

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 03-April-2018 7:04pm - 8:18pm	Board Members Present :		Others :	Visitors :
		Cathy Santos (President)	Carol Ferlito (D.OPL)	Katrina Godici (FOL)
		Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treas)	
	Kathleen Mantaro (VP)	Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1) Approval and Additions to Agenda				K.Mantaro	official action
No Additions					
Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 06-March-2018					
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
L.Walker	K.Mantaro	K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata		M.Becker G.DeMass	Passes

2) Welcome and Public Comment	K.Mantaro	Greetings
Greetings to FOL member Katie Godici		
• There is no report from FOL		

3) Correspondence	K.Mantaro
No Correspondence sent to Board.	

4) Approval of Minutes of Regular Board Meeting Tuesday 06-March-2018	A.Ross	Official Action			
Motion to Accept Minutes of Tuesday 09-January-2018 Regular Board Meeting					
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
J.Sgarlata	K.Mantaro	K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata		M.Becker G.DeMass	Passes

5) Financial Report	M.Niess	Report			
M.Niess & J.Sgarlata: no issues to report.					
M.Niess will have to resign as co-treasurer if elected to the Library Board for 2018-2023					
Motion to Receive and File April 2018 Financial Report					
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
A.Ross	L.Walker	K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata		M.Becker G.DeMass	Passes

6) Committee Reports-

6.a) Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	Discussion
<ul style="list-style-type: none"> Budget for 2018-2019 Fiscal Year (Vote at 8.b.1) C.Ferlito presented information on the changes in budget from FY2017-2018, and proposes a 1.5% increase to the budget to accommodate expected costs, and meet minimum wage requirements. L.Walker wants the library open fewer hours to save money. 		
6.b) Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
<ul style="list-style-type: none"> C.Ferlito reports <ul style="list-style-type: none"> ∞ Some repairs made to boiler by Upstate ∞ Received one quote for north wall, must seek more (caveat: must have experience with historic buildings and use prevailing wages.) ∞ Children's Room needs interior painting ∞ Windows in Children's Room will be repaired soon. May also need repair to window in south-east office. 		
6.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
6.d) Policy Committee (J.Sgarlata)	J.Sgarlata & K.Mantaro	Report
<ul style="list-style-type: none"> Proposal for new Patron Code of Conduct (section 5.12 of Policy Manual). Library has had some issues with some patrons. Since Fulton Library is dealing with a lawsuit, C.Ferlito seeks to head-off any issues at OPL. <ul style="list-style-type: none"> ∞ C.Ferlito wants a lawyer to review new proposed policy ∞ ICU has reviewed policy, but policy must be reworded to reference ICU/security ∞ Library Staff will review and discuss at 05-April-2018 meeting, possibly offer suggestions ∞ J.Sgarlata suggests some changes and rewording ∞ Katie Godici asks were policies can be found? C.Ferlito : posted under clock, and a new brochure is planned ∞ Board will vote on new policy at 01-May-2018 meeting if all parties have reviewed. <ul style="list-style-type: none"> - If not fully reviewed, Board will discuss at Policy Committee 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	No Report
6.h) Nomination Committee (C.Santos, G.DeMass)	K.Mantaro	Report
6.h.1) 2018 Board of Trustees Election : Two open seats		Discussion
<ul style="list-style-type: none"> There are two open seats for Oswego Public Library Board of Trustees: The terms of Miles Becker and Joe Sgarlata expire June 2018 A notice will run in the paper with the proposed library budget. Signatures must be gathered to get on the ballot to run. 		

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7) Old Business-			
7.a)	Discussion: DASNY Grant	K.Mantaro & C.Ferlito	
	<ul style="list-style-type: none"> DASNY (Dormitory Authority of the State of New York) is part of the procedures/paperwork in the SAMs (System Award Management) Congressional Grant. Senator Patty Ritchie helped OPL obtain a \$50,000.00 SAMS grant ∞ C.Ferlito working on paperwork; notarized signatures from C.Santos and J.Sgarlata needed. 		
7.b)	Discussion: follow-up regarding the Geraldine Jones Trust Fund	K.Mantaro & C.Ferlito	
	<ul style="list-style-type: none"> The Geraldine Jones Trust Fund was part of the Capitol Campaign: Council consulted for options on spending the \$36,434.97. ∞ J.Sgarlata signed necessary paperwork 		

8) New Business-			
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8.a)	Director's Report	C.Ferlito	report																				
	Submitted electronically to Board : see full report for details <ul style="list-style-type: none"> Working on changes to DSS scheduling Board approved FY2018-2019 Budget will be submitted to Oswego City School District by Monday 10-April-2018 Notice of proposed budget and open board seats will be in newspaper 																						
8.b)	2018 Proposed Budget	K.Mantaro	Presentation																				
	Proposals discussed at Item 6.a																						
8.a.1)	Motion to Approve Library Budget		Motion																				
	Motion to approve an increase of 1.5%, or \$19,200.00, to the Oswego Public Library tax levy for the 2018-2019 fiscal year budget, per the Finance Committee discussion																						
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8.a.2)	Motion to Pass Tax Cap Referendum		Motion																				
	In prior years, The Board has voted on whether to submit the necessary paperwork to the State Comptroller's Office to keep open the option of a budget increase above 2%, pending community vote. The Board can only request up to a 2% increase if the paperwork is not filed. Per discussion with the Finance Committee and C.Ferlito, the Board will not seek to exceed the 2% cap.																						
	Motion to pass referendum to allow the Oswego Public Library to request above the 2% tax cap for the 2018-2019 fiscal year budget.																						
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8.c)	Motion to Accept MOU with NCLS		Motion																				
	The Oswego Public Library and North Country Library System renew an MOU annually that covers the working relationship of OPL and NCLS, such as ILL services and databases.																						
	Motion to Accept Memorandum of Understanding with North Country Library System																						
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8.d)	Motion to release old computers to NCLS		Motion																				
	Some of OPL's computers are outdated and no longer in use. Board approval is required to remove them from OPL.																						
	<ul style="list-style-type: none"> C.Ferlito will first check if NCLS can identify other libraries that could use the computers If NCLS is unable to use, L.Walker will have suggestions. 																						
	Motion to release old Oswego computers to North Country Library System for possible redistribution																						
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Adjournment: Next regular board meeting is 7 pm on Tuesday 01-May-2018			
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	Motion to Adjourn																						
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