

Oswego Public Library
Board of Trustees Meeting
Date: February 5, 2019, 7 PM

Members Present: Kathleen Mantaro, Mercedes Niess, Dr. Joseph Sgarlata and George DeMass.

Excused: Andrea Ross, Cathy Santos and Lee Walker

Also Present: Carol Ferlito, Director OPL, Janet Hutcheson, FOL and Brittany Olson, Intern.

1. Approval and Additions to Agenda: G. DeMass motioned to accept the agenda as presented, seconded by J. Sgarlata, approved.

2. Welcome: At 7:02 pm, K. Mantaro welcomed everyone to the meeting. Janet Hutcheson of FOL, gave a report of the Mini Golf event held on Jan. 21, 2019. Over 100 people participated. She discussed the "Learn To" classes being offered over the next month or so. She discussed their upcoming fund raiser, a Pancake Breakfast, to be held March 24th at noon at the Elks Lodge. They are looking for items for their silent auction. They are raffling off a quilt.

3. Correspondence: None

4. Approval of Minutes of January 2, 2019: The motion was made by J. Sgarlata, seconded by G. DeMass, approved.

- a) **5. Financial Report:** M. Niess reviewed items from the January 31, 2019 report to the Trustees. See attached report. G. DeMass motioned to accept the report as presented, seconded by K. Mantaro. Approved. C. Ferlito noted Line #6522 Equipment is over budget but will be covered by funds from Sen. Ritchie's office. The security camera cost is \$8,895.
 - aa. Unpaid bills were presented with explanation by C. Ferlito.

5. Committee Reports:

- a) **Finance Committee:** no report
- b) **Building Committee:** see Director's report
- c) **Personnel Committee:** no report
- d) **Policy Committee:** no report
- e) **Library Services Committee:** no report
- f) **Technology Committee:** C. Ferlito reported we have 4 new computers ordered through NCLS, 2 public access, 2 staff
- g) **Art Gallery:** no report
- h) **Nomination:** no report

6. Director's Report- C. Ferlito noted Line #6522 Equipment is over budget but will be covered by funds from Sen. Ritchie's office. The security camera cost is \$8,895. Rob Corradino, president of the City Council will read in place of the Mayor during the Advocacy Day event on Feb. 23rd. Kathy DeMott was hired as a substitute cleaner when George Krul is away. J. Sgarlata asked that there be a board demonstration day for the 3D printer.

aa. Unpaid bills were presented with explanation by C. Ferlito.

bb. J. Sgarlata motioned that we authorize the director to check into the leakage and water quality issue related to the water system discussed under Upstate Temperature in the director's report. G. DeMass seconded. approved.

8. Old Business:

- a. **Census Counts 2020-**K. Mantaro passed out information from NCLS
- b. **Advocacy Day-** Feb. 23rd, 11-1pm, VIP readers as discussed in director's report, post cards will be available for patrons to sign and mail to Albany. This is our first Advocacy Day event.
- c. **Annual State Report-** The report has been completed. See resolution below.
- d. **Audit RFP** J. Sgarlata motioned to approve the hiring of Fust, Charles, and Chambers LLP for the fiscal year of 2018-2019 to conduct a financial review and to prepare our tax returns at a cost of \$7,100 for the review, \$1,000 for the tax preparation and a one-time fee of \$500. Seconded by G. DeMass, approved.

9. New Business:

a) **Elevator Contract-** J. Sgarlata motioned to contract with Shindler Elevators for a ten year contract at a cost of \$ [REDACTED], seconded by G. DeMass, approved.

10) Resolutions:

- a) G. DeMass motioned that the Library board of trustees did review and accept the Annual State Report, section 12.42 on this date, Feb. 5, 2019, seconded by J. Sgarlata, passed.

Adjournment: M. Niess motioned to adjourn at 7:57 pm seconded by J. Sgarlata. Approved.

Next Regular Board Meeting: Tuesday, March 5, 2019 at 7 pm.

Respectfully submitted,
Mercedes Niess for Andrea Ross
Recording Secretary