

<b>OSWEGO PUBLIC LIBRARY</b> Board of Trustees Agenda Regular Board Meeting <b>Tuesday 04-June-2019</b> <b>7:03pm - 8:44pm</b>	Board Members <b>Present</b> :		Others :	Visitors :
	George <b>DeMass</b>	Cathy <b>Santos</b> (President)	Carol <b>Ferlito</b> (D.OPL)	Jeanne <b>Brown</b> (FOL)
	Kathleen <b>Mantaro</b> (VP)	Dr. Joseph <b>Sgarlata</b> (Policy)		Bill <b>Schickling</b> (visitor)
	Mercedes <b>Niess</b>			Heather <b>Wallace</b> (visitor)
	Andrea <b>Ross</b> (Recording Secretary)			

#	Item	Presenter	Action
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1)	<b>Call to Order</b> Lee Walker Absent from Meeting.	C.Santos	Official Action
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2)	<b>Approval of Agenda</b> Agenda addresses safety and security. Longer text emailed to Board Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 04-June-2019	C.Santos	Official Action						
	<table border="1"> <tr> <td><b>Motion:</b> G.DeMass</td> <td><b>- 2nd:</b> A.Ross</td> <td><b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata</td> <td><b>Opposed:</b></td> <td><b>Absent:</b> L.Walker</td> <td><b>Motion:</b> <b>Passes</b></td> </tr> </table>	<b>Motion:</b> G.DeMass	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>		
<b>Motion:</b> G.DeMass	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>				

3)	<b>Public Comment Period</b> Congratulations to Heather Wallace and William Schickling, ascending OPL Board members 2019-2024. Thank you to Andrea Ross and Lee Walker, resigning OPL Board members 2014-2019.	C.Santos	
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4)	<b>Friends of the Library</b> FOL Representative : Jeanne Brown • FOL winding down spring season • Planning a basket weaving class • Fly tying class moved to 02-July-2019 • Paint night fundraiser brought in \$540 • Last meeting until fall will be 10-July-2019	FOL Representative	Report
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5)	<b>Approval of Minutes</b> Changes needed, provided at beginning of meeting. Motion to Accept Minutes of Tuesday 07-May-2019 Regular Board Meeting	A.Ross	Official Action						
	<table border="1"> <tr> <td><b>Motion:</b> M.Niess</td> <td><b>- 2nd:</b> G.DeMass</td> <td><b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata</td> <td><b>Opposed:</b></td> <td><b>Absent:</b> L.Walker</td> <td><b>Motion:</b> <b>Passes</b></td> </tr> </table>	<b>Motion:</b> M.Niess	<b>- 2nd:</b> G.DeMass	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>		
<b>Motion:</b> M.Niess	<b>- 2nd:</b> G.DeMass	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>				

6)	<b>Financial Report</b> K.Mantaro had a question on a charge for Kalamazoo Library, C.Ferlito states likely ILL or copy charge	M.Niess	Official Action
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6.a)	<b>Paid / Unpaid Bills</b> Motion to Receive and File June 2019 Financial Report	C.Ferlito	Official Action						
	<table border="1"> <tr> <td><b>Motion:</b> G.DeMass</td> <td><b>- 2nd:</b> J.Sgarlata</td> <td><b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata</td> <td><b>Opposed:</b></td> <td><b>Absent:</b> L.Walker</td> <td><b>Motion:</b> <b>Passes</b></td> </tr> </table>	<b>Motion:</b> G.DeMass	<b>- 2nd:</b> J.Sgarlata	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>		
<b>Motion:</b> G.DeMass	<b>- 2nd:</b> J.Sgarlata	<b>In favor:</b> G.DeMass    M.Niess    C.Santos K.Mantaro    A.Ross    J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>				

7)	<b>Committee Reports-</b>		
7.a)	<b>Finance Committee</b> (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella) J.Sgarlata wonders if a treasurer has been found; K.Mantaro may have someone; C.Ferlito indicates a contract would be drawn up.	M.Niess	No Report
7.b)	<b>Building Committee</b> (L.Walker, C.Ferlito, G.Krul) George Krul found two leaks in same place on big windows; caulk may have failed; Minetto Paint will check when painting outside (this is an additional charge) Spider spray by Amity Pest Control planned for inside and outside original library structure.	L.Walker & C.Ferlito	Report
7.c)	<b>Personnel Committee</b> (K.Mantaro, J.Sgarlata, G.DeMass) Board will need to enter Executive Session to discuss a personnel matter, will hold at end of meeting.	K.Mantaro, J.Sgarlata, G.DeMass	No Report
7.d)	<b>Policy Committee</b> (J.Sgarlata) Many policies to vote on at item 10	J.Sgarlata & K.Mantaro	No Report
7.e)	<b>Library Services Committee</b> (A.Ross, E.Elsner, K.Swartz, M.Redding)	A.Ross	No Report
7.f)	<b>Technology Committee</b> (A.Ross, E.Elsner) As mentioned at item 7.f 07-June-2019 meeting, A different version of Windows 10 is needed, NCLS will install (every library experiencing similar issues). Cost is \$25/computer; OPL has 20 computers.	A.Ross	Report
7.g)	<b>Art Gallery Committee</b> (C.Ferlito, E.Elsner)	C.Ferlito / E.Elsner	No Report
7.h)	<b>Nomination Committee</b> (C.Santos, G.DeMass)	G.DeMass	No Report
7.h.1)	<b>NCLS Board Nomination</b> 02-July-2019 meeting will include vote on Board officers		

