

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; 2nd 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; 2nd by Wayne Chase;
All in favor—motion approved.

Motion to approve Abstract #1 in the amount of \$208,175.08 by Frank Laifer; 2nd 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 6th 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; 2nd by Frank Laifer;
All in favor—motion approved.

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

Meeting adjourned at 8:15 p.m

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
February 25, 2019**

Attending: Tom Brooks, Jim Rowley, Wayne Chase, Bob Lalley, Sue Kowalski, Barb Irwin, Derek Empey, Lisa Sokolowski, Janet Cavaiola, Frank Laifer and Library Director, Amanda Travis.

Absent: Camille Luteran, Sue Corieri, Steve Scicchitano

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

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

Presentation by Michelle Metcalf on Google Ads

In August 2019, Michelle Metcalf was able to qualify NOPL for the Google Ad Grants program. This program provides up to \$10,000 per month in in-kind advertising through Google Ads. Several ads were set up to promote the library. Although the ads have successfully driven traffic to the website, areas for improvement were noted that will enable the ads to reach a larger audience. These include improving ad copy, website page speed, and landing page quality. As improvements are made, the goal is to leverage this program more fully throughout 2019 in order to create greater awareness of the library and its services throughout the community.

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #2 discussed by the board.
- Everything is looking good for the start of the year.
- Budget transfer amount adjustment.

Jim Rowley explained the Budget transfer handout to the board. There were a few line items from 2018 that were overspent last year that we are transferring funds from other accounts that were underspent. This was suggested by the auditors as best practice.

Motion to approve 2018 Budget transfers by Frank Laifer; 2nd by Sue Kowalski; All in favor –motion approved.

Motion to approve Abstract #2 in the amount of \$52,134.25 by Bob Lalley; 2nd by Derek Empey; All in favor—motion approved.

Corresponding Secretary – None

Trustee Reports

Sue Kowalski mentioned that this coming Wednesday will be Legislative Day in Albany where we advocate for the libraries. Sue also attended the OCPL Board Memorandum of Understanding meeting. They are fine-tuning the System and Member Libraries responsibilities of charges and sharing costs.

Director Report

- PopUp Library has gone in for repairs to allow the sides to be opened easier by one person.
- Onondaga County Executive, Ryan McMahon held a press conference announcing that the County will be putting \$100,000 towards Tech Packs. Tech Packs are filled with a Chromebook and a hotspot for lending out. This is in answer to the digital divide throughout the County.
- There was an issue with the carpet install a North Syracuse. Cleantec is aware of the issue and will be fixing it at no charge to the library.

Unfinished Business

Print Management and Phone Upgrades

Advanced Business Systems – Will be taking over the Print Management for the libraries and Usherwood will be providing us with a Production Printer that will be located in the Administrative office.

New Business

Motion to accept the 2018 State Annual Report by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Mandy will be attending the Library Leaders Summit at the Computers in Libraries conference in Virginia and will not be able to attend the March board meeting. Bill Hastings, Assistant Director will be there in her place but she will teleconference in.

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

Meeting adjourned at 7:27 p.m.

Respectfully by,

Marianne Vaughn

Northern Onondaga Public Library
Monthly Board Meeting
March 25, 2019

Attending: Tom Brooks, Jim Rowley, Wayne Chase, Bob Lalley, Sue Kowalski, Barb Irwin, Derek Empey, Lisa Sokolowski, Steve Scicchitano, Frank Laifer and Library Director, Amanda Travis (Via Skype)

Absent: Camille Luteran, Sue Corieri, Janet Cavaiola

Also Present: Jill Youngs, Bill Hasting, Sarah Heukrath, Alissa Borelli

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

Presentation by Sarah Heukrath (NS Children’s Librarian) on Comic Cons

Comic Cons are a celebration of all the things patrons love. Throughout the day, comic-cons features vendors, panels and cosplay. I have already talked to several vendors who are excited to be partnering with us for this event. One of these vendors makes cool jewelry that represents Harry Potter, superheroes, TV shows and other fun things. We will be having a costume contest for all our cosplay lovers. Panels are great because people can discuss and learn about topics that are interesting to them. So far, there is one panel topic entitled, “How to Publish Your Book for Free.” We will also be doing a singalong of the musical episode of Buffy the Vampire Slayer called “Once More With Feeling.” We are looking into hiring a UFO bouncy house and will have a food truck for our patrons. It should be an exciting day.

Motion to approve keeping the North Syracuse Library open for Comic Con on Friday, July 19th until 8:00 p.m. by Frank Laifer; 2nd by Wayne Chase; All in favor—motion unanimously approved.

