCPL’s allocation is $1,082,958. North Syracuse and Cicero will be completing applications.

**Old Business** – None

**New Business**

- We need to have a committee in place to revise the by-laws. We will table this until next month’s board meeting.

North Syracuse Library – Incident Reports.

- Attended the North Syracuse Staff meeting last week and we need to revisit the procedures for Code of Conduct and Security. There have been frequent incidents regarding patrons in the library.

Motion to replace former Director Kate McCaffrey with current Director Amanda Travis on NOPL’s accounts, by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Motion to adjourn at 7:45 p.m. by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Meeting adjourned at 7:45 p.m.

Respectfully by,

Marianne Vaughn
Monthly Board Meeting
July 23, 2018

Attending: Randy Lacelle, Tom Brooks, Camille Luteran, Bob Lalley, Sue Corieri, Barb Irwin, Sue Kowalski, Steve Scicchitano, Wayne Chase, Frank Laifer, Derek Empey and Library Director, Amanda Travis.

Absent: Janet Cavaiola and Jim Rowley.

Also Present: Bill Hastings, Nancy Boisseau, Michelle Metcalf, Pete Ward and Christopher Jewell.

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

Presentation by Pete Ward and Christopher Jewell of Johnson Controls on installing Carbon Monoxide detectors at all (3) of our libraries. This will include servicing our HVAC maintenance and upgrading our Fire Panels. JC will be able to have remote access to our equipment and will give staff the option of monitoring the system by computer and/or mobile phone.

The board will need to get one or more quotes to compare before making a decision.

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

President
- There was an incident at our North Syracuse Library regarding youths making a disturbance and carrying a knife. We have since met with North Syracuse Chief of Police Steve Rotunno and he agreed to increase police visibility at certain times during the weekdays and weekends.

Director, Amanda Travis, would like all staff to be aware of any issues that happen at any of the (3) NOPL branches. As an incident occurs, it will be emailed out to staff with the perpetrator’s name who will be barred at all (3) libraries. Staff should be checking their email daily to be aware of these issues. We want to keep all of NOPL Staff updated, even if the incident happens at our other branches. We will be adding more cameras at North Syracuse, along with more lighting, trimming the shrubs in the back which will give us more visibility and increasing signage. Carol Varney is getting quotes on installing more cameras at the library.

Vice President – No Report

Treasurer Report – by Amanda Travis
- Abstract #7 discussed by the board.
- Memo handed out from Jim Rowley regarding explanation of a few specific payments made on the abstract this month.

Motion to approve Abstract #7 in the amount of $97,650.43 by Sue Corieri; 2nd by Frank Laifer; All in favor—motion approved.
Corresponding Secretary – No Report

Trustee Reports – None

Director Report

All OCPL libraries will be receiving two Onondaga County Park Passes. These passes will circulate for three days. It will get patrons in to every park in Onondaga County for free even the Zoo! The passes will be good until December 31st.

Met with Ginny Carmody, Executive Director of the Literacy Coalition of Onondaga County about Imagination Library, http://onliteracy.org/about-imagination-library/. Parts of the NOPL districts have low enrollment. She wanted to discuss how we can work together to increase enrollment numbers. Literacy Coalition will be sending out Imagination Library materials for each library.

Pergola was installed at the LibraryFarm thanks to a grant from Assemblyman Al Stirpe. He visited on 7/19 for a photo op.

Facilities - by Amanda Travis

Brewerton Library – Air Temp has temporarily fixed both units but will need to replace them soon. Both units are the originals from when the building was constructed and have come to the end of their use. We will be getting quotes from Air Temp and Johnson Controls.

Cicero Library – Due to a power outage, controls for the back Admin offices need to be reset by Carrier. The AC is working fine, but thermostat cannot be adjusted for the back rooms.

Our insurance company, Utica National recently performed a risk assessment and we will need to install carbon monoxide detectors in all (3) libraries. CO Detectors are also recommended by the Town of Cicero Codes Enforcer. We are currently getting quotes to take care of this.

