OSWEGO PUBLIC LIBRARY
Board of Trustees Agenda
Regular Board Meeting
Tuesday 04-June-2019
7:03pm - 8:44pm

Board Members Present:
George DeMass
Kathleen Mantaro (VP)
Mercedes Niess
Andrea Ross (Recording Secretary)

Cathy Santos (President)
Dr. Joseph Sgarlata (Policy)

Carol Fertito (D.OPL)
Bill Schickling (visitor)

Jeanne Brown (FOL)

Visitors:
Heather Wallace (visitor)

#  Item  Presenter  Action
1)  Call to Order  C.Santos  Official Action
   Lee Walker Absent from Meeting.

2)  Approval of Agenda  C.Santos  Official Action
   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
   
   Motion:  – 2nd:  In favor:  Opposed:  Absent:
   G.DeMass  A.Ross  G.DeMass  M.Niess  C.Santos
   K.Mantaro  A.Ross  J.Sgarlata
   
   Official Action

3)  Public Comment Period  C.Santos
   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.

4)  Friends of the Library  FOL Representative
   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

5)  Approval of Minutes  A.Ross  Official Action
   Changes needed, provided at beginning of meeting.
   Motion to Accept Minutes of Tuesday 07-May-2019 Regular Board Meeting
   
   Motion:  – 2nd:  In favor:  Opposed:  Absent:
   M.Niess  G.DeMass  G.DeMass  M.Niess  C.Santos
   K.Mantaro  A.Ross  J.Sgarlata
   L.Walker
   
   Official Action

   K.Mantaro had a question on a charge for Kalamazoo Library, C.Fertito states likely ILL or copy charge
   
   6.a) Paid / Unpaid Bills  C.Fertito  Official Action
   Motion to Receive and File June 2019 Financial Report
   
   Motion:  – 2nd:  In favor:  Opposed:  Absent:
   G.DeMass  J.Sgarlata  G.DeMass  M.Niess  C.Santos
   K.Mantaro  A.Ross  J.Sgarlata
   L.Walker
   
   Report

7)  Committee Reports-
7.a) Finance Committee  (M.Niess, J.Sgarlata, C.Fertito, C.Tascarella)
   J.Sgarlata wonders if a treasurer has been found; K.Mantaro may have someone; C.Fertito indicates a contract would be drawn up.
   
   M.Niess  No Report

7.b) Building Committee  (L.Walker, C.Fertito, G.Krul)
   George Kruhl 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 Amyl Pest Control planned for inside and outside original library structure.
   
   L.Walker & C.Fertito  Report

7.c) Personnel Committee  (K.Mantaro, J.Sgarlata, G.DeMass)
   K.Mantaro, J.Sgarlata, G.DeMass
   Board will need to enter Executive Session to discuss a personnel mater, will hold at end of meeting.
   
   K.Mantaro, J.Sgarlata, G.DeMass  No Report

7.d) Policy Committee  (J.Sgarlata)
   J.Sgarlata & K.Mantaro
   Many policies to vote on at item 10
   
   J.Sgarlata & K.Mantaro  No Report

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  Report
   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) Art Gallery Committee  (C.Fertito, E.Elsner)
   C.Fertito / E.Elsner  No Report

7.h) Nomination Committee  (C.Santos, G.DeMass)
   G.DeMass  No Report

7.h.1) NCLS Board Nomination
   02-July-2019 meeting will include vote on Board officers

8)  Director’s Report  C.Fertito / E.Elsner  Report
   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
## OSWEGO PUBLIC LIBRARY

**Board of Trustees Agenda**

**Regular Board Meeting**

**Tuesday 04-June-2019**

**7:03pm - 8:44pm**

### # Item

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<th>Presenter</th>
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### 9) Old Business-

- No Old Business

### 10) New Business-

#### 10.1 Policy revisions; new policies

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<tr>
<th>Item</th>
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<tbody>
<tr>
<td>1.6 Ethics for Library Trustees and Staff</td>
<td>C. Ferlito</td>
<td>official</td>
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<tr>
<td>Handouts should be available for volunteers to review and sign covering policy 1.6</td>
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<tr>
<td>Motion to approve modification to each Ethic statement (items 1-4) to include the words &quot;Trustees, staff, and volunteers&quot;</td>
<td>G. DeMass</td>
<td>- 2nd:</td>
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#### 1.7 Whistleblowing

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<tr>
<td>Policy 2.10 covers whistleblowers; instead of new item 1.7, replace 2.10 with text proposed for 1.7</td>
<td>G. DeMass</td>
<td>- 2nd:</td>
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#### 2.5 Sexual Harassment

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<tbody>
<tr>
<td>a. Motion to approve the New York State updated and expanded version of &quot;Sexual Harassment&quot; Policy</td>
<td>J. Sgarlata</td>
<td>- 2nd:</td>
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<tr>
<td>b. Motion to approve the addition of the &quot;NYS Complaint Form for Reporting Sexual Harassment&quot; provided by NCLS</td>
<td>J. Sgarlata</td>
<td>- 2nd:</td>
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#### 5.1 No Smoking

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<tr>
<td>Added text &quot;vaping and use of tobacco products&quot;</td>
<td>G. DeMass</td>
<td>- 2nd:</td>
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<td>signs added at entrance, OCPD looking into if city owned posts can be used for signage</td>
<td></td>
<td></td>
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<tr>
<td>b. Motion to approve an addition to &quot;NYS law requires smoking at a distance of 100' from the building&quot;</td>
<td>K. Mantaro</td>
<td>- 2nd:</td>
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#### 5.2 No Loitering

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<td>Old phrasing must be changed; unacceptable. Could be discriminatory or lead to profiling</td>
<td>G. DeMass</td>
<td>- 2nd:</td>
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#### 5.5 Meeting Rooms

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<tr>
<td>Change needed to distinguish between meeting room and administration section</td>
<td>A. Ross</td>
<td>- 2nd:</td>
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#### 5.6 Community Rooms

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<tr>
<td>Staff needs time to close rooms prior to building closing</td>
<td>G. DeMass</td>
<td>- 2nd:</td>
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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.
  - 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. 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.


#### 10.b) Naming Room at CMOO:-
- Motion to approve the naming of a room at the Children's Museum of Oswego to be designated "Oswego Public Library"


#### 10.c) Discussion/Updates
- May 2019 staff responses submitted to Board
- Executive Session needed to discuss personnel matter
- Report Tabled


#### 11) Executive Session
- Executive Session needed to discuss personnel matter
- Motion to convene executive session at 8:35pm
- Motion to return to regular meeting agenda at 8:43


**Adjournment: Next regular board meeting is 7 pm on Tuesday 02-July-2019**