8)	<b>Director's Report</b> See full report for details There is a new reading dog Fulton Historical Society has reclaimed slave collar, submitted letter to OPL to establish paper trail. C.Santos suggests adding a Safety and Security subcommittee	C.Ferlito / E.Elsner	Report
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	George <b>DeMass</b>	Cathy <b>Santos</b> (President)	Carol <b>Ferlito</b> (D.OPL)	Jeanne <b>Brown</b> (FOL)
	Kathleen <b>Mantaro</b> (VP)	Dr. Joseph <b>Sgarlata</b> (Policy)		Bill <b>Schickling</b> (visitor)
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<b>9) Old Business-</b>			
No Old Business			

**10) New Business-**

**10.a) Policy revisions; new policies** C.Ferlito official

Many policies additions and changes to cover  
 Add :revised" to policy pages changed

**1.6 Ethics for Library Trustees and Staff**

Handouts should be available for volunteers to review and sign covering policy 1.6

Motion to approve modification to each Ethic statement (items 1-4) to include the words "Trustees, staff, and volunteers"

<b>Motion:</b> G.DeMass	<b>- 2nd:</b> J.Sgarlata	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**1.7 Whistleblowing**

Policy 2.10 covers whistleblowers; instead of new item 1.7, replace 2.10 with text proposed for 1.7

Motion to adopt expanded and updated version of the 2.10 "Whistleblowing" policy.

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> G.DeMass	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**2.5 Sexual Harassment**

a. Motion to approve the New York State updated and expanded version of "Sexual Harassment" Policy

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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b. Motion to approve the addition of the "NYS Complaint Form for Reporting Sexual Harassment" provided by NCLS

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**5.1 No Smoking**

Added text "vaping and use of tobacco products"

a. Motion to approve modification to include "No vaping"

<b>Motion:</b> G.DeMass	<b>- 2nd:</b> J.Sgarlata	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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signs added at entrance, OCPD looking into if city owned posts can be used for signage

b. Motion to approve an addition to include "NYS law requires smoking at a distance of 100' from the building"

<b>Motion:</b> K.Mantaro	<b>- 2nd:</b> M.Niess	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**5.2 No Loitering**

Old phrasing must be changed; unacceptable. Could be discriminatory or lead to profiling

Motion to approve modification of the policy to read as follows: "Loitering in the library, on library steps, entryway or library property thereby creating a nuisance to those trying to enter or exit the building or to use library resources is prohibited"

<b>Motion:</b> G.DeMass	<b>- 2nd:</b> J.Sgarlata	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**5.5 Meeting Rooms**

Change needed to distinguish between meeting room and administration section

Motion to approve changing "Use of Meeting Rooms" to "Use of Administrative Areas" and revision to policy 5.5 to read: "The Administrative Area may be used only for library designated activities such as Board of Trustee meetings, Friends of the Library meetings, and other administrative functions as approved by the Board of Trustees"

<b>Motion:</b> A.Ross	<b>- 2nd:</b> M.Niess	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**5.6 Community Rooms**

Staff needs time to close rooms prior to building closing

Motion to approve modifications to adjust available hours of access/use (Item #15) as follows: Monday-Thursday 10:00 a.m. - 7:30 p.m., Friday 10:00 a.m. - 4:30 p.m., Saturday & Sunday 12 p.m. - 4:30 pm

<b>Motion:</b> G.DeMass	<b>- 2nd:</b> M.Niess	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**10) New Business (continued)-**

**5.12 Patron Code of Conduct**

There is a list of 19 items on page one of patron code of conduct; items now bulleted, should be numbered.

a. Motion to approve modifications to the following policies to read as follows:

Item #13: "Leaving packages, backpacks, luggage and other personal items unattended or spread out beyond your personal space may result in a loss of your property. The library is not responsible for unattended items"

Item #18: "Public health codes must be observed. Shirt, shoes and appropriate personal hygiene are required"

<b>Motion:</b> G.DeMass	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> K.Mantaro L.Walker	<b>Motion:</b> <b>Passes</b>
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b. Barring Procedure/ Appeal Process

- Motion to approve modifications to the following policies to read as follows:

"All incidents occurring in or on library premises will be officially documented and records will be maintained for two years"

"\* Notice of Appeal. The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 5 business days after he/she receives the Determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Oswego Public Library 120 East 2nd Street, Oswego, NY 13126. The Board shall review the appeal and make a decision. Until the final decision is rendered by the Board of Trustees; the original sanction imposed remains in effect "

<b>Motion:</b> K.Mantaro	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**10.b) Naming Room at CMOO-**

Joe Eisner LTA thinks naming the room opens many legal issues

Board in agreement that Edward Elsner can pursue fundraising for CMOO independently, but OPL should not be involved in this specific endeavor

Motion to approve the naming of a room at the Children's Museum of Oswego" to be designated "Oswego Public Library"

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> G.DeMass	<b>In favor:</b>	<b>Opposed:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Fails</b>
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**10.c) Discussion/Updates**

C.Santos discussion

10.c.1) <b>Status of the Charitable Trust</b>	M.Niess	report
Report Tabled		
10.c.2) <b>On-line incident Report</b>	C.Ferlito	report
Report Tabled		
10.c.3) <b>Staff Protocols</b>	C.Ferlito	report
May 2019 staff responses submitted to Board		

**11) Executive Session**

C.Santos Official

Executive Session needed to discuss personnel matter

Motion to convene executive session at 8:35pm

<b>Motion:</b> A.Ross	<b>- 2nd:</b> G.DeMass	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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Motion to return to regular meeting agenda at 8:43

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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**Adjournment: Next regular board meeting is 7 pm on Tuesday 02-July-2019**

C.Santos official

Motion to Adjourn

<b>Motion:</b> J.Sgarlata	<b>- 2nd:</b> A.Ross	<b>In favor:</b> G.DeMass M.Niess C.Santos K.Mantaro A.Ross J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker	<b>Motion:</b> <b>Passes</b>
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