

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, February 03, 2015 7:02pm - 8:15pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)		Joe McManus (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)	Carol Ferlito (Director, OPL)	
	Mercedes Niess (Fiscal Officer)	Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
1)	Approval and Additions to Agenda "ownership" added to clarify issue at 7a) . 8c) added to agenda at FOL comments at 2). 8d) added to agenda at Financial Report at 5). 8e) added to agenda at Finance Committee Report 6a). Motion to Receive and File Agenda for Tuesday, February 03, 2015 Motion: A.Ross In favor: K.Mantaro J.Sgarlata Opposed: Absent: Motion: - 2 nd : M.Niess M.Becker C.Santos L.Walker Passes	C.Santos	official action
2)	Welcome and Public Comment Joe McManus updated the Board on the recent activities and projects of FOL - The new Bulletin Board is now hung in the library - The MiniGolf event was well attended, as was the Bakesale - new item 8c) - FOL would like to hold 31 Bag event in the library on 11-APR-2015, Board must approve (room is free)	C.Santos	greetings
3)	Correspondence two letters arrived asking the library for business donation to school organizations. These were likely part of a mass mailing to "businesses" in the area. C.Ferlito will respond to each (S.A.D.D. and OHS Music Department) that the library is unable to make donations, as we are funded by the public, and are not free to use finances for such a purpose.	C.Santos	
4)	Approval of Minutes of January 06, 2015 Motion to Approve and File Minutes from Tuesday, January 06, 2015 Motion: M.Becker In favor: M.Niess C.Santos Opposed: Absent: Motion: - 2 nd : L.Walker K.Mantaro A.Ross J.Sgarlata Passes	A.Ross	official action
5)	Financial Report R.Sculin has been out, so reports are not up to date. C.Ferlito is handling some QuickBooks entries (not deposit logging), so reporting is not fully accurate or up to date. C.Ferlito will explore options for temporary assistance (expected to be a few hours/week). She will gather data on fees and pass this on to the Finance Committee. Item 8d) added to agenda to allow C.Ferlito and the Finance Committee to move forward with recruiting assistance.	M.Niess	no report
6)	Committee Reports-		
6.a)	Finance Committee There is not yet an update regarding the School District Tax Bill. C.Tascarella is looking for documentation, but has needed to focus on staffing issue discussed under the financial Report section of these Minutes. A decision must be made by 01-MAR-15 to go above the budget cap. Item 8e) added to agenda.	M.Niess	No Report
6.b)	Building Committee ~ C.Ferlito led discussion of the damage to the front stone wall and bike rack. The quote for all damage from Insurance (\$2600) was lower than the partial estimate (wall only) from J.Taber (\$2700). A full inspection must wait for some snow to melt to assess the full scope of known damage, and any as-yet hidden damage. Due to the building's historical status, specific materials and methods must be used. The weight of the stone caps will require machinery to shift the pieces. ~ C.Ferlito will contact P.Cadrone, structural engineer, to see what he charges to look at our bricks in the attic. SWR has not returned numerous calls. ~ J.Taber will give quote on repair/resetting front entry stone steps, which have shifted. (No Board action needed at this time).	C.Ferlito & L.Walker	No Report
6.c)	Personnel Committee Report on meeting of 20-JAN-2015 Discussed R.Sculin absence, and the most pressing needs and task redistribution this required. C.Tascarella will pitch in with some assistance. C.Ferlito has worked with library staff to share tasks and responsibilities to ensure the library may continue to run smoothly. One staff member has taken on extra hours. C.Santos will send a get well card to R.Sculin on behalf of the entire Board.	K.Mantaro & J.Sgarlata	no report
6.d)	Policy Committee	J.Sgarlata	No Report
6.e)	Library Services Committee- No official report C.Santos led discussion of Library Advocacy Day. C.Santos will be in Albany on 10-FEB-2015 for a meeting on 2015 budget talking points. Notice of Library Advocacy day is on the Library website. Patrons should be encouraged to attend 25-FEB-2015 rally in Albany.	C.Santos	No Report
6.f)	Technology Committee-	A.Ross	No Report
6.g)	Art Gallery Committee-	C.Ferlito	No Report
6.h)	Nomination Committee-		No Report

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7)	<u>Old Business-</u>		
7.a)	<u>Transfer of ownership of the Palladium Times newspaper collection</u> M.Niess drafted letter to M.Backus, J.White, and Church Board must vote to transfer ownership of the newspapers Motion to Approve the transfer of ownership of the Palladium Times newspaper collection currently stored at Penfield Library to Oswego County's Office of Records, to be managed by the County Historian	M.Niess	discussion
	Motion: L.Walker - 2 nd : J.Sgarlata In favor: K.Mantaro A.Ross M.Becker M.Niess C.Santos Opposed: Absent: Motion: Passes		
7.b)	<u>2014 Annual Financial Report (Part 11 & Part 12)</u> Motion to Accept the Financial Report (Part 11 & Part 12) of the 2014 Annual Report to be submitted to the New York State Department of Education via the North Country Library System	C.Ferlito	discussion
	Motion: M.Niess - 2 nd : M.Becker In favor: A.Ross J.Sgarlata K.Mantaro C.Santos L.Walker Opposed: Absent: Motion: Passes		
8)	<u>New Business-</u>		
8.a)	<u>Director's Report</u> See full Director's Report for details. C.Ferlito suggests the Board make plans to have a staff "Thank You" lunch in appreciation of the extra duties taken on in the past weeks.	C.Ferlito	report
8.b)	<u>Rotary Club Presentation</u> Discussion of information to present at the Sunshine Rotary Club meeting scheduled for 19-FEB-2015. Board asked for suggestions of content to include. C.Ferlito will share PowerPoint presentation with C.Santos. M.Niess wants it noted that all policies have been revised.	C.Santos	discussion
8.c)	<u>Friends of the Library (FOL) 31 Bags Event</u> Motion to Approve The FOL 31 bags fundraiser event, to be held on 11-APR-2015 from 12pm-4pm.		
	Motion: M.Niess - 2 nd : M.Becker In favor: A.Ross J.Sgarlata K.Mantaro C.Santos L.Walker Opposed: Absent: Motion: Passes		
8.d)	<u>Bookkeeping replacement</u> Motion to Approve funding up 10 \$100/wk for a temporary bookkeeper, if one can be found		
	Motion: M.Niess - 2 nd : M.Becker In favor: A.Ross J.Sgarlata K.Mantaro C.Santos L.Walker Opposed: Absent: Motion: Passes		
8.e)	<u>Authorization to allow possibility of budget increase</u> The Board authorizes the Finance Committee to submit the necessary paperwork to the State Comptroller's Office to allow the possibility of a budget increase above 2%, pending community vote. The Board has the option to request only a 2% increase, as in prior years. However, this paperwork MUST be submitted to have the OPTION to request above a 2% increase (even a 2.1% increase). The increase in budget must still be approved by vote of the community.		
	Motion to Approve filing for the option to request a budget increase. Motion: J.Sgarlata - 2 nd : A.Ross In favor: K.Mantaro C.Santos M.Becker M.Niess Opposed: L.Walker Absent: Motion: Passes		
	<u>Adjournment: Next regular board meeting is 7 pm on Tuesday March 03, 2015.</u>		