

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 07-May-2019 7:00pm - 9:22pm	Board Members Present :		Others :	Visitors :
	George DeMass	Cathy Santos (President)	Carol Ferlito (D.OPL)	Theresa Slosek (FOL)
		Dr. Joseph Sgarlata (Policy)		Bill Schiekling (visitor)
	Mercedes Niess			
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
---	------	-----------	--------

1)	Call to Order	C.Santos	Official Action
Items renumbered, and one added to section 10 on Agenda prior to start of meeting. Kathy Mantaro Excused from meeting. Lee Walker Absent from Meeting.			

2)	Approval of Agenda	C.Santos	Official Action												
Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 09-April-2019															
	<table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>G.DeMass</td> <td>A.Ross</td> <td>G.DeMass M.Niess C.Santos A.Ross J.Sgarlata</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Motion: Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:		G.DeMass	A.Ross	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes		
Motion:	- 2nd:	In favor:	Opposed:	Absent:											
G.DeMass	A.Ross	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes										

3)	Public Comment Period	C.Santos	
-----------	------------------------------	----------	--

4)	Friends of the Library	FOL Representative	Report
FOL Representative : Theresa Slosek • FOL will had a table in the library during library week • Planning a "reading around Oswego" calendar to fundraise			

5)	Approval of Minutes	A.Ross	Official Action												
Motion to Accept Minutes of Tuesday 09-April-2019 Regular Board Meeting															
	<table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>J.Sgarlata</td> <td>M.Niess</td> <td>G.DeMass M.Niess C.Santos A.Ross J.Sgarlata</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Motion: Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:		J.Sgarlata	M.Niess	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes		
Motion:	- 2nd:	In favor:	Opposed:	Absent:											
J.Sgarlata	M.Niess	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes										

6)	Financial Report	M.Niess	Official Action
M.Niess does not have anything to point out in the report C.Ferlito asks Board to make a decision on where to move money at line 1800. Board has discussed this; A.Ross will review old minutes for next meeting.			

6.a)	Paid / Unpaid Bills	C.Ferlito	Official Action												
Review of unpaid bills: All have been reviewed by K.Mantaro, signed by J.Sgarlata, and delivered. Motion to Receive and File May 2019 Financial Report															
	<table border="1"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td></td> </tr> <tr> <td>G.DeMass</td> <td>J.Sgarlata</td> <td>G.DeMass M.Niess C.Santos A.Ross J.Sgarlata</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Motion: Passes</td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:		G.DeMass	J.Sgarlata	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes		
Motion:	- 2nd:	In favor:	Opposed:	Absent:											
G.DeMass	J.Sgarlata	G.DeMass M.Niess C.Santos A.Ross J.Sgarlata		K.Mantaro L.Walker	Motion: Passes										

7)	Committee Reports-		
7.a)	Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	No Report
7.b)	Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
A payment of half the cost of work made to Minetto Painting to hold place for work this season.			
7.c)	Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
7.d)	Policy Committee (J.Sgarlata)	J.Sgarlata & K.Mantaro	No Report
Motions on policies at items 9 & 10			
7.e)	Library Services Committee (A.Ross, E.Elsner, K.Swartz, M.Redding)	A.Ross	No Report
7.f)	Technology Committee (A.Ross, E.Elsner)	A.Ross	Report
C.Ferlito reports issues with Windows 10 not interfacing correctly with OPL system updates, and may be the reason for printing issues. A different version of Windows 10 is needed. Jerry Schell retiring 31-MAY-2019 as NCLS tech personnel			
7.g)	Art Gallery Committee (C.Ferlito, E.Elsner)	C.Ferlito / E.Elsner	No Report
Plan to display WWII War Bonds Posters owned by OPL; framing needed.			
7.h)	Nomination Committee (C.Santos, G.DeMass)	G.DeMass	No Report
7.h.1)	NCLS Board Nomination		
A position is open on the NCLS board, motion to Nominate Kathleen Mantaro to the North Country Library Service Board to be held at item 10.h			

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 07-May-2019 7:00pm - 9:22pm	Board Members Present :		Others :	Visitors :
	George DeMass	Cathy Santos (President)	Carol Ferlito (D.OPL)	Theresa Slosek (FOL)
		Dr. Joseph Sgarlata (Policy)		Bill Schiekling (visitor)
	Mercedes Niess			
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
---	------	-----------	--------

8)	Director's Report	C.Ferlito / E.Elsner	Report
-----------	--------------------------	-----------------------------	---------------

See full report for details
 C.Ferlito will establish a form letter for various issues in case C.Ferlito out of library; a paper trail is needed to properly track and log issues, and for consistency in implementation.

