

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, July 1, 2014 7:00pm - 8:45pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Andrea Ross (R.Sec)	Sharon Bonney (Tres)	Gail Goebricher (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)	Carol Ferlito (D.OPL)	Teresa Slosek (FOL)
	Mercedes Niess (Finance)	Lee Walker Jr.		Ron Wilson (FOL)
	Absent : Cathy Santos (Pres)			

#	Item	Presenter	Action
1)	Approval and Additions to Agenda Addition to agenda – "9) f) Comptroller Extension" Motion: L.Walker – 2 nd : M.Becker In favor: K.Mantaro M.Niess A.Ross J.Sgarlata Opposed: None Absent: C.Santos	M. Niess	official action Motion: Passes
2)	Welcome and Public Comment Theresa Slosek (Friends of the Library) reports that the FOL held a recent Fundraiser at Friendly's, but there is not a report yet on the total donations/takings from the event. Ron Wilson (Friends of the Library) reports that the BookMobile is "raring to go". Seventeen sites are visited each week, and the Mobile will be out for Harborfest/summer. Thousands of kids are served, and the BookMobile user has reading improved over summer (there is data to back this up). County illiteracy @ 20%; one goal of the Mobile is to improve this. The FOL had their first movie at the park event; 500 kids attended. The next movie ("Despicable Me") will be shown 7/16.	M. Niess	greetings
3)	Election of Officers Motion: M.Becker – 2 nd : A.Ross In favor: K.Mantaro M.Niess J.Sgarlata Opposed: L.Walker Absent: C.Santos	J. Sgarlata	slate presented Motion: Passes
4)	Correspondence M.Niess presented a letter from a staff member, regarding a "test" of responsiveness over patrons searching for bomb making information. K.Mantaro read the letter into the record.	M. Niess	
5)	Approval of Minutes of June 3, 2014 One correction to add: A. Ross left off visitor attendance list, and not noted as future board member Motion: M.Niess – 2 nd : J.Sgarlata In favor: M.Becker K.Mantaro A.Ross L.Walker Opposed: None Absent: C.Santos	K. Mantaro	action Motion: Passes
6)	Financial Report S.Bonney presented highlights of 30-JUN-2014 draft report to the Trustees. Full report will follow. See attached report.	S. Bonney	report
7)	Committee Reports-		
7.a) 7.a.aa)	Finance Committee- (7a) & Audit appointment (September 8th) (7.a.aa) M.Niess met with C.Tascarella, who will help with the audit (09/08/14), and may come back on a consulting basis. The audit is no longer called "audit" but "Financial Review" , and may cost \$3,500.00. Reporting of budget numbers will change from the last day of the month, to the 15th of the month, which will allow a more complete report. S.Bonney explained her duties to new Board members. M.Niess added to the explanation of S.Bonney's duties, as well as the review process of financials, and input on healthcare	M. Niess	no report
7.b) 7.b.aa) 7.b.bb)	Building Committee-(7.b) Leaks- address in spring (7.b.aa) Written Building-Needs Plan (7.b.bb) L.Walker wants to walk through building with M.Becker and meet w/ custodian (George) (C.Ferlito will arrange) before creating a Building Report. L.Walker has NOT yet met with former Board member W.Shaw about Building Report. C.Ferlito emailed a report on work to be done on building (repairs by architect) to the Board; the repairs are no cost to library. George (custodian) will work on building needs plan (7.b.bb of agenda).	L. Walker	discussion
7.c)	Publicity Comm.- (7.c) M.Niess reported C.Ferlito submitted a "Thank You" to the Community for voting on budget, which ran in the Palladium Times.		tabled
7.d)	Programs & Activities- Board/Staff Breakfast? (7.d) This function (held at the library) will be delayed until staffing has settled.		
7.e)	Development Comm. - (7.e)		no report
7.f)	Personnel Committee-		no report
7.f.aa)	Staffing resignations, subs & replacements One issue for finding replacement staffing is that even though library employees are NOT city employees, they are civil service through city, and MUST they must take the exam. Because of this, subs hard to get. C.Ferlito is trying to get a threshold level waiver for the library, to avoid test for minimal-hour subs. The library will be short staffed with current two resignations.		
7.f.bb)	Healthcare Exit Policy- terminate upon final work day or end of month? C.Ferlito has spoken to the insurance company, and either option fine, from the company's perspective; the choice is with the Board. This is the first time for this issue, all other employees have retired. Vote will be held at the END of meeting (9.e).		
7.g)	Library Services Committee- C.Santos is absent, so there is no report. K.Mantaro clarified that there have been no recent meetings, but the committee will meet soon.	C. Santos	no report
7.h) 7.h.aa)	Policy Committee- Friends of Library agreement More information needed on FOL's recommendations to the Board T.Slosek (FOL) will put item on the FOL agenda for next meeting (7/21/14, 3rd Monday)	C. Ferlito, J. Sgarlata, K. Mantaro	pending
7.h.bb)	policy revision on library use A change in policy, proposal and discussion (vote is at 10.c). 5.12 Patron Code of Conduct - Using Outlet Policy (12th bullet-point) "Electrical Appliances... may be charged in the library as long as they are safe" Proposed change: reword "Electrical Appliances" to "Personal Electronics"		discussion