Old Business

ByLaws Committee
    Randy Lacelle
    Wayne Chase
    Frank Laifer
    Barb Irwin
New Business

Security Committee
   Steve Seicchitano
   Derek Empey
   Frank Laifer
   Bob Lalley
   Tom Brooks
   Randy Lacelle
   Barbara Irwin

Motion to adjourn at 8:40 p.m. by Frank Laifer; 2nd by Randy Lacelle;
All in favor—motion approved.

Meeting adjourned at 8:40 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
August 27, 2018

Attending: Randy Lacelle, Jim Rowley, Tom Brooks, Camille Luteran, Sue Corieri, Janet Cavaiola, Sue Kowalski, Wayne Chase, Frank Laifer, Derek Empey and Library Director, Amanda Travis.

Absent: Barb Irwin, Bob Lalley and Steve Scicchitano

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs and Michelle Metcalf

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

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #8 discussed by the board
- Everything is looking good with our current budget
- 2019 Budget Adjustment memo distributed to the board

Motion to approve Abstract #8 in the amount of $100,936.47 by Wayne Chase; 2nd by Janet Cavaiola; All in favor—motion approved.

Budget Adjustment memo explained by Jim Rowley. NOPL received a discount for completing both roof projects (Cicero & Brewerton) in 2017. The grant money wasn’t received until 2018. The budget amendment was to move the funds to the balance sheet rather than into the 2018 budget.

Motion to approve the budget adjustment in the amount of $174,747.00 by Frank Laifer; 2nd by Sue Kowalski; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Frank Laifer acknowledged that he would like to revisit the Out-of-System Borrowers policy. He feels the Oswego County patrons are not paying enough for the use of our libraries. Patrons are currently paying $35 per year.
Motion to revisit the Out-of-System Borrowers policy by Frank Laifer; 2nd by Randy Lacelle; All in favor—(5) Yes, (4) No—motion approved.

Sue Kowalski – Worked at the NYS Library Booth at the Fair and many people gave positive comments about the staff at the NOPL Libraries.

**Director Report**

- Carbon monoxide detectors have been installed in all three libraries.
- NOPL has received $207,427 from the 2017 NYS Public Library Construction grant.
- The HVAC controls at Cicero are not functioning correctly and causing humidity to build up in the community room. We will need to replace the controls in 2019 or possibly earlier.

**Old Business**

**2018 Construction Grants**

These grants will be applied for in 2018, grant money will be received in 2019.

1. North Syracuse Library – Phase (2) renovations ($200,303)
2. Cicero Library – Community room renovation ($56,500)
3. Brewerton Library – Air Conditioning System replaced ($24,445)

Motion to approve the (3) construction grants for 2018 in the amount of $281,248 by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

**New Business**

**Staff Development Day**

Motion to close the libraries on Friday, November 30th for Staff Development Day by Tom Brooks; 2nd by Sue Kowalski; All in favor—motion approved.

**2019 NOPL Calendar**

Motion to approve the 2019 Calendar by Tom Brooks; 2nd by Sue Corieri; All in favor—motion approved.

**Resolution to Exceed the State Tax Cap**

(We do not intend to exceed the tax cap in 2019 – the NY State Library suggests libraries do a resolution just as a precaution in case the tax cap formula is calculated incorrectly)

Resolved, that the Board of Trustees of the Northern Onondaga Public Library voted and approved to exceed the tax levy limit for 2019 by at least the sixty percent of the board of trustees as required by state law on August 27, 2018 by Tom Brooks 2nd by Camille Luteran; All in favor – Motion Approved.
2019 Budget Proposal

Amanda Travis went over each budget line item with the board and explained which item lines will need to be increased for next year.

Motion to approve a tax levy increase of 1.75% for 2019 Budget by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Motion to adjourn at 8:20 pm by Sue Corieri; 2nd by Wayne Chase; All in favor—motion approved.

Meeting adjourned at 8:20 p.m.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
September 24, 2018

Attending: Randy Lacelle, Jim Rowley, Tom Brooks, Camille Luteran, Barb Irwin, Sue Kowalski, Steve Scicchitano, Wayne Chase, Frank Laifer, and Library Director, Amanda Travis.

Absent: Sue Corieri, Bob Lalley, Derek Empey, Janet Cavaiola

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs and Michelle Metcalf, Nicole Hershberger and Lisa Sokolowski.

