Northern Onondaga Public Library  
Monthly Board Meeting  
February 24, 2020

**Attending**  Tom Brooks, Wayne Chase, Elizabeth Stapleton, Frank Laifer, Giovanna Colosi, Sue Corieri, Lisa Sokolowski, Derek Empey, Maureen Hale, Barb Irwin, Sue Kowalski, Steve Scicchitano, and Library Director, Amanda Travis.

**Also Present**  Bill Hastings, Alissa Borelli, Michelle Metcalf

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

*Agenda Items added:*
- Tom Brooks – Cicero Trustee Appointment
- Sue Kowalski – Library Advocacy Day
- Wayne Chase – Vera House donations
- Steve Scicchitano – Outside lighting at the North Syracuse library

Motion to approve January board minutes by Frank Laifer; 2nd by Steve Scicchitano; All in favor—motion approved.

Motion to approve the **Public Comment Policy** as written by Sue Kowalski; 2nd by Wayne Chase; All in favor—motion approved.

Swearing in of new Treasurer, Elizabeth Stapleton.

**Financial Report**
- Abstract #2 discussed by the board.
- Will be comparing performance of the overall budget from year to year for the board.
- We are currently waiting on our tax checks from the towns.

Motion to approve Abstract #2 in the amount of $159,753.44 by Derek Empey; 2nd by Steve Scicchitano; All in favor—motion approved.

**President** – No Report

**Corresponding Secretary** – None

**Director Report**

NOPL 2020 goal of increasing library card registration – January we increased 5% compared to January 2019.

Went through the 2019 State Annual Report statistics. Overall we saw a slight increase in library visits in 2019 and a slight decrease in circulation.
Facility Manager is completing building assessments to put the information into a database to be on top of maintenance and issues with the facilities.

**Steve Scicchitano** – Demco has noticed that overall, 33% of our customers are increasing their collection usage. Steve suggested we look at the strategic plan each month to see where we can focus on the demographics and data that NOPL is putting out. He also suggested putting something on the Agenda each month or quarterly to discuss with the board.

**Sue Corieri** – As NOPL changes demographics, should we consider changing the collection to reflect new age brackets? Mandy said that we will look into it and to address the strategic plan and goals for NOPL on the monthly agenda.

**Mandy Travis** said the data is broken down in the Annual Report. Because of Polaris system being down last summer, that affected our statistics.

**Committee Reports**

**Nominating Committee** – Sue Corieri distributed ballots for the nomination of Corresponding Secretary and suggested Giovanna Colosi as a potential candidate. All ballots were counted and the new Corresponding Secretary will be **Giovanna Colosi**.

**Negotiating Committee** – We will be meeting with our lawyer the 1st week in March regarding the Staff Contract. As soon as we hear back from Robert, Mandy will have more of an update on the progress of the completion of the contract.

**Facilities** – We received two estimates to replace the exterior lights at North Syracuse with LED lights. We chose the lower bid and we have scheduled the replacement for April.

**Construction Grants update** – Johnson Controls will be finishing up the North Syracuse HVAC installation. They are working on the final stages of the controls. This year we will be renovating the North Syracuse bathrooms and the Adult Reading area using grant money.

**Security Committee** – We are still working on the **Security Guard Proposal**. We have received a proposal from Allied Universal, but they will only hire for full-time positions. NOPL is only looking for a part-time, 25 hours per week security guard. We have a proposal from G4S for approximately $29,000 for a 25-hour a week position. This company is already working with Boston Public Library and is familiar with libraries and security. We should have a security guard in place by spring.

**Unfinished Business** – New Treasurer appointed, Elizabeth Stapleton has replaced Jim Rowley.
**New Business**

Motion to approve the **2019 NYS Annual Report** by Wayne Chase; 2\textsuperscript{nd} by Frank Laifer; All in favor—motion approved.

**Cicero Trustee Vacancy**

**Tom Brooks** - The board will be looking to fill the Cicero Trustee vacancy. If anyone knows of someone in the Cicero library district that would be interested in being appointed now and would run in this year’s library Election, please send the candidates, name, address and a short bio to Tom Brooks who will forward the information to the Administration Office to verify that residency requirements are met.

**Sue Kowalski** – Tomorrow, February 25\textsuperscript{th}, is Legislative Day in Albany to advocate for library funding. Sue will be going with CLRC on the bus. Mandy mentioned that a NOPL staff member will be attending also. Sue will send the link to everyone.

**Wayne Chase** – Wayne’s daughters will be collecting donations to Vera House. We would like to drop off a bin to each of the NOPL Libraries to collect items for them. The bins will be dropped off by March 28\textsuperscript{th} and picked up will be April 18\textsuperscript{th}. A list of items that can be donated was passed around the board. Michelle Metcalf, Communications Director, will post the information on the NOPL website.

Motion to adjourn at 7:56 p.m. by Frank Laifer; 2\textsuperscript{nd} by Lisa Sokolowski; All in favor—motion approved.

Meeting adjourned at 7:56 p.m.

Respectfully by,

Marianne Vaughn