

<b>OSWEGO PUBLIC LIBRARY</b> <b>Board of Trustees Agenda</b> <b>Regular Board Meeting</b> <b>Tuesday, February 02, 2016</b> <b>7:01pm - 8:26pm</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)	Mylyn <b>Spooner</b> (visitor)
	George <b>DeMass</b>	Dr. Joseph <b>Sgarlata</b> (Policy)		Candice <b>Holbrook</b> (visitor)
	Kathleen <b>Mantaro</b> (VP)			Ben <b>Holbrook</b> (visitor)
	Andrea <b>Ross</b> (Recording Secretary)			Isayah <b>Hayes</b> (visitor)

#	Item	Presenter	Action
1)	<u>Approval and Additions to Agenda</u> Added item 8.b to Agenda Motion to Accept Agenda <b>Motion:</b> - 2 <sup>nd</sup> : G.DeMass      M.Becker	C.Santos	official action
	<b>In favor:</b> M.Becker      K.Mantaro      C.Santos G.DeMass      A.Ross      J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker      Motion: <b>Passes</b>
2)	<u>Welcome and Public Comment</u> Welcome to visitors Mylyn Spooner, Candice Holbrook, Ben Holbrook, and Isayah Hayes - Isayah and Ben came in to make their apologies for their poor behavior in the library. Each also wrote a letter of apology to the library Staff and Board. - Mylyn and Candice also made apologies to the Board.	C.Santos	greetings
3)	<u>Correspondence</u> Letters from Ben Holbrook and Isayah Hayes received at 02-Feb-16 meeting. Letter received from Steve Bolton (NCLS); Board must vote at 01-MAR-16 meeting on Circulation Standards. Letter received from the office of Patty Richie in conratulations for the minigolf event.	C.Santos	
4)	<u>Approval of Minutes of January 05, 2016</u> Motion to approve Minutes of January 05, 2016 <b>Motion:</b> - 2 <sup>nd</sup> : J.Sgarlata      G.DeMass	A.Ross	official action
	<b>In favor:</b> M.Becker      K.Mantaro      C.Santos G.DeMass      A.Ross      J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker      Motion: <b>Passes</b>
	Motion to make corrections to Minutes of January 05, 2016 <b>Motion:</b> - 2 <sup>nd</sup> : J.Sgarlata      G.DeMass		
	<b>In favor:</b> M.Becker      K.Mantaro      C.Santos G.DeMass      A.Ross      J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker      Motion: <b>Passes</b>
	Motion to approve Corrected Minutes of January 05, 2016 <b>Motion:</b> - 2 <sup>nd</sup> : G.DeMass      M.Becker		
	<b>In favor:</b> M.Becker      K.Mantaro      C.Santos G.DeMass      A.Ross      J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker      Motion: <b>Passes</b>
5)	<u>Financial Report</u> M.Niess reports that C.Tascarella reviewed report, and did not find errors or items of concern. - M.Niess confirmed there is no known timeline on receiving back taxes owed to the library. A letter will be sent to the new Superintendent. Motion to Receive and file Report <b>Motion:</b> - 2 <sup>nd</sup> : M.Becker      A.Ross	M.Niess	report
	<b>In favor:</b> M.Becker      K.Mantaro      C.Santos G.DeMass      A.Ross      J.Sgarlata	<b>Opposed:</b>	<b>Absent:</b> L.Walker      Motion: <b>Passes</b>
6)	<u>Committee Reports-</u>		
6.a)	<u>Finance Committee</u> Dieferrred to 02-FEB-16 meeting.	M.Niess	
6.b)	<u>Building Committee</u> Follow up on the repair of the windows C.Ferlito has contacted three companies, but has yet to get a reply. She will make another round of calls. Any painter to work on the library MUST be experienced with historic paint. All other building issues (such as the shifting front step) must wait until spring. C.Ferlito may be able to get a quote from the mason who repaired the front wall.	C.Ferlito & L.Walker	report
6.c)	<u>Personnel Committee</u> CF reports that staff member is able to work daytime shift where coverage is needed.	K.Mantaro & J.Sgarlata	no report