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

Presentation by Nichole Hershberger on Community Play (Anji Play).
Our programs on Anji Play were very successful. We did not have to cancel any sessions. We had children from 18 months through to 12 years old. They built many structures, obstacle courses and also a fort. We would like to continue these programs but have some challenges going forward. Parents have some pressure of having their children go through emotional and social issues. These sessions help teach the kids how to work with and get along with one another. Asking the children to talk or draw about their experience is something we will have to explore in the future. It was definitely a success.

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

President
• What is the current status of the North Syracuse Library security issues?
  Amanda mentioned that additional cameras outside and inside will be installed while the Electrician is doing the construction on the upgrades at the library.

Vice President – No Report

Treasurer
• Abstract #9 discussed by the board.
• There were some extra Air Temp bills on the abstract because of the Brewerton Library Air Conditioning repair. We will be getting a grant in 2019 to use toward the new compressors and coils.

Motion to approve Abstract #9 in the amount of $95,956.96 by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.
Corresponding Secretary– No Report

Trustee Reports
Frank Laifer - reported on having all of NOPL Staff trained in AED/CPR. He attended a program at the library and none of the staff that was scheduled that night was trained on CPR.

NOPL Library policy had 5 employees from each branch getting certified. That does not ensure that we would always have a certified employee to cover all shifts. If this does happen, the “Good Samaritan Law” would be there for any patron that can step up and use the AED machine. NOPL insurance does NOT cover a staff member that has not been trained, only the certified employees.

Amanda will look into getting more NOPL staff trained on CPR through NAVAC.

Barb Irwin - asked if we should be getting Narcan to keep on hand at the libraries. Amanda will also contact OCPL and the County on this.

Director Report
• The Library Dispenser at the YMCA in Clay is not working out for them. NOPL and OCPL are in discussions to figure out what to do with the dispenser once removed.
• On April 12, Governor Cuomo signed into law the 2019 New York State Budget, updating the State’s sexual harassment laws: https://www.ny.gov/combating-sexual-harassment-workplace/employers. We currently have a sexual harassment policy in our employee handbook. To be in compliance with the new law, NYS has provided a Model Sexual Harassment Policy.
• OCPL will be creating committees to review the outdated Memorandum of Understanding and evaluate new Integrated Library Systems. NOPL Director will be part of the ILS committee.

Committee Reports

Facilities – by Wayne Chase
• The humidity has improved in the Cicero community room thanks to the dehumidifier. Carrier and Airtemp have looked at the rooftop unit that covers the community room. Looks like this is an ongoing problem with the controls. To remedy the issue Cicero will need new HVAC controls. Amanda will be getting quotes from Johnson Controls, Carrier & Air Temp.

Old Business – None

New Business
Sexual Harassment Policy- NOPL will need a policy to be in compliance with New York State. This policy will be added to NOPL’s Staff Hub. Policy draft provided to board members.
Motion to Approve the NOPL Sexual Harassment Policy and form by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Motion to adjourn at 7:45 p.m. by Frank Laifer; 2nd by Camille Luteran; All in favor—motion approved.

Meeting adjourned at 7:45 p.m.

Respectfully submitted by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
October 22, 2018

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

Absent: Sue Corieri, Derek Empey.

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs and Michelle Metcalf.

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

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

President – No Report

Vice President – No Report

Treasurer

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

Motion to approve Abstract #10 in the amount of $113,225.99 by Wayne Chase; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski asked if patrons were able to vote (re: annual NOPL elections held in October each year) at any of the (3) three NOPL Libraries. Marianne Vaughn commented that if they are not at the correct library, they can fill out an absentee ballot for their correct NOPL library. Each library has all the absentee ballots available for that specific reason. Next year NOPL will have absentee ballots available online for patron’s who are not able to come to the libraries. If patrons call the Administration Office, we would be happy to mail absentee ballots out to their residence. They must know which district they are in, so we will mail them the correct absentee ballot.
**Director Report**

Michelle Metcalf and Amanda Roberts joined me on a learning road trip to the Greece Public Library and the Phelps Community Library in western NY. Greece just purchased a print production machine and we wanted to see it in action. Currently we do all of our large print jobs offsite. This machine will allow the Marketing department to print all calendars and the annual report along with much more onsite. This will save us money along with staff time. The print production machine will fold and saddle stitch. Also the color toner is much cheaper than the current wax printer.

