

Oswego Public Library
Board of Trustees Regular Meeting
January 2, 2020

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: Jeanne Brown (FOL Rep)

1. **Call to Order:** 6:15 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. Jeanne Brown reported: The Calendar fundraiser is still in progress/ about half have sold. The luncheon for the staff on December 18th was lightly attended due to weather but enjoyable. The mini golf fundraiser is coming up on January 20th, the P.D. has made a generous donation. There is a jigsaw puzzle swap coming up, and the 'Wine and Chocolate' fundraiser in February.
5. **Approval of Minutes:** Motion to approve minutes from OPLBoT Regular Meeting December 3, 2019 made by Dr. Joseph Sgarlata, 2nd by George De Mass, all in favor, none opposed
6. **Financial Report:**
Motion to receive and file the November financial budget report, motion made by Dr. Joseph Sgarlata, 2nd by Kathy Mantaro, all in favor, none opposed.
7. **Committee Reports:**
 - a. **Finance:** A letter was received re: bond refinancing, Mercedes Niess will follow up after getting clarification.
 - b. **Building:** Bill Schickling reported:
 - i. He has not heard from Paul Natoli or Bill Clark re: library door modification
 - ii. He did a quote from Schindler re: elevator modification for floor lock out but needs further verification of exact capabilities OPL needs for software and panel upgrades.
 - iii. When there was a power outage the phone in the elevator went out, that issue has been fixed.
 - iv. The library is closed on Sundays (temporarily) and George Krul states he will continue to stay on top of snow removal anyway. Also, George will be on vacation Jan. 12-19th and substitutes have been found to both clean and take care of snow removal as needed.
 - c. **Personnel:**
deferred until executive session
 - d. **Policy:** Clarification of Policy 2.4 Employee Benefits , Kathy Mantaro and Carol Ferlito reporting
Carol will review and correct pro-rated benefits for part time employees
 - e. **Library Services:** no report
 - f. **Technology:** Bill Schickling reported.
 - i. The OPL has access to 'Office 365' from NCLS

- ii. The Jan. staff meeting will have an inservice from OCO, so the inservice on helping patrons with the internet will be scheduled for the February meeting (Edward is compiling a list of needs).
- g. **Art Gallery:** no report
- h. **Nomination:** no report
- i. **Safety and Security:** Cathy Santos reporting from Kerrie Cahill
 - i. The installation of bathroom locks has significantly improved the condition of the bathrooms and decreased unwanted activity.
 - ii. There is an increase in transient patrons from other states
 - iii. There has been an increase in negative activity in areas of the side and back alley of the OPL over the past 6 months
 - iv. There has been an increase in homeless patrons between the ages of 20-30, there will be an inservice from OCO for staff to help direct patrons to assistance as needed
 - v. Closing procedures are not consistently being followed by some staff members.
- 8. **Director's Report:** see written Director's Report for details
Carol Ferlito brought attention to a few points:
 - a. OPL cannot hire Brook Crespo as a 'Library Aide' per job description requirements. A new position called "Summer Reading Assistant" will be written up and submitted to Nancy Sterio for approval. During the interim she will be hired contractually.
 - b. The passing of the civil service exam remains a necessary requirement for Library Clerks.
 - c. GED program is no longer being held here at OPL
 - d. Library will be having training classes to assist with the upcoming census.
 - e. Erin Lohans will be working with OCO to present computer classes for the elderly
 - f. January 7th from 3-5 pm will be an outreach program for teens in the computer lab.
- 9. **Old Business:**
Motion to approve the hourly rate of \$11.80 per hour for the Children's Summer program made by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, None opposed. Motion passes
- 10. **New Business:**
 - a. Motion to recind Brooke Crespo's position as library Aide made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed. Motion passes
 - b. Motion to move to Executive Session at 7:27 p.m. to discuss potential disciplinary action of an employee made by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, None opposed.
 - c. Motion to move out of Executive Session and return to regular board meeting made by Kathy Mantaro, 2nd by George DeMass, All in favor, None opposed.
 - d. Note that Cathy Santos, OPL Board of Trustees president will be away from January 6, 2020 until April 2020. In her absence Kathleen Mantaro, OPL Board of Trustees vice president will be leading the board meetings during this time. Cathy Santos will still be available via e-mail and phone for contact as needed.
- 11. **Adjournment:** Motion to adjourn the meeting at 7:52 p.m. made by George DeMass, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.

Next meeting: ~~Tuesday, February 4, 2020 at 6:00 pm~~

Due to several members being unable to attend, the meeting has been moved to Tuesday Feb. 11, 2020 at 6:00 p.m.