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

President – Spoke with the Director about the OCPL Memorandum of Understanding specifically the member charges. Wanted to know more of the history of how the base charge was calculated and if Central and Branches make up part of the member charges. These questions will be posed to the MOU committee for discussion at their next meeting.

Vice President – No Report

Treasurer

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

Motion to approve Abstract #3 in the amount of \$86,231.62 by Bob Lalley; 2nd by Steve Scicchitano; All in favor—motion approved.

Corresponding Secretary – None

Trustee Reports

Frank Laifer – Would like to revisit the Out of System Borrowers fee to determine whether we are charging enough. Mandy Travis will put this item on the next meeting board agenda.

Sue Kowalski – Also received the email from OCPL about the MOU regarding member library fees looking for feedback. Sue was making sure someone from our library will be responding to this. Sue did not take the kids to Albany for Library Advocacy Day because of the weather.

Tom and Mandy have already been looking into the Memo of Understanding regarding the fines and fees. Mandy responded that member directors are already looking into more information and transparency on this subject. Currently, OCPL is waiting until they hire a new Executive Director.

Bill Hastings – Attended Library Advocacy Day and said it was a great trip. Met with some of our local legislators regarding library services and out of system borrowers. Bill thanked Mandy for allowing him to attend.

Director Report

Mandy was at the Library Leader's Summit in Arlington, VA so she teleconferenced into the meeting.

- Cicero Curbside Holds Pickup service began on March 11th.
- The production printer has been installed in the Administration office.
- Johnson Controls has completed installation of the new controls at Cicero.
- Amanda Roberts and Jennifer Tolley will be presenting at NYLA 2019.

New Business

Teen Advisory Board

Motion to allow Teen Advisory Board to meet at Cicero Library every other month after hours on Friday by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

Motion to adjourn at 7:10 pm by Steve Scicchitano; 2nd by Wayne Chase;
All in favor—motion approved.

Adjourned meeting at 7:10 p.m.

Respectfully by,

Marianne Vaughn

Northern Onondaga Public Library
Monthly Board Meeting
April 22, 2019

Attending: Tom Brooks, Jim Rowley, Wayne Chase, Bob Lalley, Sue Kowalski, Barb Irwin, Derek Empey, Lisa Sokolowski, Frank Laifer and Library Director, Amanda Travis

Absent: Camille Luteran, Sue Corieri, Janet Cavaiola, Steve Scicchitano

Also Present: Bill Hasting, Nancy Boisseau, Michelle Metcalf

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

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

President

- Tom thanked our Treasurer, Jim Rowley for meeting with him and going over some of the accounting reports.
- The board sent Camille a get well card.

Vice President – No Report

Treasurer

- Abstract #4 discussed by the board.
- Everything is looking good with the budget.

Motion to approve Abstract #4 in the amount of \$120,134.68 by Wayne Chase; 2nd by Frank Laifer; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski passed around bookmarks she received from another library with pictures of some of the trustees on the bookmarks with a bio on them. This was a nice tool to market the library to the public.

Director Report

Update:

- Christa Construction is moving right along with the senior housing project next to Cicero. Their next big step is to bring the sewer line down Knowledge Lane to their building. This work should begin the end of April and should take about a week. They will keep one lane of traffic going at all times.
- North Syracuse had an incident with a patron found unconscious on the men's bathroom floor possibly due to drugs. The patron was alright and left the library on his own but it shook staff and patrons up. Due to this incident and the increase in opioid related incidents in this county, NOPL will be offering Narcan training for staff. Like AED training, this will be voluntary. The County Health Department offers free training.

Personnel:

- Two people were hired for the Seasonal PopUp Clerk position to help out with outreach this summer, June-August.
- One of the two part-time Library Clerk positions has been filled at North Syracuse. We are hoping to have the second one filled before the end of April.

Facilities:

- Update on the PopUp truck – Syracuse Truck and Equipment put hydraulics on the sides so they would be easier to open but unfortunately there was a malfunction with one of the inside brackets and the side broke and the side came down on Jen's head. She is ok but has a mild concussion. The truck is back at the shop getting reinforced brackets and will not be used until it is deemed safe.
- I spoke too soon last month about the North Syracuse carpet issue being fixed. The carpet that they put down at the beginning of April is much darker than the rest. Cleantec is working on solving the problem with no cost to NOPL.
- Johnson Controls have completed the install of the new controls at Cicero and they are working wonderfully.