From Greece, we went to Phelps to check out their STEAM Lab. The director and community volunteers teach programs in science, technology, engineering, arts and math. They are doing some amazing things in such a small space with little funding. Leah Hamilton, the director of Phelps has offered her expertise if we ever wanted to create something like this at NOPL. We currently do STEM and STEAM programming but it would be great if we had a space specifically designated for this type of programming.

**Committee Reports**

**Security – Bill Hastings (North Syracuse Library)**

Stagnitta Electric has installed new cameras in the front entrance because of the recent incidents at the library. Staff will now be able to see patrons coming into the library and hopefully could deter theft. We also plan on having our local Police Department come to the library to conduct Work Place Safety and Awareness training with staff. Security meeting will be **October 30th at 4:00 p.m.** at the North Syracuse Library.

Stagnitta Electric has also been installing additional outlets for the new construction of **Phase 1** at the North Syracuse Library. We will be focused on the One-Desk Model and also other duties that the staff will be working on while patrons will be using the self-checkouts. Cleantec will be removing the circulation desk this week and we will be getting the new furniture on November 1st from Demco. The self-checkouts are in and construction is almost completed.

**Unfinished Business**

**AED and Narcan training**

Amanda stated that six more employees will be taking the AED/CPR training on December 7th. This will ensure more coverage of staff that are experienced in case of emergencies in the library. Also, NOPL will be looking into the training for some of the staff on Narcan. OCPL has had the training but they have put it on hold until policies are in place. Amanda will check with our lawyer and insurance agent to get more information before implementing the training.
HVAC Controls at Cicero Library

Amanda Travis has received two quotes regarding the replacement of the HVAC controls at Cicero. Carrier Corporation - $15,286 and Air Temp - $14,000. We are still waiting on a quote from Johnson Controls before we make our decision.

New Business

Election Results - The Budget Vote passed with a 97% approval.

Brewerton – Sue Kowalski (re-elected)
Cicero - Wayne Chase (re-elected)
North Syracuse – Frank Laifer (re-elected)
Lisa Sokolowski (New Trustee)

Motion to certify the 2018 NOPL Election by Tom Brooks; 2nd by Barb Irwin; All in favor—motion approved.

Board Packets

The Administration Office would like to try emailing board packets to trustees from now on instead of mailing out hard copies at the post office. This will save on the cost of mailings each month. We will still provide the Agenda and anything the Board will need to vote on. We will send out a reminder that your packet will be coming in your email. We can try it for a month or two to see if everyone agrees with the new change.

Motion to adjourn meeting at 7:50 p.m. by Tom Brooks; 2nd by Frank Laifer; All in favor—motion approved.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,
Marianne Vaughn
Northern Onondaga Public Library
Monthly Board Meeting
November 26, 2018

Attending: Randy Lacelle, Jim Rowley, Tom Brooks, Camille Luteran, Barb Irwin, Sue Corieri, Bob Lalley, Derek Empey, Steve Scicchitano, Wayne Chase, Frank Laifer and Library Director, Amanda Travis.

Absent: Sue Kowalski, Janet Cavaiola.

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs

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

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #11 discussed by the board
- Had many HVAC charges on the abstract this month. New Cicero thermostats will be discussed under Unfinished Business.
- Everything is looking good with the budget.

Motion to approve Abstract #11 in the amount of $80,262.26 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Steve Scicchitano reported on the North Syracuse Phase 1 renovations. Steve distributed pictures of the library before and after construction. The next Phase will consist of renovations to the children’s room, fiction and non-fiction stacks, new teen space and comfortable seating.

Barb Irwin asked if patrons picking up their own books on hold conforms to the privacy issues of individuals. Amanda Travis reported that they are filed by the persons first three letters of their last name for privacy. There are several libraries within Onondaga County and in NY State that have self-pickup of holds.
Frank Laifer is concerned with items going missing at North Syracuse. The director will pull together a report to show how much loss we have experienced in the past year at all the libraries.

