

<b>OSWEGO PUBLIC LIBRARY</b> <b>Board of Trustees Minutes</b> <b>Regular Board Meeting</b> <b>Tuesday, August 04, 2015</b> <b>7:00pm - 8:03pm</b>	<b>Board Members Present :</b>		<b>Others :</b>	<b>Visitors :</b>
	Miles <b>Becker</b>	Cathy <b>Santos</b> (President)	Carol <b>Ferlito</b> (D.OPL)	
		Dr. Joseph <b>Sgarlata</b> (Policy)	Mercedes <b>Niess</b> (Co-Treasurer)	
	Kathleen <b>Mantaro</b> (VP)	Lee <b>Walker</b> Jr.		
	Andrea <b>Ross</b> (Recording Secretary)			

#	Item	Presenter	Action
1)	<u>Approval and Additions to Agenda</u> No changes to agenda to approve Motion to approve the agenda of the 04-August-2015 Regular Board Meeting of the OPL Board of Trustees <b>Motion:</b> - 2 <sup>nd</sup> : In favor: Opposed: L.Walker A.Ross M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata <b>Absent:</b> G.DeMass <b>Motion:</b> Passes	C.Santos	official action
2)	<u>Welcome and Public Comment</u> No 'Welcome' or public comment(s) as there were no visitors	C.Santos	greetings
3)	<u>Correspondence</u> Correspondence was received by the OPL Director, C.Ferlito. Gifts: \$100 from Ernest & Mary Bellardini in memory of their daughter <b>Angela</b> \$50 from Lynn Phillips in memory of her aunt <b>Ruth Woodworth</b> \$200 from Linda Shannon in memory of <b>Beverly Steward</b> \$20 from Barbara & Tom Czerow in memory of <b>Ruth Woodworth</b> \$25 from Joan Schultz in memory of <b>Ruth Woodworth</b> (to purchase a mystery book written by a woman author) Resignation Letter from Diane Collins : Resignation effective 02-September-2015, last day at OPL 17-August-2015 Vote on acceptance of resignation at item 8.c.2	C.Santos	
4)	<u>Approval of Minutes of July 07, 2015</u> Motion to approve and file the 07-July-2015 Minutes of the OPL Board of Trustees. <b>Motion:</b> - 2 <sup>nd</sup> : In favor: Opposed: J.Sgarlata L.Walker M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata <b>Absent:</b> G.DeMass <b>Motion:</b> Passes	A.Ross	official action
5)	<u>Financial Report</u> M.Niess delayed, report deferred until her arrival. (After item 6.b.2) J.Sgarlata reporting as Fiscal Officer, has question on Budget line item #9000 "contingency"; no other out-standing issues M.Niess reports C.Tascarella approved the "As of 15-July-2015" Financial Report We will need to complete the Comptroller's Report soon. As audit is not completed, an extension will be requested (standard practice) C.Ferlito will submit the letter formally requesting the extension (which could be refused) C.Tascarella is hoping to train Ginny DeCaire to work on future Comptroller Reports M.Niess signed a letter for the grant affirming that the OPL has matching funds for the project, a requirement to receive the grant NY Historic Preservation has loans of up to \$200k, interest of prime+1% for preservation. Motion to Receive and file "As of 15-July-2015" Financial Report <b>Motion:</b> - 2 <sup>nd</sup> : In favor: Opposed: M.Becker A.Ross M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata <b>Absent:</b> G.DeMass <b>Motion:</b> Passes	M.Niess	report
6)	<u>Committee Reports-</u>		
6.a)	<u>Finance Committee</u> Grant updates Construction Grant: - Almost ready to submit, but still need Minority and Women Business Enterprise (MWBE) forms from Rochester Rigging. Must be filed by 14-Aug-2015 EPF Grant / Historic Building Grant: - Mike looked at the criteria, but OPL cannot apply, as construction already started on the project. - However, groundwork is now completed in the website for potential future NYS grants	M.Niess	
6.b)	<u>Building Committee</u>	C.Ferlito & L.Walker	report
6.b.1)	LeChase updates Full details in 04-August-2015 Director's Report - Brickwork started and scaffolding installed - Extra protection being placed for welding preparation, for fire safety - Access point to turrets would weaken the structure. There may be alternate options to bird and bat proof and weather-proof the gap - Project is on target		
6.b.2)	Building conditions needing attention Full details in 04-August-2015 Director's Report - There are leaks at the pipefittings; Upstate has been called to fix the issue - There is too much Freon in the air handlers; Upstate is trying to adjust the valves - The Windows will need exterior paint next year. The paint must comply with rules for historic buildings. As building Committee leader, L.Walker will investigate options for paint/painters - The North-face foundation needs pointing - The library needs better lighting outside; there have been repeated instances of urination and defecation around the building. - There were also two cases of urination in the elevator		
6.c)	<u>Personnel Committee</u>	K.Mantaro & J.Sgarlata	no report
6.d)	<u>Policy Committee</u>	J.Sgarlata	no report
6.e)	<u>Library Services Committee-</u>	A.Ross	no report
6.f)	<u>Technology Committee-</u> Brief summary of written report given to the Board	A.Ross	report
6.g)	<u>Art Gallery Committee-</u>	C.Ferlito / E.Elsner	no report
6.h)	<u>Nomination Committee-</u>	C.Santos	no report

