

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday August 6, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, Dr. Joseph Sgarlata, Bill Schickling, Heather Wallace

Excused: George DeMass, Mercedes Niess

Absent:

Others: Carol Ferlito, director

Visitors: Ann Allen (FOL)

1. **Call to Order** 7:01 p.m. by Cathy Santos
2. **Approval of Agenda:** motion by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:**

FOL Rep. Ann Allen

The "Read Around Oswego" calendar fundraiser was discussed. The calendars will be ready and sale will begin within the next 2 weeks, through January. Group discussed other locations in addition to the library where the calendar would be sold and how to promote the sale.

5. **Approval of the Minutes:** Motion to approve Minutes from OPLBoT Regular Meeting July 2, 2019 and Minutes from OPLBoT Special Meeting July 26, 2019 by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, none opposed

6. **Financial Report:**

- a. Motion to receive and file July financial report by Dr. Joseph Sgarlata, 2nd by Bill Schickling

7. **Committee Reports:**

- a. Finance: Carol Ferlito reported that the reviewer, Mr. Smith, has been here and Rosemary Scullen has a list of questions that she is reviewing.

- b. Building: Carol Ferlito reported

1. Elevator has been fixed
2. Locks have been partially installed on upper level bathrooms August 5th, and remaining parts will be installed August 7th
3. Minetto Painting has been delayed but is planning to start within the next week
4. Window shades/blinds for the first floor: still in process of finding a solution, a vendor and a cost estimate.
5. George Krull has contacted Upstate Temperature Control re: leaks in air/heat system
6. There are issues with the bookdrop opening properly, a temporary solution has been made.

- c. Personnel: Kathy Mantaro stated there is no report at this time

- d. Policy:

Dr. Joseph Sgarlata reviewed several policies, per his review:

- 1.5a. Conflict of Interest - found acceptable, no changes
- 2.16 Sick Bank Policy - found the wording acceptable, there was discussion about number of days available, how many can be used, who approves use of days, staff input
- 2.2 Staff Development Policy - discussed and in process of being revised with a motion by Dr. Joseph Sgarlata to table the issue until the September board meeting, 2nd by Bill Schickling, All in favor, None opposed.

- e. Library Services: position vacant, no report

f. Technology: position vacant, no report

g. Art Gallery: display currently up

h. Nomination: no report

i. Safety/security: Carol Ferlito and Kerrie Cahill are to meet weekly to communicate about security issues, Joe recommended appointing a board member to the committee. The upper floor bathroom locks have been partially installed to be completed Aug.7th. Locking downstairs entrances and bathrooms has improved safety. There was an incident of theft Tuesday afternoon Aug. 5th during a program in the community room. Camera footage was reviewed, 2 individuals were identified, they will be banned from library following policy protocol.

8. Director's Report: see full report for details

Carol Ferlito stated much of report has been covered under other agenda topics and reminded board that former board member Mary Chiappa passed away and discussed making a donation to the library in her name.

9. Old Business: no report

10. New Business:

a. Policy Revisions

1. 2.2 Staff Development (Dr. Joseph Sgarlata discussed earlier under committee report)

2. 2.16 Sick Bank (also discussed earlier by Dr. Joseph Sgarlata)

3. 5.12 Difficult Patron Guide: Bill Schickling presented a similar policy from Liverpool Library. Bill will e-mail it to board members for review and discussion at the next meeting.

b. Strategic Plan: David Bendovic was here to meet with the board on Tuesday, July 30, 2019. The board will need to meet in the future to further discuss if and how we would like to use his professional services due to our needs and budget constraints

c. BOT bulletin board: Cathy Santos suggested creating a bulletin board to ask questions and encourage staff and patrons to post answers and comments to help the initial stage of our strategic plan identifying needs

d. NCLS By-Laws: Carol sent a related e-mail for our review, Kathy Mantaro will e-mail comments and questions that she has regarding the document for the board's review to discuss at future meeting.

e. Committee modifications: Cathy Santos would like to discuss which committees to continue or discontinue and fill vacancies of board members involved at the next meeting.

11. Executive Session

a. Motion to move to Executive Session to discuss personnel at 9:08p.m. made by Kathy Mantaro, 2nd by Heather Wallace, All approved, None opposed

b. Motion to adjourn out of Executive Session and return to Regular meeting at 9:30 by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All approved, None opposed

Adjournment: motion to adjourn the meeting made by Dr. Joseph Sgarlata at 9:31 p.m., 2nd by Bill Schickling. All in favor. None opposed.

Next regular board meeting: Wednesday, September 4, 2019 at 6:00 p.m. (note day and time change)