

Oswego Public Library
Board of Trustees Regular Meeting
November 6, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, George DeMass, Mercedes Niess, Bill Schickling, Heather Wallace

Excused: Dr. Joseph Sgarlata

Absent: none

Others: Edward Elsner, Librarian

Visitors: Mary Smith (FOL Rep), Robert Smith (Fust Charles & Chambers), Tom Knych FCC

1. **Call to Order** 7:00 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. Mary Smith reported that there are currently 97 members and 14 business members supporting the library; FOL is in process of revising their brochure; the Calendar fundraiser is ongoing, there is a new table set up outside the children's room; Mary listed other upcoming Learn To classes and fundraising events (see flyers around the library).
5. **Approval of Minutes:** Motion to approve Minutes from OPLBoT Regular Meeting October 1, 2019 and Minutes from OPLBoT Special Meeting October 15th, 2019 made by Mercedes Niess, 2nd by George De Mass, all in favor, none opposed
6. **Financial Report:**
Motion to receive and file October financial budget report made by George DeMass, 2nd by Bill Schickling, all in favor, none opposed.
7. **Committee Reports:**
 - a. **Finance:** Representatives Robert Smith and Tom Knych from Fust Charles & Chambers accounting firm were here.
Robert Smith assisted Carol with the comptroller's report. He also reported that the company conducted a full audit (more comprehensive than a financial review). The library is required to have a full audit every year. His report was summarized in a handout, and a draft of the report was presented. Findings were favorable and 3 sections (Collections, Bonds Payable, Pension Plan) had enhanced descriptions added. Board to vote on acceptance of report later in meeting.
 - b. **Building:** Cathy Santos led discussion
 - * Potential storage area for the FOL Mini Golf equipment was investigated in the library attic and library basement (Katie Godici FOL and Kathy Mantaro). Both areas will need to be cleaned and organized and the Board is waiting for an insurance rep. to get back to us regarding liability of storing equipment (possibly need to add FOL to the existing policy, FOL may need to purchase their own insurance).
 - * Cathy Santos discussed putting a 'Building Plan' in place to include actions such as compiling an inventory of items in the building; prioritizing projects/improvements such as adding bathroom to first floor, elevator issues, attic and basement reorg. etc.; having a contract schedule to allocate money ahead of time (i.e. the half life of roof is approaching, painting is cyclical, etc.)
 - * Fire Intelligence Assessment was conducted Nov. 4th
 - c. **Personnel:** no report
 - d. **Policy:** no report
 - e. **Library Services:** no report
 - f. **Technology:** Bill Schickling reported, see written 'Technology Report' for details

- g. **Art Gallery:** no report
- h. **Nomination:** no report
- i. **Safety/security:**
 - * Cathy Santos has been communicating with businesses sharing borders with the OPL property re: exterior safety issues
 - Adirondack PT has property and an apartment with a tenant in it: they have added a light and fencing to illuminate and cut off some alley access
 - Dain Cullinan funeral home is aware of issues
 - George Krul may be able to easily add additional fencing (to reduce cost), additional cameras being considered
 - * Note Erin Lohnas is away and the GED professor has resigned. This reduces safety of lower level bathrooms, making upstairs bathrooms more active. Kerrie Cahill will be moving her work base to a study room upstairs.
 - * The new Tech aide will be working on the main floor for now until Erin returns
- 8. **Director's Report:** Edward Elsner reported, Carol Ferlito was not present. 40 people attended the recent 'Birds of Prey' presentation.
- 9. **Old Business:**
 - a. Bill Schickling explained that the library server is currently in a public access area and taking up circulation desk space. Moving it behind the glass booth will increase safety and a new camera can be aimed at patrons and the entry door.
Motion to approve the cost of \$1,165.00 to STAT Communication for reconfiguration of cameras and security computers made by Mercedes Niess, 2nd by George DeMass, all in favor, none opposed. MOTION PASSES
- 10. **New Business:**
 - a. Motion to hire Ms. Stephanie Carmody as a Technology Aide on a contractual basis for 9 hours per week at a rate of \$12.05 beginning November 7, 2019 with the option of exceeding nine hours per week in the absence of the Technical Instructor. This position does not include benefits. Motion made by George DeMass, 2nd by Mercedes Niess, all in favor, none opposed. MOTION PASSES
 - b. Motion to accept the Fust Charles audit report for the time period of 2018-2019 fiscal year made by George DeMass, 2nd by Bill Schickling, all in favor, none opposed MOTION PASSES
 - c. Insurance: Kathleen Mantaro has been in contact with Krista Latimer regarding health insurance. She will e-mail details and requests we send questions for Krista to her by Monday Nov. 11th.
 - d. Kathleen Mantaro informed the Board that the Elk's Club will be hosting "A Forum for Community Resources" at the Elk's Club at 9a.m. on November 21st.
 - e. Motion to change the OPL BoT monthly meeting time from 7p.m. to 6p.m. made by Bill Schickling, 2nd by George DeMass; Cathy Santos, George DeMass, Mercedes Niess, Bill Schickling, Heather Wallace in favor, Kathleen Mantaro abstained.
 - f. Copper Plates update: still in process of researching pros and cons of accepting donation. Currently in discussion with SUNY Oswego regarding storing and accepting the donation.
- 11. **Adjournment:** motion to adjourn the meeting at 8:55 p.m. made by Kathleen Mantaro, 2nd by Mercedes Niess, all in favor, none opposed.

Next meeting: December 3, 2019 at 6:00 pm