

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Wednesday 02-January-2019 7:01pm - 8:45pm	Board Members Present :		Others :	Visitors :
	George DeMass	Cathy Santos (President)	Carol Ferlito (D.OPL)	Jeanne Brown (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)		
	Mercedes Niess	Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1)	Call to Order	C.Santos	Official Action
Meeting was rescheduled from 01-January-2019 due to New Years Day			

2)	Approval of Agenda	C.Santos	Official Action																		
No Additions to the agenda																					
Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 02-Wednesday-2019																					
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3)	Public Comment Period	C.Santos	
No Public Comment			

4)	Friends of the Library	FOL Representative	Report
FOL Representative 02-January-2019			
<ul style="list-style-type: none"> FOL has been very busy, many events planned, but still working on scheduling; C.Santos wants metrics tracked across events (attendance, feedback) FOL enjoyed the luncheon with library staff; staff would like to attend together, rather than shifts, proposal to hold luncheon when library is closed for 2019 Valentines for Vets event with the Girl Scouts Mini Golf 21-January-2019 10:30am-4:00pm (FOL will set up at 9:30am event owner offered to provide stations free of cost if proceeds are donated to St. Jude Katie Godici wants to decorate the stations with literary themes/tie-ins 			

5)	Approval of Minutes of Regular Board Meeting Tuesday 04-December-2018	A.Ross	Official Action																		
Motion to Accept Minutes of Tuesday 04-December-2018 REGULAR Board Meeting																					
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6)	Financial Report	M.Niess	Official Action																		
C.Santos and C.Ferlito will review RFP for new auditor, and check if Bid Out required																					
Motion to Receive and File November 2018 Financial Report																					
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7)	Committee Reports-		
7.a)	Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	No Report
7.b)	Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
new fridge, vote at 11a Help needed with snow removal, working with city on options Shades needed for main floor, waiting to purchase during spring sale Pipe leak in attic, Upstate cut and capped pipe, will return to fix. Impact to heating, but not severe Driving rain caused leak in new window, will have Minnetto Painting reseal when painting in 2019 New copier			
7.c)	Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
7.d)	Policy Committee (J.Sgarlata)	J.Sgarlata & K.Mantaro	Report
Votes at 10a & 10b			
7.e)	Library Services Committee (A.Ross, E.Elsner, K.Swartz, M.Redding)	A.Ross	No Report
7.f)	Technology Committee (A.Ross, E.Elsner)	A.Ross	No Report
7.g)	Art Gallery Committee (C.Ferlito, E.Elsner)	C.Ferlito / E.Elsner	Report
New Artist: V. Ponzi			
7.h)	Nomination Committee (C.Santos, G.DeMass)	C.Santos	No Report

8)	Director's Report	C.Ferlito / E.Elsner	Report
See full report for details			
<ul style="list-style-type: none"> Received 8 monetary donations and 1 magazine donation Received a lovely letter honoring two staff members G.Krul out January and February FOL approved library submitted budget C.Ferlito needs to hear from company to set up time to install security camera 			

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9)	<u>Vice President's Report</u>	K.Mantaro	Report
<p>"Trustee News" -</p> <ul style="list-style-type: none"> A.Ross still not receiving LTA membership - \$225/yr LTA may merge with NYLA; will reach out in February for input from Trustees about merger options <p>2020 Census largely online</p> <ul style="list-style-type: none"> since many in the area lack internet connection, library is likely to become a hub <p>Library Advocacy Day, 27-February-2019 (Wednesday)</p> <ul style="list-style-type: none"> typically coordinate postcards and visit to Albany open house / community builder on Saturday 23-February-2019, 11am -1pm Board will present plans for advocacy to library staff and ask for input/feedback <p>OPL Budget vote May 2019</p> <ul style="list-style-type: none"> start thinking about sending out info on what the library is and does to promote OPL in media; what does the public NOT know about the library? <p>OPL BOT</p> <ul style="list-style-type: none"> Two open positions for members vote May 2019, Trustees planning not to rerun/depart should give notice Inform public of Trustees' background; for example C.Santos is the only Trustee of color in the NCLS system. <p>2020 Plan</p> <ul style="list-style-type: none"> continuing with 2020 planning, C.Santos meeting with staff on strategic planning 			

10) Old Business-

10.a)	<u>Motion on Patron Behavior Policy</u>	C.Ferlito / E.Elsner	Report												
<p>Do we need an appeals process? Time limit on appeals: within 72 hours of a ban, Decision of Board is final Revisions to policy 5.12 will be voted on in 05-February-2019 Regular meeting Motion to table revisions to policy 5.12, Patron Behavior</p> <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Niess</td> <td>L.Walker</td> <td>G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata</td> <td></td> <td></td> <td>Tabled</td> </tr> </table> <ul style="list-style-type: none"> Received 8 monetary donations and 1 magazine donation 				Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Niess	L.Walker	G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata			Tabled
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10.b)	<u>Motion on Staff Separation Policy</u>	C.Ferlito / E.Elsner	Report												
<p>Staff Separation Policy lacks process for paying out accrued vacation days. Policy also requires 30 days notice for hourly staff; 2 weeks is more typical. Not all employees want to use vacation days prior to separation. Also to consider; increase sick day accrual; current 9days/year set when OPL part of OCSD; OPL is open 12months/year, 12days/year more proper. May merge with benefits policy 2.4 More revision needed will be revisited in 05-February-2019 Regular meeting Motion to table revisions to policy 2.9, Staff Separation</p> <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>A.Ross</td> <td>L.Walker</td> <td>G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata</td> <td></td> <td></td> <td>Tabled</td> </tr> </table> <ul style="list-style-type: none"> Received a lovely letter honoring two staff members G.Krul out January and February FOL approved library submitted budget C.Ferlito needs to hear from company to set up time to install security camera 				Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	A.Ross	L.Walker	G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata			Tabled
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11) New Business-

11.a)	<u>New Refrigerator for Staff Area</u>	C.Ferlito / E.Elsner	Report												
<p>Fridge in use for over 15 years, not reparable Motion to approve purchase of new refrigerator for staff area, with a limit of \$800.00 from available funds.</p> <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>G.DeMass</td> <td>G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata</td> <td></td> <td></td> <td>Passes</td> </tr> </table>				Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	G.DeMass	G.DeMass M.Niess C.Santos L.Walker K.Mantaro A.Ross J.Sgarlata			Passes
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Adjournment: Next regular board meeting is 7 pm on Tuesday 05-February-2019

Motion to Adjourn					
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