OCPL:

- Member Library Directors met with Jill Hurst-Wahl from the OCPL board to do a SWOT analysis of the System. We shared our thoughts on the Systems strengths, weaknesses, opportunities and threats. This is in preparation for the OCPL Board to begin the process of strategic planning.

Unfinished Business – Out of System fee discussion

Frank Laifer suggested that the yearly fee for patrons that are out of our district be revisited.

Discussed at length by the board members.

Mandy Travis handed out a memo on the statistics of the fees and the percentage of patrons that are out of the area that utilize the Brewerton Library. She does not feel that it would be in the best interest of the library to raise the fee. A great percentage of our Brewerton Library circulation comes from the patrons in Oswego County.

Motion to end discussion about raising the fee tabled for (3) years by Bob Lalley; 2nd by Barb Irwin; All in favor—motion approved. Abstention – Frank Laifer.

New Business – None

Motion to adjourn at 7:58 p.m. by Frank Laifer; 2nd by Wayne Chase;
All in favor—motion approved.

Meeting adjourned at 7:58 p.m.

Respectfully by,
Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
May 20, 2019**

Attending: Tom Brooks, Wayne Chase, Bob Lalley, Sue Kowalski, Barb Irwin, Lisa Sokolowski, Steve Scicchitano, Janet Cavaiola, Sue Corieri, and Library Director, Amanda Travis

Absent: Jim Rowley, Camille Luteran, Derek Empey, Frank Laifer

Also Present: Bill Hasting, Nancy Boisseau, Jen Tolley

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

Presentation by Jennifer Tolley on Senior deliveries and the Pop-Up Library.

The Senior Delivery Service is a program where Jen and Cynthia Baxter deliver library materials to homebound seniors. They select books and DVDs based on their interests and bring them to their homes once a month. They also visit and converse with the seniors, before taking their returns and leaving. They have 11 participants right now and circulated 121 items in May. Patrons can call the library and fill out an application. This started with getting names from Meals on Wheels and they want to expand the program after they have tested it out for a while.

Motion to approve last month board minutes, with amendment on the Library fee motion to not be addressed for (3) years by Wayne Chase; 2nd by Barb Irwin; All in favor—motion approved.

President – Tom congratulated Amanda Travis on her 1-year anniversary as NOPL’s Library Director. The board is pleased with her performance.

An email was sent to the board by Tom regarding Contract negotiations with the Staff Association. The board will need to pull together a committee of 3-4 trustees.

Vice President – No Report

Treasurer – by Amanda Travis due to Jim’s absence

- Abstract #5 discussed by the board.
- If any accounts are overspent or underspent, we will be making amendments to the budget in July.
- Everything looks very good with the budget.

Motion to approve Abstract #5 in the amount \$91,631.36 by Steve Scicchitano; 2nd by Bob Lalley—All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Steve Scicchitano - Recently saw a library trailer that was made into a Maker Space. It had multiple stations with 3D printers. He will email pictures to the board and director.

Director's Report

Update:

- Digging for the sewer intake has begun for the senior living facility next to CC. The plan is to dig a five-foot-wide trench along the LibraryFarm side of the road. If the weather cooperates, it should be done in a week.
- The new public and staff multi-function printers are all installed at the three locations. After a few hiccups with setup, they are functioning well. Patrons are enjoying the option to print and copy in color.
- We have two young interns for the summer. Ayiana is going to be a sophomore at the University of Rochester in the fall and is interested in becoming a librarian. We hope to give her a bunch of different experiences while she is with us. Carey, a Syracuse University iSchool grad, is doing her final internship before she graduates in September. She has been researching different policies and libraries that have gone fine free.

Personnel:

- Sue Buswell is our new LibraryFarm Manager. She has been a plotter since 2006 and for the past three years has managed the pantry gardens. We are very happy to have her on the NOPL Team.
- Both part-time library clerk positions have been filled at North Syracuse.

Facilities:

- Cleantec completed the install of the new carpet at NS. There is still a slight color difference but should fade with age and wear.
- NS bathroom fans were not working. Johnson Controls fixed the motor but the circuit breaker for the fan switch was not working. Stagnitta was called in to look at that.

OCPL:

- No news on the System Director search. The OCPL board went into an Executive Session to discuss next steps at their May meeting.

Unfinished Business

Sue Kowalski – Never received the minutes from Memo of Understanding regarding the member libraries fees. The NOPL had several questions about the original base number and how charges are formulated.

Mandy stated that OCPL provided the Director's with spreadsheets, but they are not correct and need to be revised before they go to the board. Mandy will keep the board posted on any new information she receives.

