

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, August 12, 2014 7:07pm - 8:37pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Sharon Bonney (Tres)	Joe McManus (FOL)
	Kathleen Mantaro (V.P.)		Carol Ferlito (D.OPL)	
	Mercedes Niess (Finance)	Lee Walker Jr.		
	Andrea Ross (Rec. Secretary)			

#	Item	Presenter	Action										
1)	Approval and Additions to Agenda 7:07 call to order The following amendments/additions to the agenda have been made: 9.b) is incorrectly labeled as a salary increase; it should be for Kathleen Nalle to receive a "Probationary Appointment" Delete 9.i), as it duplicates 9.c) Add new 9.i) Approve amendment of resignation date of P. Kerfien Add 9.j) M.Niess will take over Sunshine Fund <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor:</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: K.Mantaro</td> <td>A.Ross C.Santos L.Walker</td> <td></td> <td>M.Niess J.Sgarlata</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor:	Opposed:	Absent:	Motion:	- 2 nd : K.Mantaro	A.Ross C.Santos L.Walker		M.Niess J.Sgarlata	Passes	C.Santos	official action
Motion: M.Becker	In favor:	Opposed:	Absent:	Motion:									
- 2 nd : K.Mantaro	A.Ross C.Santos L.Walker		M.Niess J.Sgarlata	Passes									
2)	Welcome and Public Comment Joe McManus (Friends of the Library) reports that the FOL has had great year so far in terms of fundraising. He will have the Rotary funds numbers on 8/14. There are also two new FOL board members, C.Pauldine and K.Johnston	C.Santos	greetings										
3)	Correspondence There was nothing in the file, nothing to report.	C.Santos											
4)	Approval of Minutes of July 1, 2014 No Amendments suggested for minutes prior to approval <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: K.Mantaro</td> <td style="width: 25%;">In favor:</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: M.Becker</td> <td>A.Ross C.Santos L.Walker</td> <td></td> <td>M.Niess J.Sgarlata</td> <td>Passes</td> </tr> </table>	Motion: K.Mantaro	In favor:	Opposed:	Absent:	Motion:	- 2 nd : M.Becker	A.Ross C.Santos L.Walker		M.Niess J.Sgarlata	Passes	A.Ross	action
Motion: K.Mantaro	In favor:	Opposed:	Absent:	Motion:									
- 2 nd : M.Becker	A.Ross C.Santos L.Walker		M.Niess J.Sgarlata	Passes									
5)	Financial Report S.Bonney presented highlights of new mid month to mid month draft report to the Trustees. S.Bonney explained Reasoning of change (as discussed in July 2014 meeting). Full report will follow. See attached report. Other possibilities to fully catch all data for a month were discussed, such as changing the meeting date, and delay financial reporting (Report on July at September Meeting, rather than August meeting). S.Bonney will work with R.Sculin about options in reporting. C.Santos will check By-laws for reporting conflicts. Motion to accept budget review <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor:</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: L.Walker</td> <td>K.Mantaro C.Santos L.Walker</td> <td></td> <td>M.Niess J.Sgarlata</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor:	Opposed:	Absent:	Motion:	- 2 nd : L.Walker	K.Mantaro C.Santos L.Walker		M.Niess J.Sgarlata	Passes	S.Bonney	report
Motion: M.Becker	In favor:	Opposed:	Absent:	Motion:									
- 2 nd : L.Walker	K.Mantaro C.Santos L.Walker		M.Niess J.Sgarlata	Passes									
6)	Committee Reports-												
6.a)	Finance Committee M.Niess absent, report tabled until next meeting	M.Niess	report										
6.b)	Building Committee L.Walker was unable to do a building walk-through, referred to M.Becker who met w/ custodian (George) for a walk-through, and gave brief Building Report. L.Walker has NOT yet met with former Board member W.Shaw about Building Report. C.Ferlito reports that the fixes are being photographed. The issues with the addition were due to a subcontractor. Chase is completing the repairs. Chase has a full list of repairs (such as water damage). C.Ferlito reports that Volney Electric will be in to install panic buttons this week.	L.Walker	report										
6.c)	Personnel Committee C.Santos can no longer be on the committee as new president. J.Sgarlata and K.Mantaro are currently on the committee.		no report										
6.d)	Policy Committee (6.d) amended policies (6.d.aa) C.Santos gave a summary of the "Conflict of Interest" document all board members must review and sign, and file with secretary. J.Sgarlata absent, discussion tabled until J.Sgarlata is present, to make sure all updates have been made. Motion to table <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: L.Walker</td> <td style="width: 25%;">In favor:</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: M.Becker</td> <td>K.Mantaro C.Santos L.Walker</td> <td></td> <td>M.Niess J.Sgarlata</td> <td>Passes</td> </tr> </table>	Motion: L.Walker	In favor:	Opposed:	Absent:	Motion:	- 2 nd : M.Becker	K.Mantaro C.Santos L.Walker		M.Niess J.Sgarlata	Passes	J.Sgarlata	discussion
Motion: L.Walker	In favor:	Opposed:	Absent:	Motion:									
- 2 nd : M.Becker	K.Mantaro C.Santos L.Walker		M.Niess J.Sgarlata	Passes									
6.d.aa)													
6.e)	Library Services Committee- Tabled; there have been no new meetings, and final committee assignments have not been announced	A.Ross	no report										
6.f)	Technology C.Ferlito announced NNYLN grant of \$2,000 to implement satellite catalog locations (such as in Scriba)		no report										
6.g)	Nomination		no report										
6.h)	Art Gallery		no report										
6.i)	North Country Library Services (NCLS) C.Santos hopes to meet with Larry Mayo, former a Board member. He is on the Board of Directors for NCLS. C.Santos will ask L.Mayo to visit and update Board.		no report										

