

Oswego Public Library
Board of Trustees Regular Meeting
February 11, 2020

Board Members Present: Kathleen Mantaro, Dr. Joseph Sgarlata, Mercedes Niess, Heather Wallace

Excused: Cathy Santos, George DeMass, Bill Schickling

Absent: none

Others: Carol Ferlito, Director of the Library

Visitors: none

1. **Call to Order:** 6:06 p.m. by Kathleen Mantaro
2. **Approval of Agenda:** motion made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata , all in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:** no representative present
There is an easel in the library lobby of upcoming events. February 15th: 'Learn to' "Take Better Photos' teaching camera and photography basics with Madison Plyler. March 14th: "Learn to' Cake Decorating with Bill Steele. April 19th: Pancake Breakfast fundraiser to benefit Friends of the Library and the Bookmobile held at the Elk's Club. Raffle tickets for sale for the quilt displayed in the lobby behind the circulation desk also to benefit and Friends and the Bookmobile. Quilt donated by the First United Methodist Quilt Group, drawing held during the Pancake Breakfast.
5. **Approval of Minutes:** Motion to approve minutes from OPLBoT Regular Meeting January 2, 2020 made by Dr. Joseph Sgarlata , 2nd by Mercedes Niess , all in favor, none opposed
6. **Financial Report:**
Motion to receive and file the January financial budget report, motion made by Dr. Joseph Sgarlata , 2nd by Heather Wallace, all in favor, none opposed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Building:** Bill Schickling not present
Kathy Mantaro will follow up with Bill regarding the elevator
 - c. **Personnel:**
 - i. Carol reported that there were 4 interviews for the clerk positions conducted earlier today/Tuesday. Three candidates came as scheduled. There will be three more interviews scheduled for this coming Thursday.
 - ii. Edward Elsner is away from Feb. 12 to Feb. 21st. He will be available the 21st and 22nd and he will be out the 24th and 25th as well. Other staff and subs will be covering his hours.
 - iii. In light of the current number of staff, there was discussion about the number of hours the OPL is required to be open and the status of currently being closed on Sundays. It was agreed that more research will be done and Sundays will remain closed until more staff can be hired and properly trained. The issue will be placed on the agenda for the April board meeting.
 - iv. There will be an executive session to discuss a personnel matter.
 - d. **Policy:** no report
 - e. **Library Services:** no report

- f. **Technology:** no report
- g. **Art Gallery:** no report
- h. **Nomination:** no report
- i. **Safety and Security:** Heather Wallace reporting
 - i. There has been an increase in trash (i.e. alcohol bottles) in the area surrounding the library property possibly due to 'mild' weather, situation is being monitored.
 - ii. There has been some confusion with substitute and new staff not handling bathroom keys and locking rooms properly due to unawareness; the director has informed and educated the staff going forward.
 - iii. There was incident with a patron 'trashing' an upstairs bathroom; she has been barred from the library.
 - iv. There have been some concerns and conflict related to patrons using the library for court appointed visitations. They will be asked to sign in at the front desk and reminded about the patron code of conduct.
 - v. There has been an increase in the number of tutors using the library, and some conflict with them leaving on time in the evening so that staff can close the building properly and efficiently. Carol has contacted Bob Duffy to update him on the situation with availability. Key points are that tutors need to sign in at the front desk and be leaving half hour before closing.
 - vi. There is not enough staff to maintain the library staying open until 8p.m. Wed. Feb. 12. The library will be closed at 5pm and the change has been posted on the web page.
 - vii. There has been a problem with patrons who are blocked coming to the library and being able to sign in on computers. Todd Battista with North Country Tech is investigating this issue.
- 8. **Director's Report:** see written Director's Report for details
Carol Ferlito brought attention to a few points not covered earlier:
 - a. Additional personnel: adding Joshua Good as a cleaner to assist George Krul as needed; continuing to work on paper work to make the 'Summer Reading Assistant' an official position
 - b. Library Advocacy Day is Saturday February 29th, 2020 from 12:30-4:00p.m.
Currently planned activities for the day include: Display of some of the library's programs, display of the Empire and Children's Museum pass, Police Chief Cady reading a story in the children's room, Jennifer Blanchard having a craft in the children's room, an officer being present to provide child ID kits. The mayor is unavailable but may send representation. Carol has contacted Mary Curcio from Read to Them.org and Imagination Library. Erin and Stephanie in the computer lab will demonstrate the 3D printer and help patrons go on-line to contact the local representative asking for support to reinstate funding for library Building construction and library aid.
Refreshments will be served in the community room. Erin and Stephanie are working on promotional materials (Facebook, web page, handouts).
- 9. **Old Business:** none
- 10. **New Business:** none
Motion to move into Executive Session at 6:44 p.m. to discuss a personnel matter made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess. All in favor. None opposed.
Motion to move out of Executive Session at 6:59 p.m. made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess.

Motion by Dr. Joseph Sgarlata to accept the following statement:

The library operated in accordance with all provisions of Education Law and the regulations of the commissioner, and assures that the 'Annual Report' was reviewed and accepted by the Library Board on February 11, 2020.

Motion was 2nd by Mercedes Niess. All in favor. None opposed. Motion passes.

Note: the full report will be on file with the minutes from the board meeting on Feb. 11, 2020

11. **Adjournment:** Motion to adjourn the meeting at 7:02 p.m. made by Mercedes Niess, 2nd by Kathleen Mantaro. All in favor, None opposed.

Next meeting: Tuesday, March 3, 2020 at 6:00 pm