New Business

Motion to reject OCPL's suggestion to keep the YMCA Book dispenser stored in the NOPL Barn by Steve Scicchitano; 2nd by Barb Irwin; All in favor-motion approved.

Motion to adjourn at 7:52 p.m. by Steve Scicchitano; 2nd by Bob Lalley;
All in favor—motion approved.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
June 24, 2019**

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

Absent: Jim Rowley, Barb Irwin, Lisa Sokolowski, Janet Cavaiola

Also Present: Bill Hasting, Jill Youngs, Nancy Boisseau, Michelle Metcalf

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

Audit Report

Presentation of NOPL's **2018 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 approve last month board minutes by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

President – Spent time with Jim Rowley and our Auditor regarding the Profit & Loss reports to get more of an understanding on how the reports are utilized to produce the audit report.

Vice President – No report

Treasurer – by Amanda Travis due to Jim's absence

- Abstract #6 discussed by the board, no concerns.
- Mandy mentioned that the board could only get the budget vs. actual report rather than all the P&L reports from accountants. The budget vs. actual provides the most important information for the board.

Motion to approve Abstract #6 in the amount of \$135,237.28 by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Sue Kowalski - Reported that there was a meeting on June 10th regarding the MOU but a NOPL representative was not able to attend. She will share any updates she receives to the board on any further information.

Frank Laifer – Stopped by the North Syracuse book drop on Sunday to return books and it was jammed and could not fit any books in. It happened to be the first Sunday that North Syracuse was closed because of summer hours. Mandy responded that they were looking into another book drop or reconstruction of the current ones at each library.

Sue Corieri – Thanks to the library for book donations from North Syracuse and Brewerton for her daughter to take when she travels to Ghana to visit some of the refugee camps.

Director report

Update:

- Digging of the sewer intake for the senior apartments has been completed. There is still a large hole near the corner of Knowledge and the LibraryFarm. We have reached out to the construction company to get a timeline on when that will be filled.
- The new VoIP phones have been installed at North Syracuse and Cicero.
- Staff watched an Active Shooter training video at each Branch; offered through our insurance company.
- Many staff are now trained in the use of fire extinguishers. This was mandated by Utica National, our insurance company.
- Due to an incident at the North Syracuse, a teen patron has been barred for the summer at all three branches. We have had several issues with this patron in the past (harassing staff/patrons, damage to library furniture, disruptive and threatening behavior toward staff/patrons).

Facilities:

- More cameras were installed at North Syracuse on the exterior and interior of the building. This was part of the 2019 construction grant.
- The NYS Aid for Library Construction application site is open for 2020 construction projects. Due to the large cut in funds by the state, North Syracuse will be the only NOPL library applying in 2020. The project will include renovation of the adult area and public bathrooms.

New York State Library:

- Lauren Moore, currently the Executive Director at the Pioneer Library System in Canandaigua will be the new State Librarian starting August 1st.

New Business

Review of the NOPL Accident/Incident report

Motion to approve the **Accident/Incident Policy** by Steve Scicchitano; 2nd by Wayne Chase;

All in favor—motion approved.

AFLAC Insurance – by Marianne Vaughn

We would like to offer part-time and full-time employees AFLAC Insurance. This would be 100% employee paid and no cost to NOPL. It would be setup for payroll deduction through ADP and would only need a minimum of three employees to participate.

Motion to approve to offer AFLAC Insurance to NOPL employees at no cost to NOPL Library by Frank Laifer; 2nd by Bob Lalley; All in favor—motion approved.

Motion to adjourn at 7:40 p.m. by Frank Laifer; 2nd by Derek Empey; All in favor—motion approved.

Meeting adjourned at 7:40 p.m.

Respectfully by Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
July 22, 2019**

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

Absent: Barb Irwin, Camille Luteran,, Steve Scicchitano, Lisa Sokolowski

Also Present: Jill Youngs, Michelle Metcalf, Eagle Scout, Marcus Perretta (Eagle Scout)

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

Eagle Scout candidate Marcus Perretta of Cicero Troop 116 presented his Eagle Scout Project to the board; detailing the construction of sun shades in the backyard of the Cicero Library. Marcus also discussed the process of his Eagle Scout project including the design, bottle drives, the donation box he created and asking for donations. Michelle Metcalf will put it on the NOPL website.

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

President – No Report

Vice President – No Report

Treasurer

- Abstract #7 discussed by the board.
- We are right on target with our budget for the year.

