

**Oswego Public Library**  
**Board of Trustees Regular Meeting**

March 3, 2020

Board Members Present: Kathleen Mantaro, Dr. Joseph Sgarlata, George DeMass, Mercedes Niess, Heather Wallace

Excused: Cathy Santos, Bill Schickling

Absent: none

Others: Carol Ferlito, Director of the Library

Visitors: none

1. **Call to Order:** 6:12 p.m. by Kathleen Mantaro
2. **Approval of Agenda:** motion made by Dr. Joseph Sgarlata , 2nd by George DeMass, all in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:** no representative present
5. **Approval of Minutes:** Motion to approve minutes from OPLBoT Regular Meeting February 11, 2020 made by Dr. Joseph Sgarlata, 2nd by George DeMass, all in favor, none opposed
6. **Financial Report:**  
Motion to receive and file the February financial budget report, motion made by George DeMass, 2nd by Heather Wallace, all in favor, none opposed.
7. **Committee Reports:**
  - a. **Finance:** no report
  - b. **Building:** Bill Schickling absent/Carol Ferlito & Heather Wallace reporting
    - i. Elevator: per discussion with Bill Schickling, the quote for the elevator panel adjustment is being extended through April to allow time for review of OPL needs
    - ii. Attic/Basement: George Krul and Heather Wallace have assessed the items stored in the attic and basement, in order to clean and organize contents. The new mini golf course used by FOL is safely in the attic. It was determined that many items in the basement can be recycled or taken to the dump, this will be taking place during the spring. There are a few items being researched as to how best to use or relocate them.
    - iii. Parapet cornices: George Krul discovered a piece of a cornice from the parapet of the library on the ground in the alley adjacent to OPL. It tore off and fell between February 27 and 28 likely due to high winds during that time. Carol contacted the insurance company and LeChase contracting company, Kathleen Mantaro consulted with NCLS, George consulted with a local contractor. The area on the ground was roped off to prevent people from walking there in case another piece fell. Stephen Dolladonna property claim specialist reviewed the case Tuesday March 3rd. Once information can be collected from all sources the building committee will make a recommendation to the board for the plan of action.
  - c. **Personnel:**
    - i. Interviews for new clerks completed. Resolutions to follow for hiring of Melissa Cornelius and Joshua Ruel.
    - ii. Kathaleen DeMott has resigned her position as cleaner. Resolution to follow.
    - iii. Joshua Good is being hired as cleaner. Resolution to follow.

- iv. Carol is continuing to work with Karen Swartz on the 'Summer Reading Assistant' position paper work.
  - v. Carol Ferlito will be going on vacation from April 7th to April 19th.
  - vi. There will be an executive session to discuss a personnel matter.
  - d. **Policy:** Due to recent issues, policies regarding barred and blocked patrons, computer use, security procedures, and security camera use and sharing will be reviewed for discussion at future meetings.
  - e. **Library Services:** no report
  - f. **Technology:**
    - i. There continues to be a problem with technology. The Technology committee will be consulting with Todd Battista at NCLS to investigate and resolve issues.
    - ii. OPL will be contacting STAT to schedule the reconfiguring of the server and camera in the main desk area.
    - iii. The obsolete computers that have been stored in the board room have been removed.
  - g. **Art Gallery:** no report, no display
  - h. **Nomination:** no report
  - i. **Safety and Security:** Heather Wallace reporting
    - i. George has requested that weekend staff and cleaners leave trash in hall for him to take outside for safety reasons
    - ii. There have been incidents of patrons breaching the entry
    - iii. There have been two incidents of patrons taking too long in bathroom/suspected drug use
    - iv. Tutoring schedules have improved as well as compliance at closing time.
    - v. A List of other security issues was presented by Kathleen Mantaro. Items included which personnel need keys, issues related to front entrance security, alley way activity, bathroom use, security guard contract, security policies and procedures, staffing issues and incident reporting. These topics will be discussed further and appropriate action will be taken in the upcoming weeks (i.e. staff education, policy review, building reorganization or modifications).
8. **Director's Report:** see written Director's Report for details  
 In addition to topics already discussed, Carol Ferlito brought attention to:
- a. Edward Elsner has been asked to prepare a Training Manual to be used for newly hired clerks and subs.
  - b. NCLS has been contacted and requested to assist with the training of new staff and refreshing of current staff on the use of SIRSI
  - c. Details about Library Advocacy Day which was Saturday February 29th, 2020 from 12:30-4:00p.m.
  - d. Carol Ferlito is in the process of preparing the budget for the upcoming fiscal year, staff has been asked to submit item requests, and she will present it at the April board meeting
  - e. Petitions are available at the Board of Education office and there is one opening for the OPL Board of Trustees
  - f. Looking into the cost of Internet Kits
9. **Old Business:**
- a. Census: Paulette Roes from NCLS sent e-mail asking what member libraries were planning to aid with the census. There is discussion about having one unit available on the main floor

and one in the basement lab with Stephanie and Erin available to assist. Carol will ask if Penfeild Library will be helping patrons on Sundays as OPL is closed on Sundays for now.

- b. Building: Carol has a quote for modification of the swinging doors in the entry way. The building committee will review and report at the next meeting.

**10. New Business:**

- a. Due to dates when Cathy Santos is returning and Carol Ferlito is going on vacation the next regular board meeting needs to be changed. The group present decided on April 1st at 6:00p.m.

- b. Resolutions voted on:

- i. Be it resolved that the Oswego Public Library Board of Trustees provisionally appoints Melissa Cornelius to the position of Library Clerk-full time at a rate of pay \$12.25/hr. effective March 3,2020. Motion made by Mercedes Niess, 2nd by George DeMass, All in favor, None opposed. MOTION PASSES

- ii. Be it resolved that the Oswego Public Library Board of Trustees provisionally appoints Joshua Ruel to the position of Library Clerk-part time (24 hrs.) at a rate of pay \$12.50/hr. effective March 3,2020. Motion made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed. MOTION PASSES

- iii. Be it resolved that the Oswego Public Library Board of Trustees accepts the resignation of Kathaleen DeMott in the position of Cleaner effective March 8,2020. Motion made by Heather Wallace, 2nd by George DeMass, All in favor, None opposed. MOTION PASSES

- iv. Be it resolved that the Oswego Public Library Board of Trustees appoints Joshua Good to the position of Cleaner at a rate of pay \$11.90/hr. effective March 3,020. Motion made by George DeMass, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed. MOTION PASSES

- c. Motion to move into Executive Session at 7:30 p.m. to discuss a personnel matter made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess . All in favor. None opposed.

Motion to move out of Executive Session at 7:46 p.m. made by Dr. Joseph Sgarlata, 2nd by George DeMass.

- 11. Adjournment:** Motion to adjourn the meeting at 7:46 p.m. made by Dr. Joseph Sgarlata, 2nd by George DeMass. All in favor, None opposed.

Next meeting: Wednesday, April 1, 2020 at 6:00 p.m.