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<b>6.d)</b>	<u>Policy Committee</u> Disruptive Behavior policy - Discussion Policies were reviewed to ensure that the Board and Library Director can take timely action as needed. C.santos wants C.Ferlito to persue what steps the Oswego City Police need for their involvement, and what the staff wants. OCP came to ab OPL staff meeting to speek with staff about how to improve safety (full comments can be found in the 02-Feb-16 Director's Report). Fowler Library in Watertown has guard via ICU Security for 35hrs/wk. OPL may not need so much coverage, possibly only weekend hours (10hrs/wk). BUT Fowler reccommends that the security person should be: 1) a professional, and not a volunteer assigned security as a duty. 2) outgoing, engaged with patrons 3) knowledgable about the library (they could help promote library, or answer simple questions in passing) Rita Tickle will need to see timesheets and contracts. Some funds are available in the budget, but the budget is very tight. C.Ferlito has several calls in to security companies. K.Mantaro wants staff to have de-escalation training. M.Becker suggests grant funding of this may be a possibility. C.Ferlito would like to close the library for a morning so all staff could attend together. C.Santos agrees with this idea, and would also like Board members to attend. C.Santos suggests bookmarks be printed to promote library safety measures. M.Niess suggests a press release once the security guard is hired to explain to the public why the step was taken. It is important to keep the public informed of how funds are used AND ways the Board, Director, and Staff are serving and keeping safe the community. By next meeting C.Ferlito will have information on three security firms and a trainer for OPL Staff, Board, and Volunteers. If needed, a special meeting will be held 16-Feb-16. The Board would like a letter to be crafted to Senator Patty Richie to inform her of the situation, and ask for help and suggestions in dealing with this issue. M.Niess offered to call the Senator's office. The bookmarks with patron safety tips and press release will be prepared as well. M.Niess will contact Lee Phillips for suggestions. Computer Use policy - Discussion Board discussed OPL policy for underage patrons. OPL does not currently have filters. - Patrons under age 12 need adult supervision.	J.Sgarlata	no report																		
<b>6.e)</b>	<u>Library Services Committee-</u>	A.Ross	no report																		
<b>6.f)</b>	<u>Technology Committee-</u>	A.Ross	no report																		
<b>6.g)</b>	<u>Art Gallery Committee-</u>	C.Ferlito / E.Elsner	no report																		
<b>6.h)</b>	<u>Nomination Committee-</u>	C.Santos	no report																		
<b>7)</b>	<u>Old Business-</u>																				
<b>7.a)</b>	<u>Security in the library</u> - Hiring of security guard discussed at item 6.d - Board must complete letter to patron regarding request to deselect a video from the OPL collection.100:106	C.Ferlito	discussion																		
<b>7.b)</b>	<u>Follow up for Advocacy Day</u> C.Ferlito will mail out the printed postcards enmass. Other libraries have adopted OPL's postcard template. Cards are available in the library, and OPL will cover postage.	C.Ferlito	discussion																		
<b>8)</b>	<u>New Business-</u>																				
<b>8.a)</b>	<u>Director's Report</u> Many items in the report were addressed at other points in the Agenda, and full report available seperately. For minigolf day, feedback was overwhelmingly positive. Patrons had a lot of fun. One complaint was made that full services were unavailable that day, but staff did put items on hold for patrons. St. Joseph's also had an event that day, and sent people over to OPL. Next year, OPL should coordinate with St. Josephs, perhapse have promotional signs at both locations.	C.Ferlito / E.Elsner	no report																		
<b>8.b)</b>	<u>Approval / acceptance of financial section of NYS Budget for libraries</u> Approve State Report operating receipts and all numbers from the end of year audit.	C.Ferlito	discussion																		
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	<u>Adjournment: Next regular board meeting is 7 pm on Tuesday March 01, 2016.</u>																				