Motion to approve Abstract #7 in the amount of \$69,764.03 by Derek Empey; 2nd by Bob Lalley;
All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Bob Lalley is on the steering committee for the Library Farm and was inquiring if the garden is going to be getting security cameras and lighting in the front of the building.

The gardens are growing very well and everyone is contributing to the local pantries. Bob asked if the Town of Cicero has added any lighting at the corner where you turn into Knowledge Lane. Mandy will contact the town regarding the lighting on the corner.

Mandy stated that Cicero Library will be getting new cameras on the interior and exterior of the building and will definitely have a few of the outside cameras pointing toward the Library Farm.

Sue Kowalski – still waiting on more information regarding the OCPL M.O.U. regarding fees.

Sue Corieri – Very impressed with the Brewerton Friends book sale raising over \$4500! That is a substantial amount of money for books that sell at a very reasonable price! The board would like to send a note of appreciation to the Friends for all the hard work they have done. Mandy will send out an email to all the Brewerton Friends.

Director Report

- Onondaga County Public Library System was hit with ransomware on 7/12. They severed all traffic with member libraries. Until they can get the System back online, staff are manually checking out items using spreadsheets. We are unable to check any items in. This keeps patrons from receiving holds and placing holds. NOPL has been functioning as normal as possible. Our internet and wifi is working. There is no timeline on when the System will be back online.
- The phone installation for Brewerton and Cicero has been pushed back to August. We wanted to make sure everything was going smoothly at North Syracuse before we added more phones.
- 1st Annual NOPL Picnic was a hit! Thank you to the trustees who stopped by! It was great meeting your families! We hope to do it again next year!
- We are canvassing for two full-time positions – Library Clerk II (CC) and Librarian II (BR). The deadline is 7/24.
- Bill and I met with staff at Liverpool to discuss their security guard situation. Liverpool hires their own. These guards are NYS certified. We also spoke with Randy and the Onondaga Sherriff's office on how they offer security.
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Committee Reports

Bylaws Committee – Wayne Chase, Frank Laifer, Sue Kowalski

Facilities Committee – Wayne Chase, Tom Brooks, Bob Lalley

New Business

Create a part-time security guard position

Mandy would like to create a security guard position for the North Syracuse Library. This person would be working mainly nights and weekends when we have the least amount of staff working and during summer hours. We have had many problems at the North Syracuse branch that require certain times to be monitored. If needed, the security guard can also be utilized at the other libraries as well. We currently have cameras, but need the presence of more security.

The board would like more information and costs of hiring security before they make a decision. A more detailed proposal will be brought for board approval at a future meeting.

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

Meeting adjourned at 7:50 p.m.

Respectfully submitted by Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
August 26, 2019**

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

Absent: Barb Irwin, Derek Empey, Janet Cavaiola, Sue Kowalski, Sue Corieri.

Also Present: Bill Hastings, Nancy Boisseau, Jill Youngs, Amanda Roberts, Giovanna Colosi

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

Mandy introduced **Giovanna Colosi**, North Syracuse candidate for our trustee election on Oct 9th. Giovanna has a Master's degree in Library and Information Science from Syracuse University and a Master's degree in Counseling and Human Services from SUNY Oswego. She has worked in the field of higher education for over 20 years and has worked at Syracuse University for 10 years, the last 2 years as the Subject Librarian for the School of Education at the University.

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

2020 Proposed Budget

Motion to approve 2020 Proposed budget with 2% tax revenue increase by Wayne Chase; 2nd by Frank Laifer; All in favor—motion approved. Unanimous.

President – No Report

Vice President

Last week I had the opportunity to visit the Indiana County Library in Pennsylvania. Also attached to the library, is the Jimmy Stewart museum. It is a beautiful old Carnegie Library.

Treasurer

- Abstract #8 discussed by the board.
- Everything is looking good with our budget.

Motion to approve Abstract #8 in the amount of \$108,014.35 by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports

Lisa Sokolowski – Reported that her daughter is on the Teen Advisory Board at North Syracuse and that her daughter commented on the group not being sure of how to get more teens involved. Also, would like to get ideas on topics to discuss.

Mandy Travis offered to attend one of their meetings and would like to help them with coming up with some ideas. Mandy used to be a Teen Librarian and may be helpful with giving them some direction on what they would like to achieve. They are also welcome to come to one of our board meetings to give the board some information on what they are doing and would like to accomplish.

Bob Lalley – Visited Arlington Virginia Library and there were signs on the tables inviting others to come sit together at the same table. Thinking that it is a very good idea that maybe NOPL would do the same.

