

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, December 01, 2015 7:00pm - 8:10pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Carol Ferlito (D.OPL)	Janet Hutcherson (FOL)
	George DeMass	Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treasurer)	
	Kathleen Mantaro (VP)		Cindy Tascarella (Co-Treasurer)	
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
1)	<u>Approval and Additions to Agenda</u> No additions to agenda Motion: G.DeMass - 2 nd : M.Becker In favor: M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes	C.Santos	official action
2)	<u>Welcome and Public Comment</u> C.Tascarella will give report at 6.a) Janet Hutcherson (FOL) - FOL Newsletter went out - Staff lunch will be held 16-DEC-15 - Mini-golf preparations are underway - Pointsettias will again be decorating the library for the winter holidays - FOL has approved a budget - FOL welcomed a new Board Member, Anne Marie Ellis	C.Santos	greetings
3)	<u>Correspondence</u> No correspondence received by OPL Board. C.Ferlito received for the library several donations, as detailed in the 01-DEC-15 Director's report.	C.Santos	
4)	<u>Approval of Minutes of November 02, 2015</u> No corrections noted Motion: M.Becker - 2 nd : J.Sgarlata In favor: M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes	A.Ross	official action
5)	<u>Financial Report</u> C.Tascarella reports: - She is checking into whether the 2014/2015 funding through the Oswego City School district is correct. - She is also persuing older funds still owed to the library. - The audit went well. The only big question was regarding comp-time for C.Ferlito and G.Krul, but the extenuating circumstances of emergency building problems were understood. - C.Tascarella produced the Comptroler's Report for Virginia DeCair to input. Motion to Receive and file Report Motion: G.DeMass - 2 nd : M.Becker In favor: M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes	M.Niess/C.Tascarella	report
6)	<u>Committee Reports-</u>		
6.a)	<u>Finance Committee</u> Discussion of Audited Financial Review (issue #2) C.Tascarella reports that - The "issue #2" noted in the report is regarding the \$250,000 cap on bank accounts. - Auditors must note when an organization exceeds that amount. - The Board does not need to take action on this matter.	M.Niess/C.Tascarella	
6.b)	<u>Building Committee</u> Update on the window leaks and painting of window trim M.Niess gave C.Ferlito contact info for a painter, but the required bond of \$100,000 will be an issue for many potential painters C.Ferlito reports that - the painting must be put on hold until spring 2016 - two windows are now in need of new wood. There is one additional window in storagethat may fit to replace a window, if needed. - repair to soft bricks must also wait until spring, but if any bricks are seen to be "popping" they should be repaired immediately. - she will create a list of building projects that may need to happen in the next few years.	C.Ferlito & L.Walker	report
6.c)	<u>Personnel Committee</u> Discussion of employee insurance Board must vote by 01-JAN-16 Donna Kuhn will meet with K.Mantaro and J.Sgarlata, to discuss the potential effects on employee salary. Then a Special Full Board Meeting will be held to discuss employee insurance and vote on the matter 15-DEC-15 at 6pm.	K.Mantaro & J.Sgarlata	no report
6.d)	<u>Policy Committee</u>	J.Sgarlata	report
6.e)	<u>Library Services Committee-</u>	A.Ross	no report
6.f)	<u>Technology Committee-</u>	A.Ross	no 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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7)	Old Business-																																						
7.a)	<p>Approve the policy change for Internet use, sections 6.2.2, 6.2.8, 6.2.9, and 6.3</p> <p>These are revisions, and not "amendments" or "additions"</p> <ul style="list-style-type: none"> - 6.2.8 "storage cards" are no longer used, so the phrase "thumb drive" will be used. They are available for \$4.00 each - 6.2.9 the term "volunteer computer teacher" will be changed to "technical instructor" - 6.3 : 6.3.2 will be deleted, as there is no longer an internet block, and 6.3.1 will clarify that guardians are responsible for children "under the age of 18" <p>Motion to Revise afore mentioned policies</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>G.DeMass</td> <td>M.Becker G.DeMass</td> <td>K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>L.Walker Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Becker	G.DeMass	M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker Passes	C.Ferlito	discussion																								
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8.a)	<p>Director's Report</p> <p>C.Ferlito spoke with Patty Richies' office about the two FOIL requests from a Florida vendor. The library erred on the side of caution and complied with this second request. These requests take a great deal of time. C.Ferlito gave a letter detailing the cost of compiling more information, which the company turned down. OPL is not the only library receiving FOIL requests from this for-profit company, and this seems likely to be a request repeated on a quarterly basis. Charlie Young and family wish to purchase four endcaps via the Wilson Endcap Fund. Elizabeth Moodydonated an undesignated \$100</p> <p>The library recieved a complaint on the the dvd "Don Jon"; adhering to established policy, the Board President will establish a special committee to review the dvd and respond to the patron in writing.</p> <p>The library no longer has a Notery, but Lorie Sheridan is willing to take the exam.</p> <p>The AmeriCorps person gave notice on the day they were to start. C.Ferlito asks the Board if they are aware of anyone willing to work with children via the Americorps program.</p> <p>There is a project to mark books as Common Core.</p> <p>The library received nine ordered computers to replace outdated (and no longer sufficient) models. C.Ferlito will put out notice to other nonprofits who may be in need of the still functional old computers (ok for word processing), or look into donation to OCO.</p> <p>Decorations are going up for the winter holidays</p> <p>There are 15 books on tape in the NCKS rotating collection.</p> <p>The new library website is up, and more streamlined (the calendar will be up soon)</p> <p>Issues continues with disruptive teens; several were kicked out on Sunday, 29-NOV-15. There have been instances of vulgar behavior and language, elevator manipulation, destruction (towel dispenser pulled off of wall, garbage stuffed into toilet, bathrooms flooded). To address this, C.Ferlito proposes removing the temptation of unrestricted wifi access. Wifi can be limited to library card/guest access. Board will readdress the issue at he next meeting. If teens are doing work, they can stay on upper floors, if just hanging out, they are restricted to the first floor.</p> <p>Motion to allow OPL Director Carol Ferlito to disperse outdate computers</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>M.Becker</td> <td>M.Becker G.DeMass</td> <td>K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>L.Walker Passes</td> </tr> </table> <p>Motion to table action on teen patrons until 05-JAN-16 meeting</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>G.DeMass</td> <td>M.Becker G.DeMass</td> <td>K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>L.Walker Passes</td> </tr> </table> <p>Adjournment: Next regular board meeting is 7 pm on Tuesday January 05, 2016.</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>A.Ross</td> <td>M.Becker G.DeMass</td> <td>K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>L.Walker Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	M.Becker	M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker Passes	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	G.DeMass	M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker Passes	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	A.Ross	M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker Passes	C.Ferlito / E.Elsner	no report
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