Northern Onondaga Public Library
Monthly Board Meeting
January 27, 2020

Attending  Tom Brooks, Jim Rowley, Frank Laifer, Giovanna Colosi, Sue Corieri, Lisa Sokolowski, Derek Empey, Maureen Hale, Barb Irwin, and Library Director, Amanda Travis.

Absent: Wayne Chase, Sue Kowalski, Steve Scicchitano

Also Present Bill Hastings, Alissa Borelli, Michelle Metcalf and Amanda Roberts.

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

Amanda Roberts presented NOPL’s new visual identity; this included a newly designed logo. She presented the logo being used in various ways and showed the new color palette for the new identity.

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

President
  • Tom introduced Elizabeth Stapleton as a candidate for Treasurer to replace Jim Rowley who will be leaving at the end of January. Elizabeth has a Masters degree in Business Administration and Public Accounting. She attended Albany Law School and is current working as a CPA at Peters & Associates in Utica NY.
  • Corresponding Secretary Nomination tabled until next month.

Oath of Office – Swearing in of new trustees
  Giovanna Colosi
  Maureen Hale

Vice President – No Report

Treasurer
  • Abstract #1 discussed by the board.
  • We will be adjusting a few of the budget line items.
  • Everything is looking good to date with our budget.

Motion to approve Abstract #1 in the amount of $146,227.38 by Barb Irwin; 2nd by Sue Corieri; All in favor—motion approved.

Transfer Request from Budget items – Jim Rowley

Some budget lines were over in 2019 and some under. We will need approval to transfer these funds from the General Fund to the budget. Memo distributed to the board with each fund code and amounts.

Motion to approve the transferring of funds to the Budget items by Lisa Sokolowski; 2nd by Sue Corieri; All in favor—motion approved.
**Corresponding Secretary** – None

**Trustee Reports** – None

**Director’s Report**

- NOPL wide goal for 2020 is to increase patron registration by 10%. We are planning more outreach programs and getting out into the community. We will also be creating an email marketing plan to reach patrons that we have lost over the years.
- The Managers and I watched a demo of Time & Attendance software. This will provide better accuracy and efficiency over our current procedures. We will begin this new service in March.
- I have begun meeting with the Leadership Team for 1 on 1 meetings to discuss their performance and professional goals. These meetings will be held every other month.
- Alissa Borelli (Brewerton Manager), Sarah Heukrath (North Syracuse Children’s Librarian) and I will be attending the Public Library Association Conference in Nashville at the end of February.

**Committee Reports**

**Facilities**

- Cicero Community room is complete with our new remodeled kitchen. Cicero Friends will be reimbursing NOPL for some kitchen items like cups, plates and bowls.
- Cicero Library security cameras have been installed.
- North Syracuse HVAC project will be started sometime in February.
- Cleantec – Facility Manager, Al Lane, is working out great! He is focused on maintenance issues at all (3) libraries.

**Unfinished Business**

**Memo of Understanding – Contract with OCPL**

MOU – On January 13th, Wayne Chase attended the meeting. The new OCPL Director would like to slow down the process of the MOU and needs to look at the services and funds across the system. He will have this completed in 2020. The County is not taking any funding away. Mandy will be keeping the board up to date on the latest information that she receives. Member Library Directors will be meeting next week on wanting more transparency on where the money is being used.

**NOPL Outreach Policy and Organizational Library Card**

Motion to approve Outreach policy and organizational library card by Maureen Hale; 2nd by Derek Empey; All in favor—motion approved.

**Fine Free Status for Veterans Active and Reserve Duty Patrons**

Motion to approve the Fine Free Status for Veterans and Reserve Duty patrons by Barb Irwin; 2nd by Lisa Sokolowski; All in favor—motion approved.

**Revised Bylaws** – Changes were made to the current bylaws. Sue Corieri will be on the nominating committee to elect a Corresponding Secretary.

Motion to approve the updated bylaws by Derek Empey; 2nd by Frank Laifer; All in favor—motion approved.
**New Business**

**New Treasurer**

Motion to approve Treasurer, Elizabeth Stapleton contingent on the NOPL Board verifying references by Sue Corieri; 2nd by Giovanna Colosi; All in favor—motion approved.

**New Agenda with Public Comment Policy**

Motion to approve the Agenda Draft handed out with the policy on Public comments by Maureen Hale; 2nd by Giovanna Colosi; All in favor—motion approved.

Motion to adjourn at 8:05 p.m. by Sue Corieri; 2nd by Giovanna Colosi; All in favor—motion approved.

Meeting adjourned at 8:05 p.m.

Respectfully by,

Marianne Vaughn