Director Report

Updates:

- Phones were installed at Cicero on 8/6. There have been some connection issues with the cordless phones. ABS will be replacing all the cordless with regular handsets. Brewerton will have theirs installed by September.
- CDS Life Transitions, the organization managing the senior housing in Cicero, held their housing lottery at the library. It looks like the beginning of a beautiful partnership.

Personnel:

- I am happy to announce that Brittney Hewitt will be joining the NOPL Team as the Library Clerk 2 at Cicero. Brittney is currently a clerk at the Liverpool School District but she has worked as a clerk at Baldwinsville and Liverpool Libraries. Even more exciting, Alissa Borelli, Adult Services Librarian at NS will be the new Brewerton Manager.

Facilities:

- All three NYS Library Construction Grants have been approved and we will begin work in the Fall. End of August, Johnson Controls will be installing new AC at Brewerton. Tentatively, we have renovation of the NS children's room end of September. Last but

not least, renovation of the CC community room should begin end of November. We hope to have all three projects completed before 2020.

- Several Library Farm beds had to be moved back from the road to allow Niagara Mohawk to dig the new electric for the building next door. Christa Construction moved them and will move them back when the work is completed. According to National Grid the right of way is 30 ft. from the center of the road.

OCPL:

- Polaris became almost fully functional on August 3rd after being down for three weeks. All items have been checked back in and patrons are getting their holds. The two items that are still not working – holds notifications and acquisitions.

Committee Reports – None

Unfinished Business

North Syracuse Security proposal deferred to a later board meeting.

New Business

2020 NOPL Calendar

Motion to approve the 2020 NOPL Calendar by Steve Scicchitano; 2nd by Frank Laifer;
All in favor—motion approved.

Motion to adjourn at 7:58 pm by Bob Lalley; 2nd by Wayne Chase;
All in favor—motion approved.

Meeting adjourned at 7:58 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
September 23, 2019**

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

Absent: Bob Lalley, Sue Corieri, Derek Empey.

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

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

Motion to approve last month board minutes by Frank Laifer; 2nd by Steve Scicchitano; all in favor—motion approved.

President – No Report

Vice President – No Report

Treasurer

- Abstract #9 discussed by the board.
- Everything looks good with budget.

Motion to approve Abstract #9 in the amount of \$82,556.17 by Wayne Chase; 2nd by Frank Laifer; All in favor—motion approved.

Corresponding Secretary – No Report

Trustee Reports – None

Director Report

- The new VoIP phones have been installed in all three libraries. There is a small learning curve but other than that they are working well.
- We have an updated/upgraded NOPL website.
- The new AC unit for Brewerton will be installed on September 23rd. It should only take a couple days and we won't need to close.
- Renovation of the North Syracuse Children's area will begin on September 30th. The renovations include new furniture, carpet and paint. It should only take two weeks and we will remain open. A temporary children's space will be set up in the community room.
- Renovation of the Cicero Community Room will take place beginning Thanksgiving week. These renovations include new flooring and a full kitchen.

- Polaris is almost back to normal. The only thing that is not working is phone notifications for holds.
- OCPL IT has set up weekly conference calls with the members to discuss updates and issues with System Services around technology.
- The OCPL System Retreat was on September 10th at the Arrowhead Lodge. Member Directors, City Branch Managers and System Staff spent the day discussing the ransomware attack, the MOU and thriving through change.
- Christa Construction is no longer using our electric and has reimbursed the use.

Facilities – Meeting on Wednesday, October 2nd with Committee and Cleantec

Unfinished Business

Security Company GS4– they currently have a contract with Boston Public Library. We will need an RFP Proposal to hire a security guard for the North Syracuse Library. This company will help us to create an RFP and to send it to other Security Companies and get quotes to bring to the board.

New Business – Security Camera Policy

A policy has been drafted for the use of security camera’s in the library.

Motion to approve the NOPL Security Camera Policy by Frank Laifer; 2nd by Barb Irwin; All in favor—motion approved.

Closing the Libraries for Staff Development Day

Motion to approve closing the NOPL Libraries on Friday, December 6th, for all day Staff Development by Sue Kowalski; 2nd by Frank Laifer; All in favor—motion approved.

Mandy mentioned that Nancy Boisseau, our Brewerton Library Manager, is retiring this week after 15 years of service. This will be the last board meeting for Nancy and we would like to extend our congratulations and gratitude for the outstanding job she has done at the Brewerton Library. Alissa Borelli will be taking over as Library Manager and we wish Alissa all the best.

Motion to adjourn at 7:25 p.m. by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Meeting adjourned at 7:25 p.m.

