

<b>OSWEGO PUBLIC LIBRARY</b> <b>Board of Trustees Agenda</b> <b>Regular Board Meeting</b> <b>Tuesday, January 06, 2015</b> <b>7:13pm - 8:40pm</b>	<b>Board Members Present :</b>		<b>Others :</b>	<b>Visitors :</b>
	Miles <b>Becker</b>	Cathy <b>Santos</b> (President)		Jeanne <b>Brown</b> (FOL)
	Kathleen <b>Mantaro</b> (VP)	Dr. Joseph <b>Sgarlata</b> (Policy)	Carol <b>Ferlito</b> (Director, OPL)	
	Mercedes <b>Niess</b> (Fiscal Officer)	Lee <b>Walker Jr.</b>		
	Andrea <b>Ross</b> (Recording Secretary)			

#	Item	Presenter	Action												
1)	<b>Approval and Additions to Agenda</b> The following changes will be made to the Agenda, and in the recording of Minutes: Correct "reinstatement" to "appointment" at 7b) Correct "DNO" to "D&O" at 8d) (This change should also be made to the Minutes for December) Correct Minutes Date from 04-Nov-14 to 02-Dec-14" at 4) Delete 8b) as it is covered in 7d) and renumber 8c) and 8d) to 8b) and 8c) <b>Motion to Receive and File Agenda for Tuesday, January 06, 2015</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Motion:</b> A.Ross</td> <td style="width: 25%;"><b>In favor:</b> M.Niess</td> <td style="width: 25%;"><b>J.Sgarlata</b></td> <td style="width: 25%;"><b>Opposed:</b></td> <td style="width: 25%;"><b>Absent:</b></td> <td style="width: 25%;"><b>Motion:</b></td> </tr> <tr> <td>- 2<sup>nd</sup>: M.Becker</td> <td>K.Mantaro</td> <td>C.Santos</td> <td>L.Walker</td> <td></td> <td><b>Passes</b></td> </tr> </table>	<b>Motion:</b> A.Ross	<b>In favor:</b> M.Niess	<b>J.Sgarlata</b>	<b>Opposed:</b>	<b>Absent:</b>	<b>Motion:</b>	- 2 <sup>nd</sup> : M.Becker	K.Mantaro	C.Santos	L.Walker		<b>Passes</b>	C.Santos	official action
<b>Motion:</b> A.Ross	<b>In favor:</b> M.Niess	<b>J.Sgarlata</b>	<b>Opposed:</b>	<b>Absent:</b>	<b>Motion:</b>										
- 2 <sup>nd</sup> : M.Becker	K.Mantaro	C.Santos	L.Walker		<b>Passes</b>										
2)	<b>Welcome and Public Comment</b> Jeanne Brown gave the report on the 12/15/14 FOL meeting - FOL doing very well, new members (individuals and businesses) - The Mini-golf event (01/19/15) is highly anticipated. - An overview of how the event is run was given - Copies of the fliers that were sent to children were distributed (a copy will be filed with the minutes) - Bake sale fundraiser will be on day of mini-golf, bakers needed - Volunteers also needed to monitor the stations and elevator on mini-golf day. (2hr shifts) - Library will be closed, except for new library cards (no checkout of books, or computer use, due to placement of golf holes/tracks)	C.Santos	greetings												
3)	<b>Correspondence</b> Some correspondence was submitted, it is included with the Director's Report at 8a	C.Santos													
4)	<b>Approval of Minutes of December 02, 2014</b> Several errors in previous Minutes have been discovered since the Board approved those Minutes. Corrections will be made by A.Ross. Once Board has read over the corrections, the Minutes will be resubmitted for approval at the 02/03/15 meeting. Erroneous minutes will be replaced in record.  <b>Motion to Approve and File Minutes from Tuesday, December 02, 2014, pending changes discussed</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Motion:</b> J.Sgarlata</td> <td style="width: 25%;"><b>In favor:</b> M.Niess</td> <td style="width: 25%;"><b>C.Santos</b></td> <td style="width: 25%;"><b>Opposed:</b></td> <td style="width: 25%;"><b>Absent:</b></td> <td style="width: 25%;"><b>Motion:</b></td> </tr> <tr> <td>- 2<sup>nd</sup>: M.Becker</td> <td>K.Mantaro</td> <td>A.Ross</td> <td>L.Walker</td> <td></td> <td><b>Passes</b></td> </tr> </table>	<b>Motion:</b> J.Sgarlata	<b>In favor:</b> M.Niess	<b>C.Santos</b>	<b>Opposed:</b>	<b>Absent:</b>	<b>Motion:</b>	- 2 <sup>nd</sup> : M.Becker	K.Mantaro	A.Ross	L.Walker		<b>Passes</b>	A.Ross	official action
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- 2 <sup>nd</sup> : M.Becker	K.Mantaro	A.Ross	L.Walker		<b>Passes</b>										
