

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 07-August-2018 7:00pm - 8:28pm	Board Members Present :		Others :	Visitors :
	George DeMass	Cathy Santos (President)	Carol Ferlito (D.OPL)	Katie Godici (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)		Johnathan Bentley (OCBC)
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1)	Approval and Additions to Agenda	C.Santos	official action												
Add item 8.d) "Opioid Questionnaire" (Official Action) Add item 8.e) "Executive Session" Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 07-August-2018															
	<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>G.DeMass</td> <td>A.Ross</td> <td>G.DeMass K.Mantaro</td> <td></td> <td>M.Niess L.Walker</td> <td>Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	G.DeMass	A.Ross	G.DeMass K.Mantaro		M.Niess L.Walker	Passes		
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G.DeMass	A.Ross	G.DeMass K.Mantaro		M.Niess L.Walker	Passes										
		C.Santos J.Sgarlata													

2)	Welcome and Public Comment	C.Santos	Greetings
Greetings to FOL member Katie Godici and OCBC Representative Johnathan Bentley <ul style="list-style-type: none"> Katie Godici reports <ul style="list-style-type: none"> ^ that FOL did not have summer meetings, but start up again in September ^ A book signing at Battle Island by Diane Sokolowski, author of "So I Wanted To Run A Bed and Breakfast: Was I Crazy?" Oswego County Breastfeeding Coalition Representative Johnathan Bentley presents info on "Breastfeeding Your Baby at the Library" <ul style="list-style-type: none"> ^ C.Ferlito notes the library has supported breastfeeding parents for years (as is the law) ^ C.Santos asks if there are and pamphlets that can be left at the library; Johnathan Bentley will bring some. ^ OPL will fill out and return an OCBC form, OPL will go on OCBC site as a location 			

3)	Correspondence	C.Santos	
Community member contacted OPL to express admiration of quilt hung by the elevator. The quilt was made 25 years ago by the Snowbelt Quilters (including OPL Director C.Ferlito) OPL's security officer from ICU wrote a summary of first 2 years at OPL. C.Ferlito will share the report with the library staff			

4)	Approval of Minutes of Regular Board Meeting Tuesday 10-July-2018	A.Ross	Official Action												
Motion to Accept Minutes of Tuesday 10-July-2018 Regular Board Meeting															
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J.Sgarlata	G.DeMass	G.DeMass K.Mantaro		M.Niess L.Walker	Passes										
		C.Santos J.Sgarlata													

5)	Financial Report		Report												
M.Niess excused from meeting, financial reports and budget were submitted to board. Motion to Receive and File June 2018 Financial Report															
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		C.Santos J.Sgarlata													

6)	Committee Reports-		
Current committee assignments will remain in place until 5 year plan further discussed. At that time, committees may be reordered or merged.			
6.a)	Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	Report
<ul style="list-style-type: none"> J.Sgarlata notes that there is not yet a treasurer. One is needed to review the budget status and the checks (such as payroll). However, position of "Treasurer" is not required in bylaws. 			
6.b)	Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
<ul style="list-style-type: none"> C.Ferlito reporting <ul style="list-style-type: none"> ^ One window has been replaced, two others were too high to reach: Minetto Paint will work with E.Terpening ^ NCLS upgrades in place (New fiber system) ^ Water meter reader and new batteries for the emergency lighting have been installed 			
6.c)	Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
<ul style="list-style-type: none"> An Executive Session will be held at item 8.e 			
6.d)	Policy Committee (J.Sgarlata)	J.Sgarlata & K.Mantaro	No Report
6.e)	Library Services Committee (A.Ross, E.Elsner, K.Swartz, M.Redding)	A.Ross	No Report
6.f)	Technology Committee (A.Ross, E.Elsner)	A.Ross	No Report
6.g)	Art Gallery Committee (C.Ferlito, E.Elsner)	C.Ferlito / E.Elsner	Report
<ul style="list-style-type: none"> Art by Fran Hoeffler is displayed 			
6.h)	Nomination Committee (C.Santos, G.DeMass)	C.Santos	No Report

7)	Old Business-		
7.a)	Shah Plaque	C.Ferlito / E.Elsner	Report
Replacement of the Capitol Campaign plaque for the Shah Family completed on 28-June-2018			

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8) New Business-

8.a) Director's Report	C.Ferlito / E.Elsner	Report
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Submitted electronically to Board : see full report for details

- Rate for ICU officer has increased to match prevailing wage.
- Self-checkout machine problem resolved
- SAMS - last invoice can be submitted for \$5,950.00 balance on award
- New NCLS Director impressed with building and staff. (note: by law, OPL must have a director to keep Charter)

8.b) Annual Maintenance Telephone Contract	C.Ferlito / E.Elsner	Official Action
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Internal Telecommunication Systems first year is up, OPL must decide if a one year contract will be entered for maintenance

- Cost of contract= \$1,100.00 no contract= charges are \$15.50/hr** (** \$115/hr, 1 hr minimum + \$40 trip charge)
- Last year we had a TWC/Niagara outage that corrupted the phone system and ITS had to reprogram. Since then, no other problems.
- Phone system is one year old.
- We have \$\$ in the equipment maintenance fund to cover the \$1,100.00; we also received \$44,000.00 reimbursement that can be used to cover the cost.

Board would like a comparison of rate for on-demand service vs contract before deciding on this issue. A special meeting will be needed, as contract is due by 01-September-2018

Motion to table approval of an annual maintenance telephone contract with ITS for \$1,100.00.

Motion: J.Sgarlata	- 2nd: G.DeMass	In favor: G.DeMass K.Mantaro	A.Ross C.Santos J.Sgarlata	Opposed:	Absent: M.Niess L.Walker	Motion: Tabled
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8.c) NYSED 5 year plan	C.Ferlito / E.Elsner	Report
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Focus group planning/preparation for the NYSED required 5 year plan

- All libraries are required to submit a 5 year plan per NYSED, this plan is due in December 2018 (Refer to items in director's report)
- Community involvement to include library staff, patrons, volunteers, FOL, school district, security services, bookmobile, and other agencies connected to OPL.
- Select dates/times for September; develop questions/surveys (paper & on-line); form committee of board member, staff, FOL, and patron to assist w/ the plan development

8.d) Opioid Questionnaire	C.Ferlito / E.Elsner	Report
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Opioid questionnaire needs board input. Board wants more info on issues involved; staff burden, liability. Issue will be investigated by personnel committee with input from Kimberly Steele

8.e) Executive Session	C.Ferlito / E.Elsner	Official Action
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Motion to go into Executive Session at 8:06pm

Motion: G.DeMass	- 2nd: J.Sgarlata	In favor: G.DeMass K.Mantaro	A.Ross C.Santos J.Sgarlata	Opposed:	Absent: M.Niess L.Walker	Motion: Passes
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Motion to come out of Executive Session at 8:27pm

Motion: J.Sgarlata	- 2nd: G.DeMass	In favor: G.DeMass K.Mantaro	A.Ross C.Santos J.Sgarlata	Opposed:	Absent: M.Niess L.Walker	Motion: Passes
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Adjournment: Next regular board meeting is 7 pm on Tuesday 11-September-2018

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