

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 02-October-2018 7:03pm - 9:02pm	Board Members Present :		Others :	Visitors :
		Cathy Santos (President)	Carol Ferlito (D.OPL)	Mary Smith (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)		Larry Mayo (NCLS)
	Mercedes Niess			
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1)	<u>Call to Order</u>	C.Santos	Official Action
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2)	<u>Approval of Agenda</u>	C.Santos	Official Action																			
New agenda items and formant per NCLS guidance No Additions to the agenda Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 02-October-2018																						
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3)	<u>Public Comment Period</u>	C.Santos	
No Public Comment			

4)	<u>Friends of the Library</u>	Mary Smith	Report
FOL has lots of classes <ul style="list-style-type: none"> • Calligraphy was very popular, so two classes were added due to a waiting list of potential participants • Future classes will include Quilts, Wreath Making, and Paper Stitching • "So I Wanted to Run a Bed and Breakfast" talk and signing with author Diane Sokolowski 03-October-2018 at 6:30 • Fundraiser will be held Wednesday 28-November-2018 • Janet Hutcheson is keeping the bulletin board updated • FOL interested in creating a fundraising calendar, similar to Auburn's • FOL has new promotional/fundraising bookmarks C.Santos asks FOL to return Five-Year Plan surveys and informs of November meeting date change to accommodate Election Day.			

5)	<u>Approval of Minutes</u>	A.Ross	Official Action
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5.a)	<u>Approval of Minutes of Regular Board Meeting Tuesday 11-September-2018</u>		Official Action																			
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5.b)	<u>Approval of Minutes of Five-Year Plan Board Meeting Tuesday 25-September-2018</u>		Official Action																			
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6)	<u>Financial Report</u>	M.Niess	No Report
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M.Niess informs BOT Financials are consistent

6.a)	<u>Paid Bills - Refer to "Account Quick Report"</u>	C.Ferlito	Official Action
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6.b)	<u>Unpaid Bills</u>	C.Ferlito	Official Action
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Motion to Receive and File October 2018 Financial Report																						
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7) Committee Reports-

7.a) Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	No Report
J.Sgarlata thinks "Fiscal Officer" and "Treasurer" are similar roles; bylaws will be reviewed to see if positions can be combined.		
7.b) Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
C.Ferlito give summary of recent issues		
^ Window replacement delayed due to pumpkin festival (safety concerns with large equipment and pedestrian traffic); rescheduled for 04-October-2018		
^ Brick work delayed due to intense rain on 02-October-2018		
^ Paint found in basement, checking to see if still usable		
^ Alarm system needs new batteries, cost of \$350.00. Will be replaced 03-October-2018		
^ Researching solar light options for security on exterior of library.		
7.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
Committee will meet week of 08-October-2018 to discuss one or more issues.		
7.d) Policy Committee (J.Sgarlata)	J.Sgarlata & K.Mantaro	No Report
Discussion under New Business, item 10a		
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	No Report
7.g) Art Gallery Committee (C.Ferlito, E.Elsner)	C.Ferlito / E.Elsner	Report
In transition between shows, new artist up within a few days.		
7.h) Nomination Committee (C.Santos, G.DeMass)	C.Santos	No Report

8) Director's Report C.Ferlito / E.Elsner Report

See full report for details
<ul style="list-style-type: none"> • Still waiting on auditor's report; cannot complete Comptroller Report with out that element. • Working on final drawdown of \$50,000 SAMS grant • Call in to Mayor's office for appointment • Staff encouraged to attend NYLA meeting 10-November-2018, Travel funds are available.

9) Old Business-

9.a) Five Year Plan Work Meeting	K.Mantaro / A. Ross	Report
C.Santos		
^ Meetings with staff and Board Members are scheduled, and some surveys have been returned. Results of first surveys and meetings :		
- OPL staff is a tight-knit group that works well together		
- Some individuals would like to provide feedback anonymously.		
- BOT will create flowchart of BOT/Director/OPLstaff relationships, and clarify duties of each		
^ Transparency is important		
^ Goal to bring in advisor to address communication issues between BOT/Director/OPLstaff, help guide to improving communication.		
^ Revisions will be made to Mission Statement and all staff job descriptions; none have been updated since 1999.		
^ BOT will review staff responses and provide feedback in November 2018.		
*** C.Ferlito needed to leave meeting to address a security issue with Kerrie Cahill of ICU and Oswego City Police at approximately 7:55pm		
K.Mantaro		
^ Personnel Committee has a second survey for OPL staff, survey creation in-progress, will discuss at future meeting		
^ Question for Larry Mayo of NCLS: was Presentation/meeting on Trustees taped? It was not, but Larry will bring suggestion to NCLS		
- Larry Mayo took a moment to praise Karen Swartz, and mention her Excellence in Customer Service Award at NCLS's annual meeting		

10) New Business-

10.a) Policy Change	C.Ferlito / E.Elsner	Report
Larry Mayo and Mary Smith left prior to discussion.		
BOT waited for C.Ferlito to return from security issue; discussion started at 8:21pm		
J.Sgarlata notes the policy was approved in 2000.		
BOT discussed		
^ Does full library name "Oswego School District Public Library" need to be used in-full throughout policies?		
- Agreement that if common abbreviation "OPL" noted in introduction, "OPL" can then be used throughout remainder of policy book.		
^ In possible reorganization of committees, consider adding a new one to address concerns with patrons banned from library.		
^ Update behavior policy posted on the main floor.		
BOT agrees more review needed. Will look at policy and discuss at next meeting		
Motion Table policy changes		
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K.Mantaro	M.Niess	M.Niess C.Santos
		K.Mantaro A.Ross J.Sgarlata
Opposed:	Absent:	Motion:
	G.DeMass	Tabled
	L.Walker	

Adjournment: Next regular board meeting is 7 pm on Tuesday 13-November-2018

Motion to Adjourn		
Motion:	- 2nd:	In favor:
J.Sgarlata	A.Ross	M.Niess C.Santos
		K.Mantaro A.Ross J.Sgarlata
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