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	Miles <b>Becker</b>	Cathy <b>Santos</b> (President)	Carol <b>Ferlito</b> (D.OPL)	
		Dr. Joseph <b>Sgarlata</b> (Policy)	Mercedes <b>Niess</b> (Co-Treasurer)	
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#	Item	Presenter	Action
7)	<u>Old Business-</u> No Old Business		
8)	<u>New Business-</u>		
8.a)	<u>Director's Report</u> A full copy of the report was emailed to the Board. - The list of four library clerks will be called as subs - Rita Tickle will canvas current clerk list for replacement, but new hire cannot be made until Diane Collins' last day; only subs can be used until then. - OPL is reworking how the remote stations will be used. - Even with construction and building access issues, OPL events were well attended	C.Ferlito / E.Elsner report	
8.b)	<u>NYS Library Construction Grant</u> Discussion was held during items 5 & 6	C.Ferlito	
8.b.1)	Proposal to accept the application for the NYS Library Construction Grant with a request of \$41,000.00 to be submitted to NCLS no later than August 14, 2015 Change in language of the proposal on the agenda made before the vote, "to NCLS" added to clarify submittal process. Motion to accept the application for the NYS Library Construction Grant with a request of \$41,000.00 to be submitted to NCLS no later than August 14, 2015		
	<b>Motion:</b> M.Becker	<b>- 2<sup>nd</sup>:</b> J.Sgarlata	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
8.b.2)	Proposal to dedicate up to \$50,000.00 from the library's savings account located at Pathfinder Bank as a match to the NYS Library Construction Grant. Change in language of the proposal on the agenda made before the vote, "emergency" corrected to "savings" Motion to dedicate up to \$50,000.00 from the library's savings account located at Pathfinder Bank as a match to the NYS Library Construction Grant.		
	<b>Motion:</b> M.Becker	<b>- 2<sup>nd</sup>:</b> J.Sgarlata	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
8.c)	<u>Personnel</u>	C.Ferlito	
8.c.1)	Proposal to appoint Katherine Nalle as a permanent Library Clerk full time effective February 28, 2015 Katherine Nalle satisfied the probation period; began in July 2014, appointed in November 2014 Motion to appoint Katherine Nalle as a permanent Library Clerk full time effective February 28, 2015		
	<b>Motion:</b> M.Becker	<b>- 2<sup>nd</sup>:</b> A.Ross	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
8.c.2)	Proposal to accept with regrets the resignation of part time Library Clerk Diane Collins effective September 2, 2015 Proposal edited to add "with regrets" to accepting the resignation Motion to accept with regrets the resignation of part time Library Clerk Diane Collins effective September 2, 2015		
	<b>Motion:</b> L.Walker	<b>- 2<sup>nd</sup>:</b> M.Becker	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
8.c.3)	Proposal to make a permanent appointment of Bonnie Perfetti, Maryann Frawley, Barb Czerow, and Veronica Schonberger to the position of Library Clerk Part-time. The position is subject to 8-26 week probationary period and is on an as needed basis. Rate of pay is \$8.93/hr for weekdays and \$9.98/hr weekends. Rate of pay is subject to annual budget increases. C.Ferlito clarified that in order for all four individuals to be on the call list, all four must be hired. Motion to make a permanent appointment of Bonnie Perfetti, Maryann Frawley, Barb Czerow, and Veronica Schonberger to the position of Library Clerk Part-time. The position is subject to 8-26 week probationary period and is on an as needed basis. Rate of pay is \$8.93/hr for weekdays and \$9.98/hr weekends. Rate of pay is subject to annual budget increases.		
	<b>Motion:</b> J.Sgarlata	<b>- 2<sup>nd</sup>:</b> K.Mantaro	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
8.d)	Proposal to approve Dr. Joseph Sgarlata be added as signatory to the Oswego Public Library Bank Account M.Niess notes J.Sgarlata is not yet a signatory. To be added, all signatory paperwork for everyone must be refilled, as a name can not be added to an existing list; all signatories must be on the paperwork at the time of submittal.		
	<b>Motion:</b> M.Becker	<b>- 2<sup>nd</sup>:</b> L.Walker	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>
	<b>Adjournment: Next regular board meeting is 7 pm on Tuesday September 08, 2015.</b>		
	<b>Motion:</b> L.Walker	<b>- 2<sup>nd</sup>:</b> M.Becker	<b>In favor:</b> M.Becker K.Mantaro A.Ross
			<b>Opposed:</b> C.Santos J.Sgarlata
			<b>Absent:</b> G.DeMass
			<b>Motion:</b> <b>Passes</b>