Respectfully by,
Marianne Vaughn

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

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

Absent: Sue Corieri, Janet Cavaiola

Also Present: Bill Hastings, Jill Youngs, Alissa Borelli, Michelle Metcalf.

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

Motion to approve last month board minutes by Frank Laifer; 2nd by Steve Scicchitano; all in favor—motion approved.

President – No Report

Vice President

- Attended the OCPL M.O.U. meeting regarding the quarterly fees that NOPL is billed. OCPL would like each of the library boards to vote on the methodology of the system. Wayne asked them where the fees come from and didn't feel like he received a clear answer. Therefore NOPL would like more information on the fees before it votes. Mandy Travis will check with Amanda Schiavulli to get a report with all the information that we need to move forward.

Steve Scicchitano stated that we definitely need more information on where these fees are coming from before we can make any decision to vote.

Treasurer

- Abstract #10 discussed by the board.
- Just a few grant construction invoices on the abstract for North Syracuse and Cicero Libraries.
- Everything is looking very good with budget.

Motion to accept Abstract #10 in the amount of \$127,750.35 by Barb Irwin; 2nd by Bob Lalley; All in favor—motion approved.

Corresponding Secretary – Donations were made in memory of Nancy Boisseau and Jill Young's mothers who both passed away.

Trustee Reports

Steve Scicchitano – Reported that he took pictures of before and after of the North Syracuse Children's Area remodeling. It really looks great! Mandy stated that they are getting a lot of positive feedback from patrons.

Frank Laifer – Suggested that we review NOPL bylaws and consider letting trustees serve without term limits. Mandy stated that if it is in our bylaws, it can be changed. However, if it is in our Legislation, then it would not be able to be changed without a great deal of work.

Director Report

- The faxing capability on the public printers hasn't been working. We met with ABS to try to find solutions. The best solution was to put fax boards into the three machines. All three machines now have the boards installed but we need to set up an ATA unit at CC and BR for it to work. The ATA has been set up at NS and faxing is working.
- Jen Tolley, NOPL Outreach Librarian recently won the CNY Library Resources Council (CLRC) award for Library Staff All-Star. She received the award at CLRC's annual conference where she also did a presentation on mobile library outreach. Nicole Hershberger, CC Children's Librarian also presented on the NOPL Community Play Date program at the YMCA.
- All three libraries will have a key fob alarm update. This will allow NOPL administration to view notifications and alerts on their phone.
- OCPL conducted three interviews for the Executive Director. Member Directors were able to meet with all three candidates. The search committee has offered the job to one of those candidates and it was accepted. They have not revealed which candidate it is yet.
- NOPL Board was unable to find a candidate for the Cicero seat before the election. The bylaws are unclear on how to handle this situation. The Bylaws Committee will be reviewing the bylaws to bring to the board for approval in early 2020.

Facilities

- Tom and Mandy met with Cleantec regarding our current prices and services that they are providing to NOPL. Lately, service has been unacceptable including issues with the carpet at North Syracuse, false alarms at Cicero and turnover of cleaning employees. We sent them a 90-day cancellation notice and are looking into different options for maintenance service. Cleantec will be giving us a breakdown of the costs we are paying them for all services. Tom Brooks mentioned that if we do not feel that we are getting the value we should be getting from the company then we should evaluate alternatives and consider switching vendors.

Unfinished Business

Frank Laifer wanted to know from the board the status of the North Syracuse Security Guard. Mandy and Bill have met with G4S Security. They are helping NOPL write an RFP to submit to security companies for proposals. The RFP needs to be tailored for what NOPL needs. She will keep the board informed on the progress.

Mandy will be getting the Security Committee together to discuss further information.

New Business

Election Results

Motion to certify the 2019 Election by Frank Laifer; 2nd by Wayne Chase; All in favor—motion approved.

North Syracuse – Giovanna Colosi

Brewerton – Maureen Hale

Cicero – Vacant

Motion to eliminate write-ins on ballots in all NOPL Elections and to approve the Cicero vacancy seat until an appointment can be made or until the next Election by Sue Kowalski; 2nd by Barb Irwin; All in favor—motion approved unanimously.

November board meeting

Motion to cancel the November 25th board meeting by Barb Irwin; 2nd by Lisa Sokolowski; All in favor—motion approved.

Motion to adjourn at 7:43 p.m. by Frank Laifer; 2nd by Barb Irwin; all in favor—motion approved.

Meeting adjourned at 7:43 p.m.