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#	Item	Presenter	Action
7)	<u>Old Business-</u>		
7.a)	<u>Memo of Understanding with Friends of the Library</u> An MOU was sent to the Board, but there is no report from K.Mantaro, as K.Mantaro and J.Sgarlata have not met with FOL. Summary of FOL purpose and procedures, and the MOU discussed for the benefit of the new Board members Acceptance of MOU tabled until after FOL, K.Mantaro, J.Sgarlata can meet.	K.Mantaro	discussion
7.b)	<u>North Country Circulation Policy</u> C.Ferlito has met with staff to go over policies. There are issues in the NC policy that will not work for OPL. Some lending times are too short for OPL; magazine policy has multiple lending periods; unclear renewal policies; OPL wants to maintain policy that visual media only lends to those 18+. The next step is to take OPL's changes and merge them with NC, then submit to Board in September.	C.Ferlito	discussion
8)	<u>New Business-</u>		
8.a)	<u>Director's Report</u> C.Ferlito sent report to board. She touched on some of the issues with being understaffed during the busy summer months (summer reading program and other children's programs require more staff effort/time, fax in higher use due to Staples closing, patrons need computer assistance). C.Ferlito attended Emergency Preparedness training . OPL cannot be a registration location for handicapped people, but OPL does not have staff available (must be ready for registrants at all times, must commit 100%). C.Ferlito summarized children's room activities. C.Ferlito reported issue with clogged toilet (smashed phone) which required plumber (Pullens) to fix. Mike Meyers (DPW) is putting in work order, C.Ferlito will check on status. Addition to report pending (computer use report will be run and submitted to board). Reviewed issues with filling positions, testing schedules, ranking of applicants. List of donations (monetary and in-kind) made to OPL (see Director's report. attached) C.Ferlito sent "Thank You" notes for donations	C.Ferlito	report
	<u>Recording & transcription of Board meetings</u> A.Ross informed Board of her wish to record meetings for more accurate transcription (A.Ross is partially deaf). A.Ross also listed some options for the audio file, once minutes are recorded (delete, keep at library on drive (there are multiple ways to save files)). C.Santos noted we must incorporate our decision into policies K.Mantaro noted J.Sgarlata will have input on policy and will check Robert's Rule of Order. C.Santos mentioned issues of confidentiality. Board will wait on M.Niess and J.Sgarlata for final decision .	A.Ross	discussion
8.c)	<u>Development/Planning Meetings</u> C.Santos has drafted some ideas about transparency , efficiency, and accountability of Board, and proposed a new regular schedule of Committee meetings, as well as proposing goals. Tabled for further discussion with full Board.	C.Santos	discussion
8.d)	<u>M. Niess to be responsible for "Sunshine Fund"</u> C.Santos has no issue with M.Niess taking over Sunshine Fund; topic moved to Resolutions (9.j)	M.Niess	discussion
8.e)	<u>Hire library clerk beginning August 28th, 2014</u>	C.Ferlito	discussion
8.f)	<u>Amendment of date for attendance sign in to read "July 2014" instead of "July 2013"</u>	A.Ross	discussion
8.g)	<u>Request to rename the "policies" Committee to include "Policies and By-laws"</u> C.Santos notes there were separate committees for By-laws and Policies, C.Santos proposes they be merged.	C.Santos	discussion
8.h)	<u>Request for wall space from "Friends" for their display board</u> C.Santos sent picture of space FOL would like to use for display board (near elevator), J.McManus gave summary of dimensions and content of display. FOL will be responsible for maintaining content. Board will vote under resolutions.	C.Santos	discussion

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9)	<u>Resolutions-</u>		
9.a)	<u>Approval of final policies as outlined by Committee (Conflict of Interest)</u>		
	Motion to table until J.Sgarlata present		
	Motion: L.Walker In favor: K.Mantaro A.Ross C.Santos Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.b)	<u>Approval of "Probationary Appointment" for K. Nalle</u>		
	Motion: K.Mantaro In favor: A.Ross C.Santos L.Walker Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.c)	<u>Approval of space request for "Friends of the Library"</u>		
	Motion: L.Walker In favor: K.Mantaro A.Ross C.Santos Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.d)	<u>Approval of North Country Circulation Policy</u>		
	Motion to table		
	Motion: L.Walker In favor: K.Mantaro C.Santos L.Walker Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : A.Ross		
9.e)	<u>Approval of recording and transcription of Board meeting minutes</u>		
	Motion to table		
	Motion: K.Mantaro In favor: A.Ross C.Santos L.Walker Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.f)	<u>Approval of amending the July attendance sheet</u>		
	Motion: L.Walker In favor: K.Mantaro A.Ross C.Santos Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.g)	<u>Approval to amend the name of the Policies Committee to include "by-laws"</u>		
	Motion: K.Mantaro In favor: M.Becker C.Santos L.Walker Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : A.Ross		
9.h)	<u>Approval of development and planning meeting proposal</u>		
	Tabled		
9.i)	<u>Approval of amendment of resignation Date of P. Kerfien</u>		
	Motion: K.Mantaro In favor: A.Ross C.Santos L.Walker Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		
9.j)	<u>Approval of amendment of resignation Date of P. Kerfien</u>		
	Motion: A.Ross In favor: M.Becker K.Mantaro C.Santos Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : L.Walker		
	<u>Adjournment: Next regular board meeting is Tuesday, September 2, 2014, 7 pm</u>		
	Motion: L.Walker In favor: K.Mantaro A.Ross C.Santos Opposed: Absent: M.Niess J.Sgarlata Motion: Passes		
	– 2 nd : M.Becker		