

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
December 3,2019

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

Excused: n/a

Absent: none

Others: Carol Ferlito, Director of the Library

Visitors: Joe McManus (FOL Rep)

1. **Call to Order:** 6:03 p.m. by Cathy Santos
2. **Approval of Agenda:** motion made by George DeMass, 2nd by Bill Schickling, all in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:**  
FOL Rep. Joe McManus reported: The Calendar fundraiser is still in progress. FOL is hosting a luncheon for the staff on December 18th from 11:30-1:30 in the community room. The mini golf fundraiser is coming up in January; Cathy Santos informed the group that there is a \$25 insurance fee for storing the golf equipment at the library and FOL will cover that. The FOL is hosting a wine and chocolate fundraiser February 12th at 6:30 p.m. at the Foundry, Man in the Moon candy and local wineries featured.
5. **Approval of Minutes:** Motion to approve minutes from OPLBoT Regular Meeting November 6, 2019 made by Kathleen Mantaro, 2nd by George De Mass, all in favor, none opposed.
6. **Financial Report:**  
Mercedes Niess questioned if OPL had received school tax payment. The answer was 'no'. Five installments are due November, December, January, February, and March.  
Motion to receive and file the November financial budget report, motion made by George DeMass, 2nd by Bill Schickling, all in favor, none opposed.
7. **Committee Reports:**
  - a. **Finance:** no report
  - b. **Building:** Bill Schickling reported. Note the building committee includes Bill Schickling, George Krull, Erin Lohnas, Edward Elsner
    - i. A building Issues Brainstorming meeting was held with Cathy Santos, Erin and George. We created a list of over 40 topics that will be expanded on.
    - ii. Bill contacted Schindler regarding the elevator and spoke with a technician about locking elevator access to specific floors. The technician said there are many options available but there will be an expense and OPL may need a new panel for the elevator in order to carry this out. Bill has reached out to the sales representative and is waiting to hear back.
    - iii. A file is being created with records of building related maintenance tasks and service contracts with dates for review/renewal, proactive updates and budgeting. This will lead us into creating a Building Plan document.

c. **Personnel:**

The board reviewed and discussed Karen Swartz's proposal (see proposal for details) on how to staff the children's room in lieu of the recent staff resignations. This also resulted in discussion of possible ways to further partner with the local high school for internships and increase community outreach.

Motion to accept the proposal Karen Swartz regarding the staffing of the children's room made by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, None opposed.

d. **Policy:** no report

e. **Library Services:** no report

f. **Technology:** Bill Schickling reported. Note the building committee includes Bill Schickling, Edward Elsner, Erin Lohnas and George Krul

i. The technology upgrade went smoothly. It has been difficult to set computer access time limits for patrons as per the policy due to limits of the current computers, OPL may need to purchase a new system. Edward Elsner is working to try and remedy the problem. Kathleen Mantaro will mention the issue at the next NCLS Board meeting.

ii. He requested possibility of inviting an NCLS rep to a meeting to discuss what kind of help they can provide with technology issues

iii. He informed us that Erin and Edward are in the process of creating posters and flyers for the schools to advertise our computer lab services, he will be following up with Edward.

iv. He discussed using a staff meeting to help train staff to better use and assist patrons with technology we have available.

g. **Art Gallery:** There is a new display up by artist Cindy Lewis

h. **Nomination:** no report

i. **Safety and Security:** members are Kerrie Cahill, Carol Ferlito, Cathy Santos

i. Motion made to approve and Ad Hoc committee called "Safety and Security", made by Kathleen Mantaro, 2nd by George DeMass, All in favor, None opposed.

ii. Cathy Santos reported that there was an incident with a patron on November 19th that raised many questions about security process and procedures.

In follow up the Board was present to meet with staff to answer questions and discuss suggestions.

In response, the board is designing a quick reference sheet to keep on hand for when incidents occur, Kerrie Cahill is revising the incident report forms and reviewing who forms go to and how information is distributed, inconsistency with the building closing procedure will be addressed, Note also; Kerrie has concerns regarding the lack of motion detectors in the library and book cases blocking view of study rooms. The Building committee will follow up.

8. **Director's Report:** see written Director's Report for details

Carol Ferlito brought attention to a few points:

We have proof that OPL water has backflow coverage.

There will be a new Chief of Police in January, Chief Phillip Cady, Carol suggested that we invite him to meet the Board members.

The contact for adding glass panels to the front door has declined to perform the work. Kathy Mantaro gave Bill Schickling a new contact. Bill will follow up.

Carol spoke with Susan Mitchell (NCLS) and will contact Nancy Sterio (per Susan's suggestion) to request that the library clerk position be made non-competitive; in effort to aide OPL in hiring new library staff.

9. **Old Business:** None

10. **New Business:**

- a. Motion to approve the continuation of the current Excellus BC/BS Platinum 2 Plan through December 31, 2020. The cost of the plan increase is 5.7% effective January 1, 2020. Motion made by Mercedes Niess, 2nd by Georde DeMass, All in favor, None opposed. Motion Passes.
  - b. Motion to approve the closing of the O. P. Library on 12/24/2019 from 9:00 a.m.-3:00 p.m. pending the ability to secure a staff substitute by 12/13/2019.  
Closing would be due decreased staffing and security issues.  
Motion made by George DeMass, 2nd by Bill Schickling, All in favor, None opposed. Motion Passes
  - c. Motion to accept the resignations of library clerks Jenifer Blanchard and Kathy Carr, made by George DeMass, 2nd by Dr. Joseph Sgarlata, All if favor, None opposed. Motion Passes
  - d. Motion to move to Executive Session at 7:22 to discuss the employment history of a particular employee, made by George DeMass, 2nd by Mercedes Niess, All in favor, None opposed.  
Motion to move out of Executive Session at 8:05 p.m. made by George DeMass, 2nd by Mercedes Niess, All in favor, None opposed.
11. **Adjournment:** Motion to adjourn the meeting at 8:05 p.m. made by Kathleen Mantaro, 2nd by Bill Schickling, all in favor, none opposed.

Next regular meeting: Thursday, January 2, 2020 at 6:00 pm (note change of day)