

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, December 05, 2017 7:00pm - 7:50pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Carol Ferlito (D.OPL)	Jeanne Brown (FOL)
		Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treas)	
	Kathleen Mantaro (VP)			
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1) <u>Approval and Additions to Agenda</u>	C.Santos	official action
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Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for **05-December-2017**

Motion: A.Ross	- 2nd: J.Sgarlata	In favor: M.Becker	K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed:	Absent: G.DeMass L.Walker	Motion: Passes
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2) <u>Welcome and Public Comment</u>	C.Santos	greetings
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Greetings to FOL member Jeanne Brown

- Annual mini-golf event will be held Monday 15-January-2018.
- Proceeds will benefit Ellis Memorial Library in Port Aransas, TX which was impacted by Hurricane Harvey
- Annual Staff Appreciation Lunch will be held 20-December-2017

3) <u>Correspondence</u>	C.Santos	
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No Correspondence, but many donations in memory of Geraldine Jones

4) <u>Approval of Minutes of Regular Board Meeting Tuesday 14-November-2017</u>	A.Ross	official action
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Motion to Accept Minutes of Tuesday 14-November-2017 Regular Board Meeting

Motion: J.Sgarlata	- 2nd: M.Becker	In favor: M.Becker	K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed:	Absent: G.DeMass L.Walker	Motion: Passes
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5) <u>Financial Report</u>	M.Niess	report
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M.Niess & J.Sgarlata: no issues to report, C.Ferlito notes this is the half-way point in the library's fiscal year.

Motion to Receive and File Financial Report

Motion: A.Ross	- 2nd: M.Becker	In favor: M.Becker	K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed:	Absent: G.DeMass L.Walker	Motion: Passes
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6) <u>Committee Reports-</u>		
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6.a) <u>Finance Committee</u> (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	discussion
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- C.Ferlito will have for 02-January-2018 meeting figures for the trust and any restrictions on use of funds

6.b) <u>Building Committee</u> (L.Walker, C.Ferlito, G.Krul)	L.Walker	report
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- C.Ferlito reports that the front doors are now working better after a visit from Stanley Access
- C.Ferlito reports that the fixes to the foundation and masonry will be completed in Spring 2018 for final steps of SAMS grant

6.c) <u>Personnel Committee</u> (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro & J.Sgarlata	report
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Notice received in October 2017 about family leave. Public Libraries are exempt from the requirement.
Insurance review not complete, Board will need to hold a special meeting to make the required deadline.

6.d) <u>Policy Committee</u> (J.Sgarlata)	J.Sgarlata	report
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FOL request for overnight at the library raised many questions, such as :
What is the criteria for volunteers? Are the policies clear set? What vetting processes are in place?
J.Sgarlata notes that approval is an executive decision, but a policy could be made; Mike Redding should be consulted about volunteer vetting

6.e) <u>Library Services Committee</u> (A.Ross, E.Elsner, D.Collins, K.Swartz, M.Redding)	A.Ross	no report
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6.f) <u>Technology Committee</u> (A.Ross, E.Elsner)	A.Ross	no report
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6.g) <u>Art Gallery Committee</u> (C.Ferlito, E.Elsner)	C.Ferlito	report
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Cathy offered art for walls, but more is needed. One idea is a display of staff-produced art.

6.h) <u>Nomination Committee</u> (C.Santos, G.DeMass)	K.Mantaro	no report
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7) Old Business-		C.Ferlito	
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7.a) Motion to approve the purchase of a 3D printer and supplies up to \$1500								
As discussed in previous meetings, including 01-August-2017, printer and supplies will be chosen by Erin Lohmas and Sharona Ginsberg								
Motion: A.Ross	- 2nd: M.Becker	In favor: M.Becker	K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed:	Absent: G.DeMass L.Walker	Motion: Passes	

8) New Business-			
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8.a) Director's Report		C.Ferlito/E.Elsner	report
Submitted electronically to Board : see full report for details			
<ul style="list-style-type: none"> The new clerks have started New cleaner still needed. G.Krul will be out at the end of January. M.Becker will cover snow removal. Gifford Foundation paperwork complete(red box type unit for borrowing DVDs) 			
8.b) Discussion: Friends of the Library request for an overnight event in the library			Discussion
Board still has questions before a decision can be made.			
Board asks Jeanne Brown and FOL to answer some questions: what will parent jobs be? Is there someone with first aide training? Etc.			
C.Ferlito notes that Vollney Security and City Police should be notified			
8.c) Discussion: Continuation of the current insurance policy for Oswego Public Library Employees for 2018			Discussion
Per discussion in 6.b, Board does not yet have enough information to vote, special meeting will be held at 5:30 12-December-2017			
8.d) Discussion: Information regarding the Geraldine Jones Trust Fund			Discussion
Per discussion in 6.a, C.Ferlito will have more information at the 02-January-2018 meeting.			
8.e) Discussion: Temporary leave for the Board of Trustees President			Discussion
Following the 02-January-2018 regular Board Meeting, C.Santos will be on a temporary leave January-March 2018. K.Mantaro, LBoT Vice President will be acting President for the February and March 2018 Regular Meetings, any necessary Special Meetings, and any other Board Business during this absence.			

Adjournment: Next regular board meeting is 7 pm on Tuesday 02-January-2018.			
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Motion to Adjourn								
Motion: J.Sgarlata	- 2nd: M.Becker	In favor: M.Becker	K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed:	Absent: G.DeMass L.Walker	Motion: Passes	