**Director’s Report**

The Director and five NOPL staff members attended the New York Library Association Library Conference in Rochester, NY. The Director will be chairing the 2019 NYLA Conference in Saratoga Springs, NY.

Director had a meeting with the Town of Clay Supervisor to introduce herself and inform him of library services for the community of Clay.

The heat at Cicero is only working intermittently due to the malfunctioning of the HVAC controls. There are also heating issues at North Syracuse with the community room. Air Temp has been called on numerous occasions to fix the issues. The HVAC at North Syracuse is almost 20 years old. We will most likely need to replace it in 2019.

**Committee Reports:**

**Security Team** – Tabled until next month. Randy Lacelle will send out an email.

**Labor Management Team** - by Amanda Travis

We recently had a Security Evaluation inspection of each of the libraries. As soon as we get the final report, NOPL will have 6 months to comply with any findings that may come up in the report. We will now be reporting on Security and Safety with quarterly reports to the board.

**Unfinished Business**

Wayne Chase reported that the HVAC controls at Cicero are still not functioning properly. He presented (3) quotes received from Air Temp, Carrier and Johnson Controls to replace the Cicero Library thermostats.

Motion to approve Johnson Controls to replace current Cicero HVAC controls and to take over the service of monthly maintenance at all (3) libraries by Wayne Chase; 2nd by Camille Luteran; All in favor—motion approved.

Motion to adjourn at 7:30 by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Meeting adjourned at 7:30 p.m.

Respectfully by,

Marianne Vaughn
Northern Onondaga Public Library  
Monthly Board Meeting  
December 17, 2018

Attending: Tom Brooks, Jim Rowley, Sue Corieri, Bob Lalley, Derek Empey, Wayne Chase, Sue Kowalski, Frank Laifer and Library Director, Amanda Travis.

Absent: Randy Lacelle, Camille Luteran, Barb Irwin, Steve Scicchitano and Janet Cavaiola.

Also Present: Nancy Boisseau, Jill Youngs, Michelle Metcalf, Rochelle Fiel (Cicero Friends), Marion Lindsey, Marilyn Bulriss and Karen Spera (Brewerton Friends).

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

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

President

Introduction of Cicero and Brewerton Friends. Each officer reported on what has been happening at each of the libraries. Many Children and Adult programs going on. Book sales also a huge success!

Vice President – Randy’s last meeting was tonight and he was not able to attend. Tom Brooks will be taking over the role of President. The board will be nominating someone take Tom’s place as Vice President. Sue Corieri, on the Nominating Committee will take votes tonight on Vice President and will also contact absent trustees on email. We will vote on this at the next meeting.

Motion to vote on 2019 Vice President vacancy position and approve at our January meeting by Sue Corieri; 2nd by Wayne Chase; All in favor—motion approved.

Motion to approve a 2-year Calendar year for when you begin serving as an officer on the board; by Frank Laifer; 2nd by Sue Kowalski; All in favor—motion approved.

Corresponding Secretary – No Report

Treasurer

- Abstract #12 discussed by the board.
- 2019 Pension payment is pre-paid to get a discount.

Motion to approve Abstract #12 in the amount of $228,659.28 by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.
Corresponding Secretary – None.

Trustee Reports

Sue Kowalski attended the NY City Council Committee for the Board of Regents Advisory. It is a way to be part of the conversation of libraries. Sue also attended the CLRC Legislative Breakfast that we hosted at our East Syracuse Minoa School. Both meetings were very well received.

Director Report

Presentation by Amanda on Staff Development Day.

Unfinished Business

Cicero HVAC – Johnson Controls has completed their walk-through and are ordering parts and will come this week to get the controls replaced. Getting a quote for the NS HVAC. We can start working on the grant ahead of time.

Workplace Safety and Loss Prevention Program – We had a Safety Evaluation conducted. The resulting report had 3 recommendations: 1) Need to put in place an evacuation policy, 2) Trooper coming in to do Active Shooter Training; he will do this at each location; and 3) We have 6 months to put these recommendations in place. We will have them done before April 2019.

New Business – Bylaws and Committee meetings will be in January.

Motion to adjourn at 7:00 p.m. by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Meeting adjourned at 7:00 p.m.

Respectfully by,

Marianne Vaughn