

| | | | | |
|--|--|-------------------------------------|------------------------------|--------------------------------|
| OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 13-November-2018 7:04pm - 8:09pm | Board Members Present : | | Others : | Visitors : |
| | | Cathy Santos (President) | Carol Ferlito (D.OPL) | Stephanie Magrisi (FOL) |
| | Kathleen Mantaro (VP) | Dr. Joseph Sgarlata (Policy) | | |
| | | Lee Walker Jr. | | |
| | Andrea Ross (Recording Secretary) | | | |

| # | Item | Presenter | Action |
|---|------|-----------|--------|
|---|------|-----------|--------|

| | | | |
|---|----------------------|-----------------|------------------------|
| 1) | Call to Order | C.Santos | Official Action |
| Meeting was rescheduled from 06-November-2018 due to Election Day George DeMass Excused from meeting | | | |

| | | | | | | | | | | | | | | | | | | | | | |
|--|---|---|------------------------|------------------|-----------------|----------------|--|--------|------------|---|--|----------|----------------|--|--|------------|--|---------|---------------|--|--|
| 2) | Approval of Agenda | C.Santos | Official Action | | | | | | | | | | | | | | | | | | |
| No Additions to the agenda Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 13-November-2018 | | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>A.Ross</td> <td>J.Sgarlata</td> <td>K.Mantaro A.Ross C.Santos L.Walker</td> <td></td> <td>G.DeMass</td> <td>Motion:</td> </tr> <tr> <td></td> <td></td> <td>J.Sgarlata</td> <td></td> <td>M.Niess</td> <td>Passes</td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | | A.Ross | J.Sgarlata | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | J.Sgarlata | | M.Niess | Passes | | |
| Motion: | - 2nd: | In favor: | Opposed: | Absent: | | | | | | | | | | | | | | | | | |
| A.Ross | J.Sgarlata | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | | | | | | | | | | | | | | |
| | | J.Sgarlata | | M.Niess | Passes | | | | | | | | | | | | | | | | |

| | | | |
|-------------------|------------------------------|-----------------|--|
| 3) | Public Comment Period | C.Santos | |
| No Public Comment | | | |

| | | | |
|--|-------------------------------|---------------------------|---------------|
| 4) | Friends of the Library | FOL Representative | Report |
| FOL Representative 13-November-2019 Stephanie Magrisi | | | |
| <ul style="list-style-type: none"> FOL has events booked through June 2019 FOL has been approached about a "Paint & Sip" fundraiser event at the library <ul style="list-style-type: none"> C.Ferlito- Board would need to approve alcohol use in OPL building, and NO minors would be allowed C.Santos- Asks C.Ferlito to contact NCLS about logistics, if there are concerns about insurance, etc. FOL requests OPL's budget request for FOL; C.Ferlito will submit to FOL by 01-December-2018 | | | |

| | | | |
|-----------|----------------------------|---------------|------------------------|
| 5) | Approval of Minutes | A.Ross | Official Action |
|-----------|----------------------------|---------------|------------------------|

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---|-----------------|------------------|-----------------|----------------|--|------------|--------|---|--|----------|----------------|--|--|------------|--|---------|---------------|--|
| 5.a) | Approval of Minutes of Regular Board Meeting Tuesday 02-October-2018 | Official Action | | | | | | | | | | | | | | | | | | |
| Motion to Accept Minutes of Tuesday 02-October-2018 REGULAR Board Meeting | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>J.Sgarlata</td> <td>A.Ross</td> <td>K.Mantaro A.Ross C.Santos L.Walker</td> <td></td> <td>G.DeMass</td> <td>Motion:</td> </tr> <tr> <td></td> <td></td> <td>J.Sgarlata</td> <td></td> <td>M.Niess</td> <td>Passes</td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | | J.Sgarlata | A.Ross | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | J.Sgarlata | | M.Niess | Passes | |
| Motion: | - 2nd: | In favor: | Opposed: | Absent: | | | | | | | | | | | | | | | | |
| J.Sgarlata | A.Ross | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | | | | | | | | | | | | | |
| | | J.Sgarlata | | M.Niess | Passes | | | | | | | | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------------------|-----------------|------------------|-----------------|----------------|--|------------|--------|---------------------------------|----------|----------|----------------|--|--|------------|--|---------|---------------|--|
| 5.b) | Approval of Minutes of Special Meeting Thursday 08-November-2018 | Official Action | | | | | | | | | | | | | | | | | | |
| Motion to Accept Minutes of Thursday 08-November-2018 Special Board Meeting | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>J.Sgarlata</td> <td>A.Ross</td> <td>K.Mantaro A.Ross C.Santos</td> <td>L.Walker</td> <td>G.DeMass</td> <td>Motion:</td> </tr> <tr> <td></td> <td></td> <td>J.Sgarlata</td> <td></td> <td>M.Niess</td> <td>Passes</td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | | J.Sgarlata | A.Ross | K.Mantaro A.Ross C.Santos | L.Walker | G.DeMass | Motion: | | | J.Sgarlata | | M.Niess | Passes | |
| Motion: | - 2nd: | In favor: | Opposed: | Absent: | | | | | | | | | | | | | | | | |
| J.Sgarlata | A.Ross | K.Mantaro A.Ross C.Santos | L.Walker | G.DeMass | Motion: | | | | | | | | | | | | | | | |
| | | J.Sgarlata | | M.Niess | Passes | | | | | | | | | | | | | | | |

