

| | | | | |
|---|-------------------------|-----------------------------------|-----------------------|------------|
| OSWEGO PUBLIC LIBRARY Board of Trustees 5 Year Planning Meeting Tuesday 25-September-2018 4:33pm - 5:40pm | Board Members Present : | | Others : | Visitors : |
| | George DeMass | Cathy Santos (President) | Carol Ferlito (D.OPL) | |
| | Kathleen Mantaro (VP) | Dr. Joseph Sgarlata (Policy) | | |
| | | Andrea Ross (Recording Secretary) | | |

| | |
|---|------|
| # | Item |
|---|------|

Meeting called to commence Board's portion of the Oswego Public Library's 5 year plan

1) Review of Actions Taken

- The OPL BOT has the following goals
 - ^ Reviewing and updating all policies
 - ^ Developing a survey of duties and responsibilities for the staff.
 - ^ Reviewing NCLS duties and responsibilities of BOT; C.Santos provided some documents to LBOT

1.a) Meeting with FOL and OPL staff & responses to surveys

- Surveys were distributed to FOL and OPL staff; each were given a survey
 - ^ Staff responses were compiled and distributed to LBOT
 - * Summer Program was the highlight of 2017/2018
 - * Safety and communication ranked low.
 - ^ FOL responses pending

1.b) Attendance at NCLS meeting; LBOT agenda revisions

- C.Santos attended NCLS meeting. Acquired info on Board best practices
 - ^ OPL BOT will revise agenda format to be more in line with NCLS suggestions.
 - * Most revisions minor, such as a new subsection under the Financial Report for bills paid/pending
 - * OPL BOT will keep the "Public Comment section at the beginning for the convenience of meeting visitors.

1.c) Schedule for LBOT President and available Board Members to meet with OPL Staff

- C.Santos would like 2nd/3rd LBOT member to join C.Santos for meeting(s) with staff. Sign-up sheet passed around.

1.d) Security Concerns

- C.Ferlito contacted the Oswego City Police about a man stalking a patron & a stolen purse
 - ^ Current policy (5.12) indicates that a warning is given, then the individual may be banned for one year, but could be clearer. Agenda item for 02-October-2018

2) Mission and Vision Statements - Revisions

A Mission Statement defines the company's business, its objectives and its approach to reach those objectives.
A Vision Statement describes the desired future position of the company.
Elements of Mission and Vision Statements are often combined to provide a statement of the company's purposes, goals, and values.
Does the OPL mission statement meet the above stated criteria? :

The Mission of the Oswego Public Library is to be the learning center for the Greater Oswego area and the place people turn to for the discovery of ideas, the joy of reading and the power of information. Community needs drive our services. We believe that library services should be delivered in a welcoming, convenient and responsive manner.

SEE ATTACHED "How To Write a Mission Statement"

- C.Santos: does the Mission statement truly capture OPL? BOT, FOL, and OPL staff should all review and have input.
 - ^ K.Mantaro suggests adding language on "collaboration"
 - ^ G.DeMass is interested in public perception of OPL, K.Mantaro suggests an online (and paper version at library), reach out to OBCR, college, etc.
 - ^ Will regroup to come up with statement

3) Employment Survey

Review and comment; finalize distribution to staff
See attached: performance program evaluations, job descriptions; current staff positions

- Survey distributed to staff could help Board adjust job descriptions. However, civil service approval needed before changes can be implemented.
- Job descriptions have not been modified recently, Tech position needs to be added.
- Staff Evaluations / Performance Review need to be done again, and a performance plan made.
 - ^ Personnel Committee will take October 2018 to revise performance review & plan, 2018/2019 will begin with new forms. C.Santos will attend meeting.

4) Next Steps

- First priority is the policy change regarding security. A vote on the updated policy 5.12 "Patron Code of Conduct" will be held 02-October-2018.
- C.Santos will share anonymized staff survey responses with all staff; Board members have no objections.
- Meeting times are available on 01-October-2018 and 02-October-2018 for staff wishing to meet with Board President, and other Board members.
- A short questionnaire will be distributed to staff on job descriptions. Board should send any additional questions to C.Santos
- The Treasurer position still must be filled.