5)	<b>Financial Report</b> C.Tascarella unable to attend 01/06/15 meeting, but M.Niess gave brief report to Board form C.Tascarella's notes. - C.Tascarella's perusal of the Financials indicate the library is in good shape. - There were three payrolls in November, and two in December. - C.Tascarella has questions on retirement payments. - Board has full reports for review  <b>Motion to Approve and File Financial Report for Tuesday, January 06, 2015</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;"><b>Motion:</b> M.Becker</td> <td style="width: 25%;"><b>In favor:</b> M.Niess</td> <td style="width: 25%;"><b>J.Sgarlata</b></td> <td style="width: 25%;"><b>Opposed:</b></td> <td style="width: 25%;"><b>Absent:</b></td> <td style="width: 25%;"><b>Motion:</b></td> </tr> <tr> <td>- 2<sup>nd</sup>: A.Ross</td> <td>K.Mantaro</td> <td>C.Santos</td> <td>L.Walker</td> <td></td> <td><b>Passes</b></td> </tr> </table>	<b>Motion:</b> M.Becker	<b>In favor:</b> M.Niess	<b>J.Sgarlata</b>	<b>Opposed:</b>	<b>Absent:</b>	<b>Motion:</b>	- 2 <sup>nd</sup> : A.Ross	K.Mantaro	C.Santos	L.Walker		<b>Passes</b>	M.Niess	report
<b>Motion:</b> M.Becker	<b>In favor:</b> M.Niess	<b>J.Sgarlata</b>	<b>Opposed:</b>	<b>Absent:</b>	<b>Motion:</b>										
- 2 <sup>nd</sup> : A.Ross	K.Mantaro	C.Santos	L.Walker		<b>Passes</b>										
6)	<b>Committee Reports-</b> Subcommittee meetings will resume Tuesday 01/20/15. (Finance Committee may need to meet on non-Tuesday, due to conflicts) If Board members or Library Personnel need to meet earlier, that can be arranged on a case-by-case basis. Committee Chairs should have contact info for all group members in case of cancelations or rescheduling.														
6.a)	<b>Finance Committee</b>	M.Niess	No Report												
6.b)	<b>Building Committee</b> No Report from L.Walker. C.Ferlito noted that a report on the issues with building alarm (on emergency exit) are detailed in the Director's Report. Board also briefly discussed the availability to and use of the panic buttons by library personnel.	L.Walker	No Report												
6.c)	<b>Personnel Committee</b> Official resignation letter from Sharon Bonney now received and on file. Board must vote to accept and approve the resignation: see 7d) for vote. As Discussed in the meeting of 12/02/14 this vote also appoints C.Tascarella as Consulting Treasurer. (The motion to accept and approve PASSED)	K.Mantaro & J.Sgarlata	no report												
6.d)	<b>Policy Committee</b>	J.Sgarlata	No Report												
6.e)	<b>Library Services Committee-</b>	A.Ross	No Report												
6.f)	<b>Technology Committee-</b>	A.Ross	No Report												
6.g)	<b>Art Gallery Committee-</b> Art Gallery member replacement will need to be decided soon. C.Young will be available thru March (he has the art displays arranged already). Michelle Southgate is not interested in the position.	C.Ferlito	Report												
6.h)	<b>Nomination Committee-</b>		No Report												

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<b>7)</b>	<b>Old Business-</b>		
<b>7.a)</b>	<b>Palladium Times @ Penfield Library</b>	<b>K.Mantaro; M.Niess; C.Ferlito</b>	<b>discussion</b>
	Approve the removal of the Palladium Times newspaper from Penfield library.	K.Mantaro	discussion
	<b>Motion:</b> K.Mantaro - 2 <sup>nd</sup> : M.Niess	<b>In favor:</b> M.Becker L.Walker	<b>Opposed:</b>  <b>Absent:</b>  <b>Motion:</b> <b>Passes</b>
	Board began by discussing the condition of the papers (poor). In future, there should be a subcommittee formed for special topics such as this to avoid duplication of work among Board members. M.Niess is working with J.White to find storage; plans must be confirmed. If J.White takes responsibility for papers, the Board should have the plan in writing for future reference (such as for inquired by the public). B.Shaffer at Penfield Library has set hard date of 01/31/15 for removal of papers from the storage space. A.Ross will update Board with status of elevator repair at Penfield (briefly out of service). The Board also considered what will be done with the papers if J.White is unable to arrange removal by 01/31/15. The Board should confirm with B.Shaffer what "dispose of" means, should J.White be unable to take custody of the papers. Will the papers be sent to a scanning company? Will they go to be recycled, or to trash? Board members should set aside Tuesday 01/27/15 for a possible special meeting on this topic. Board will give J.White a deadline of 01/16/15 to confirm plans. Vote Tabled until more data can be gathered.		