| | | | |
|---|-------------------------|----------------|------------------------|
| 6) | Financial Report | M.Niess | Official Action |
| M.Niess ""absent"" , J.Sgarlata informs BOT Financials are consistent | | | |

| | | | | | | | | | | | | | | | | | | | | |
|---|--|---|------------------------|------------------|-----------------|----------------|--|----------|-----------|---|--|----------|----------------|--|--|------------|--|---------|---------------|--|
| 6.a) | Paid / Unpaid Bills | C.Ferlito | Official Action | | | | | | | | | | | | | | | | | |
| Note on old unpaid bills: despite August dates, bills were not received at OPL until the end of October 2018 Motion to Receive and File November 2018 Financial Report | | | | | | | | | | | | | | | | | | | | |
| | <table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>L.Walker</td> <td>K.Mantaro</td> <td>K.Mantaro A.Ross C.Santos L.Walker</td> <td></td> <td>G.DeMass</td> <td>Motion:</td> </tr> <tr> <td></td> <td></td> <td>J.Sgarlata</td> <td></td> <td>M.Niess</td> <td>Passes</td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | | L.Walker | K.Mantaro | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | J.Sgarlata | | M.Niess | Passes | |
| Motion: | - 2nd: | In favor: | Opposed: | Absent: | | | | | | | | | | | | | | | | |
| L.Walker | K.Mantaro | K.Mantaro A.Ross C.Santos L.Walker | | G.DeMass | Motion: | | | | | | | | | | | | | | | |
| | | J.Sgarlata | | M.Niess | Passes | | | | | | | | | | | | | | | |

| | | | |
|-----------|---------------------------|--|--|
| 7) | Committee Reports- | | |
|-----------|---------------------------|--|--|

| | | | |
|------------------------------------|---|----------------|------------------|
| 7.a) | Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella) | M.Niess | No Report |
| Search continues for new Treasurer | | | |

| | | | |
|--|---|--|--|
| 7.a.1) | Discussion on securing new financial audit company | | |
| Cuddy & Ward have recommended a new company OPL must send out a Request for Proposals (RFP) detailing requirements, such as NYS-imposed filing dates by which OPL must abide. | | | |

| | | | |
|---|---|---------------------------------|---------------|
| 7.b) | Building Committee (L.Walker, C.Ferlito, G.Krul) | L.Walker & C.Ferlito | Report |
| C.Ferlito gave summary of recent issues | | | |

| | | | |
|--|--|--|--|
| ^ Projects completed: Window replacement, Painting to north-side of building. G.Krul and C.Ferlito creating to-do list for future projects | | | |
|--|--|--|--|

| | | | |
|---|---|------------------|---------------|
| 7.b.1) | Discussion of STAT Security Assessment | C.Ferlito | Report |
| Details of STAT Assessment will be discussed when received from S.T.A.T Communications, Inc. OPL can pick and choose from list of options OPL can apply in next year's round of building/construction grants to cover some implementation costs (such as cameras) | | | |