Respectfully by,

Marianne Vaughn

**Northern Onondaga Public Library
Monthly Board Meeting
December 16, 2019**

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

Absent: Bob Lalley, Barb Irwin.

Also Present Bill Hastings, Jill Youngs, Alissa Borelli, Amanda Roberts, Maureen Hale, Giovanna Colosi and Rochelle Fiel.

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

November meeting was cancelled.

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

President

- Introduction of new board members, Maureen Hale and Giovanna Colosi. They will be sworn in at our January board meeting. Our Board President Tom Brooks thanked the board for the sympathy card on the passing of his brother.

Vice President – No report

Treasurer

- Abstracts #11 and #12 discussed by the board.
- The pre-payments of the yearly pension payment and Director and Officers policy is included in this month's abstracts.
- Everything is looking very good for the year-end.

Motion to approve Abstract #11 in the amount of \$353,900.57 by Sue Corieri; 2nd by Wayne Chase; All in favor—motion approved.

Motion to approve Abstract #12 in the amount of \$20,355.82 by Steve Scicchitano; 2nd by Janet Cavaiola; All in favor—motion approved.

Corresponding Secretary – No report

Trustee reports

Frank Laifer – Would like to revisit the terms of office of a board member. There should not be a limit to how many years a member can serve. Sue Corieri mentioned that maybe the board could reframe the bylaws to include having some members stay on in an advisory capacity. A committee is in place to review the bylaws. A draft of the revised bylaws will be brought to the January meeting for review and discussion.

Director

- The New York Library Association Annual Conference was November 13-16. Michelle Metcalf, Amanda Roberts, Jen Tolley and Mandy Travis attended. Amanda and Jen presented sessions on Friday and Saturday respectively. Michelle was there as a conference curator and the chair of the Marketing and Public Relations Round Table. Amanda T was the 2019 Conference Chair and was asked to be the Chair for 2020, which will be in Saratoga Springs again.
- NOPL Staff Development Day was on Friday, December 6th at the Cicero Fire Hall. The committee put together a full day of learning and networking with co-workers. Thanks to the committee members—Alissa Borelli (chair), Sarah Heukrath, Ann Kokkoris, Amanda Roberts, Jen Tolley and Marianne Vaughn.
- Renovations to the Cicero Community Room are almost complete. The kitchen area has been extended and the floors and cabinets are in. The contractor believes it will be completed by December 18th.
- Christian Zabriskie is the new OCPL Executive Director. His start date is January 7th.
- The MOU was briefly discussed at the Member Council meeting on November 5th. There was discussion on three formulas to calculate member charges. Currently charges are based on circulation. The other formulas consider the library's operating budget and a breakdown of ILS costs. OCPL also provided a breakdown of the System budget.

Committee Reports

Facilities - We now have a Cleantec Facility Manager on site at the Cicero Library. We needed more transparency with our services and are now being provided with more of a breakdown of our costs and internal procedures. This will ensure more onsite focus in serving the library's needs.

Security – Bill Hastings

The Assistant Director and Director met with G4S Security Company regarding a Security Guard at the North Syracuse branch. We would need the person to work evenings and weekends covering about 24 hours per week. The Security Committee is working on a RFP to send out to several security companies. We hope to have a security guard working by spring.

Sue Corieri suggested that we ask Randy Lacelle, former NOPL Board President to get involved with the search for the Security Guard. Randy is a former Syracuse Police Officer that could bring a lot of expertise in this search. Mandy agreed and will contact Randy.

Unfinished Business

M.O.U – Memo of Understanding regarding fees for OCPL. The next meeting will be on January 13 at OCPL. Wayne Chase will be available to attend the meeting.

New Business

Outreach Policy – We would like to propose a policy for the Community Outreach services. NOPL is committed to providing library services to the community and would like to have a policy, which explains our goals and other outreach endeavors of the library. This policy will be voted on at the January meeting.

Alissa Borelli (Brewerton Manager) – Explained the use of an Organization Library Card to provide public library resources to organizations such as schools, assisted living and day care facilities. These organizations can obtain one card and provide the names of the individuals authorized to use the card. This will streamline the use of separate cards by patrons. The principal or director of the facility must sign the application. There will be no overdue fines and the organization will not be responsible for any lost or damaged items. This will be voted on at the January meeting.

Fine Free for Veterans and Active Duty members

This will insure that all Veterans and members that have served at least 180 days in the United States Armed Forces will have any fines or fees for late return or lost items waived. This will be voted on at the January meeting.

Motion to adjourn at 7:10 p.m.

Respectfully by,

Marianne Vaughn