<b>7.b)</b>	<b>Audubon books @ Penfield Library</b>	<b>M.Niess</b>	<b>discussion</b>
	Board has longer to make decision on Audubon books, as they are not a storage issue for Penfield. However, the Board has set a goal of 31-May-15 for removing books from Penfield. The Board decided that an ad hoc committee should be formed to make a plan for these books. C.Santos appointed the following for this project: M.Niess, C.Ferlito, J.Sgarlata. This committee shall update the full Board at the 03-Mar-15 regular Board Meeting. Vote Tabled until Meeting of 03/03/15		
<b>7.c)</b>	<b>SUNY Oswego work study positions</b>	<b>A.Ross</b>	<b>discussion</b>
	As discussed in the Regular Board meetings in November and December, the rate for these students is \$7.12 - \$10.00 per hour, of which the OCL is responsible for 25%. The current plan is to have five to ten hours per person per week. The library has up to \$1,300.00 allotted in the budget to use for this purpose. Motion to Approve the hiring of SUNY work study students during the spring 2015 semester		
	<b>Motion:</b> J.Sgarlata - 2 <sup>nd</sup> : L.Walker	<b>In favor:</b> K.Mantaro M.Becker	<b>Opposed:</b> A.Ross M.Niess C.Santos <b>Absent:</b>  <b>Motion:</b> <b>Passes</b>
<b>7.d)</b>	<b>Approve Resignation of Sharron Bonney &amp; Appointment of Cindy Tascarella as Consulting Treasurer to the Board of Trustees</b>		<b>discussion</b>
	Discussion at 6c) on 06-Jan-15 and 8c) on 02-Dec-14  Motion to Approve Resignation of Sharron Bonney, and Appointment of Cindy Tascarella as Treasurer to the Board of Trustees		
	<b>Motion:</b> J.Sgarlata - 2 <sup>nd</sup> : M.Becker	<b>In favor:</b> M.Niess K.Mantaro	<b>Opposed:</b> C.Santos L.Walker <b>Absent:</b>  <b>Motion:</b> <b>Passes</b>
<b>8)</b>	<b>New Business-</b>		
<b>8.a)</b>	<b>Director's Report</b>	<b>C.Ferlito</b>	<b>report</b>
	There are no action items for this report. Numerous gifts were made since the last Meeting, see full list in the Director's Report. The Board will need to accept the financial report at the 03-Feb-15 Meeting for the State Report.		
<b>8.b)</b>	<b>School District Tax Bill</b>	<b>C.Ferlito</b>	<b>discussion</b>
	Angela Newman sent an email regarding a new law that may The library is owed enough money by the City that the library should pursue reclaiming these funds. Per the discussions at the 04-Nov-15 Meeting, OCSD owes the OPL about \$76,000.00 in uncollected revenues. Forward to Finance Committee for review. At 03-Feb-15 Meeting, the Finance Committee will update the Board on progress, and plans going forward		
<b>8.c)</b>	<b>D&amp;O - Insurance Quotes</b>	<b>C.Ferlito</b>	<b>discussion</b>
	D&O is Directors and Officers Insurance. Decision made at November meeting for 2015. C.Ferlito recommends that the Board starts looking at insurance possibilities now, so options can be reviewed before the 2016 decision must be made; C.Ferlito and D.Kuhn will discuss and make plans for recommendations to Board.		
	<b>Adjournment: Next regular board meeting is 7 pm on Tuesday February 03, 2015.</b>		
	<b>Motion:</b> C.Santos - 2 <sup>nd</sup> : M.Becker	<b>In favor:</b> K.Mantaro	<b>Opposed:</b> M.Niess A.Ross J.Sgarlata L.Walker <b>Absent:</b>  <b>Motion:</b> <b>Passes</b>