| | | | |
|---|---|-----------------|---------------|
| 7.b.2) | Discussion of Basement Security Concerns | C.Santos | Report |
| L.Walker wants Police (Oswego City, State) to make walk-thrus of the building periodically. What other measures can be taken? Can the basement be shut off? Metal detectors added? Armed guard? | | | |
| C.Ferlito notes that the basement can not be shut off with security gate and by elevator, because it is the only bathroom location. | | | |
| C.Santos advises that ICU did an analysis and found it would be difficult to manage closing that part of the building after a certain time. | | | |
| J.Sgarlata asks about having a second guard; C.Santos will look into this option | | | |
| C.Ferlito and C.Santos will be meeting with Chief of Police and Mayor Barlow Wednesday 14-November-2018 to discuss security concerns | | | |
| C.Ferlito will keep staff updated on security discussions | | | |

| | | | | |
|--|--|-------------------------------------|------------------------------|--------------------------------|
| OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 13-November-2018 7:04pm - 8:09pm | Board Members Present : | | Others : | Visitors : |
| | | Cathy Santos (President) | Carol Ferlito (D.OPL) | Stephanie Magrisi (FOL) |
| | Kathleen Mantaro (VP) | Dr. Joseph Sgarlata (Policy) | | |
| | | Lee Walker Jr. | | |
| | Andrea Ross (Recording Secretary) | | | |

| # | Item | Presenter | Action |
|---|------|-----------|--------|
|---|------|-----------|--------|

7) Committee Reports-Continued

| | | |
|---|--|------------------|
| 7.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass) | K.Mantaro, J.Sgarlata, G.DeMass | No Report |
| 7.b.1) Discussion of Employee Health Insurance K.Mantaro reminds Board that vote on calendar year 2019 Insurance plan must be taken at 04-December-2018 Regular Board Meeting Board will be provided with plan information to review prior to meeting | K.Mantaro | |
| 7.b.2) Discussion of Cleaner Position C.Ferlito looking to fill weekend position, 4hours/day at minimum wage; will post in newspaper | C.Santos | |
| 7.b.3) Discussion of Staff Schedules A.Ross looked into several options to streamline staff scheduling Two pay options are LibStaffer and Schedule Anywhere; they are comparable in price. A free option might be Google Calendar A.Ross will be available to present options to staff, and receive input. Free trials can be evaluated in January/February 2019 | A.Ross | |
| 7.d) Policy Committee (J.Sgarlata) A vote will be held at the 04-December-2018 meeting on the changes to Policy 5.12. A vote will be needed on clarification to vacation policy Board should continue to review ALL policies as part of the 5year Plan | J.Sgarlata & K.Mantaro | Report |
| 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) New shows are lined up | C.Ferlito / E.Elsner | Report |
| 7.h) Nomination Committee (C.Santos, G.DeMass) | C.Santos | No Report |

| | | |
|---|-----------------------------|---------------|
| 8) Director's Report See full report for details • Auditor's report was sent to Comptroller • SAMS grant final payment was approved and should arrive soon. | C.Ferlito / E.Elsner | Report |
|---|-----------------------------|---------------|

| | | |
|--|--|--|
| 9) Old Business- No Old Business | | |
|--|--|--|

| | | | | | | | | |
|--|------------------------------|---|---|---------------------------------------|---------------------------------------|---------------------------------|--|--|
| 10) New Business- | | | | | | | | |
| 10.a) Part-Time Clerk Position Part-Time Clerk was previously a sub; needed as prior part-time clerk resigned Position is 24hours/week Motion to approve the hiring for a part-time clerk position at \$11.40/hour effective 14-November-2018 | C.Ferlito / E.Elsner | Report | | | | | | |
| <table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: K.Mantaro</td> <td>In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table> | Motion: J.Sgarlata | - 2nd: K.Mantaro | In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata | Opposed: | Absent: G.DeMass M.Niess | Motion: Passes | | |
| Motion: J.Sgarlata | - 2nd: K.Mantaro | In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata | Opposed: | Absent: G.DeMass M.Niess | Motion: Passes | | | |

| | | | | | | | | |
|---|------------------------------|---|---|---------------------------------------|---------------------------------------|---------------------------------|--|--|
| Adjournment: Next regular board meeting is 7 pm on Tuesday 04-December-2018 Motion to Adjourn | | | | | | | | |
| <table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: L.Walker</td> <td>In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table> | Motion: J.Sgarlata | - 2nd: L.Walker | In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata | Opposed: | Absent: G.DeMass M.Niess | Motion: Passes | | |
| Motion: J.Sgarlata | - 2nd: L.Walker | In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata | Opposed: | Absent: G.DeMass M.Niess | Motion: Passes | | | |