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8)	Old Business-												
8.a)	<p>Director's plan for Staples closing</p> <p>At the back of the print report are notes on Staples plan. Regarding faxes, the library will continue to send (but will not receive), and will have list of fax services in area. There is a limit on library's ability to print non-8.5x11 (heavy stock or large size), there are lists of places that can accommodate off-size printing. Fax & Print policy should be included at 4.13 of Official Policies, but is not currently included. J.Sgarlata will write up policy for next meeting. New Business- (9.a) rolled in here, but transcribed in proper place (9.a)</p>	C. Ferlito	report										
8.b)	<p>Approval of staff raises</p> <p>Budget allows raise of 1% for all staff (can no longer cover 2% to keep up with inflation). Raise across the board not tied to evaluation (L.Walker wants to discuss topic further). Vote at END of meeting (10.d)</p>												
8.c)	<p>Board certificate of appreciation for West Lake Conservators? was this sent?</p> <p>K.Mantaro sent certificate with hand-written letter to WLC.</p>												
9)	New Business-	C. Ferlito	report										
9.a)	<p>Director's Report</p> <p>C.Ferlito informed the Board that P.Kerfien has resigned, and C.Ferlito has contacted R.Tickle for replacement. However the City must call for new test (the request was sent to Albany, but it may take up to 6 months before the test is administered). Although we can advertise the open position, this person must be top 3 on the test, unless the 1st 3 decline; Crystal is coming in on a temporary basis, and she will have intern help. The library is moving to a universal North Country Circulation Policy. The Board will approve changes at next meeting, and send agreement to North Country. All libraries must agree before universal policy goes into effect.</p>												
9.b)	<p>Oath of Office for new trustees completed</p> <p>All new members (A.Ross, L.Walker, M.Becker) have turned in oath.</p>												
9.c)	<p>Sunshine Fund</p> <p>Tabled; waiting on C.Santos As Financial Officer, M.Niess may take over Sunshine Fund.</p>												
9.d)	<p>Harborfest Saturday Hours changed to 10-2 pm.</p> <p>The reason for the proposed change is that normal Saturday hours 12-5 but parking is difficult for staff during this weekend.</p> <table border="1"> <tr> <td>Motion: M.Becker</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : J.Sgarlata</td> <td>M.Niess K.Mantaro A.Ross L.Walker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor:	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	M.Niess K.Mantaro A.Ross L.Walker	None	C.Santos	Passes		
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9.e)	<p>Healthcare Exit Policy</p> <p>Payment must be made on 7/10 for August; discussion at 7.f.bb</p> <table border="1"> <tr> <td>Motion: L.Walker</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : M.Becker</td> <td>K.Mantaro M.Niess A.Ross J.Sgarlata</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: L.Walker	In favor:	Opposed:	Absent:	Motion:	- 2 nd : M.Becker	K.Mantaro M.Niess A.Ross J.Sgarlata	None	C.Santos	Passes		
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9.f)	<p>Comptroller Extension</p> <p>C.Ferlito asks to formally request that the report NYS Comptroller be moved to November (from September)</p> <table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : L.Walker</td> <td>K.Mantaro M.Niess A.Ross M.Becker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: J.Sgarlata	In favor:	Opposed:	Absent:	Motion:	- 2 nd : L.Walker	K.Mantaro M.Niess A.Ross M.Becker	None	C.Santos	Passes		
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10)	Resolutions-												
10.a)	<p>Accept of Jessica Galvin's resignation as FT technology coordinator as of June 27th.</p> <p>Change "coordinator" to "instructor in title; and "Accept with regrets"</p> <table border="1"> <tr> <td>Motion: M.Niess</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : J.Sgarlata</td> <td>M.Becker K.Mantaro A.Ross L.Walker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: M.Niess	In favor:	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	M.Becker K.Mantaro A.Ross L.Walker	None	C.Santos	Passes		
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10.b)	<p>Accept of Penny Kerfien's resignation as full time Library clerk as of July 9th.</p> <p>"Accept with regrets"</p> <table border="1"> <tr> <td>Motion: M.Niess</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : M.Becker</td> <td>J.Sgarlata K.Mantaro A.Ross L.Walker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: M.Niess	In favor:	Opposed:	Absent:	Motion:	- 2 nd : M.Becker	J.Sgarlata K.Mantaro A.Ross L.Walker	None	C.Santos	Passes		
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10.c)	<p>Library Use Policy Change</p> <p>Change of 5.12 as discussed in 7.h.bb</p> <table border="1"> <tr> <td>Motion: M.Niess</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : A.Ross</td> <td>M.Becker K.Mantaro J.Sgarlata L.Walker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: M.Niess	In favor:	Opposed:	Absent:	Motion:	- 2 nd : A.Ross	M.Becker K.Mantaro J.Sgarlata L.Walker	None	C.Santos	Passes		
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10.d)	<p>Adjournment: Next regular board meeting is Tuesday, August 12*, 2014, 7 pm</p> <p>8:49pm</p> <table border="1"> <tr> <td>Motion: M.Niess</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>- 2nd : J.Sgarlata</td> <td>M.Becker K.Mantaro A.Ross L.Walker</td> <td>None</td> <td>C.Santos</td> <td>Passes</td> </tr> </table>	Motion: M.Niess	In favor:	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	M.Becker K.Mantaro A.Ross L.Walker	None	C.Santos	Passes		
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