Library Display Case

Continued discussion of display case begun at 09-April-2019 meeting

- Pratt House/Fulton Historical Society contacted about possible return of collar, or adding more context if kept at OPL (C.Ferlito notes "Letter of Transfer" needed)
- G.DeMass and M.Niess would like to increase size of display to add more context
- C.Santos would like signage added to direct patrons to the display
- A.Ross would like the content of the display and local connections promoted on the OPL webpage
- C.Ferlito would like more Gerrit Smith items in the display, such as the letter from Harriet Beecher Stowe to Gerrit Smith
- C.Santos would like to have events at OPL to discuss local connections with the abolitionist movement and the Underground Railroad. Possible future expansion into Native American local history.

2020 Census

C.Ferlito and Erin Lohmas met with Census Office on training for OPL as a Census location.

- Child abuse witnessed in library, and reported to police; C.Ferlito looking into procedure/protocol for library staff
- ICU security personnel KC continues to do great work.
- Drugs are a concern, police caution staff to be aware of surroundings; Fentanyl is airborne.
- An increase in suspended/expelled High school students seen in the library, most are well behaved
- Staff underwent cyber security training, sexual harassment training to be scheduled

9)	Old Business-		
-----------	----------------------	--	--

C.Santos asks C.Ferlito to submit a recommendation for staff: Salary vs Hourly designation never addressed, city has some directives and staff must be civil service to be eligible for NYS retirement system.

C.Ferlito wants to increase vacation for years of service by 1 day for years service above 15years. This will need to be discussed further by Board.

9.a)	Employee Benefits : Changes to Policy 2.4	C.Ferlito	official
-------------	--	------------------	-----------------

Increase of sick days per year from 9 to 12. Nine days per year set when OPL part of the OCSD, and matched sick leave of teachers (9 month position). OPL positions are 12 month.

Motion to approve revisions to policy 2.4, Employee Benefits

Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
M.Niess	G.DeMass	G.DeMass		K.Mantaro	Passes
		M.Niess		L.Walker	
		A.Ross			
		C.Santos			
		J.Sgarlata			

9.b)	Staff Separation : Changes to Policy 2.9	C.Ferlito	official
-------------	---	------------------	-----------------

In reviewing language in revision, Board found additional rewording needed prior to voting to approve change to policy (new text underlined)

"Upon resignation staff member shall be reimbursed for any unused vacation/sick time."

Motion to approve rewording to policy 2.9 as described above

Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
J.Sgarlata	M.Niess	G.DeMass		K.Mantaro	Passes
		M.Niess		L.Walker	
		A.Ross			
		C.Santos			
		J.Sgarlata			

Motion to approve revisions to policy 2.9, Staff Separation

Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
J.Sgarlata	G.DeMass	G.DeMass		K.Mantaro	Passes
		M.Niess		L.Walker	
		A.Ross			
		C.Santos			
		J.Sgarlata			

9.c)	Patron Behavior : Changes to Policy 5.12	C.Ferlito	official
-------------	---	------------------	-----------------

In reviewing language in revision, Board decided to make additional changes prior to voting to approve changes to policy (new text underlined)

J.Sgarlata believes appeal process is too complicated and long; C.Santos suggests removing the "hearing" component; Board agrees.

"• **Notice of Appeal.** The Director's written determination may be appealed to the Library Board, if the individual aggrieved files a written notice of appeal within 5 business days after he/she receives the Determination. Such notice shall be filed with: both the Library Director and the Library Board President, c/o Oswego Public Library 120 East 2nd Street, Oswego, NY 13126. The Board shall review the appeal and make a decision.

• **Decision.** The Board shall issue a written decision stating the reasons for affirming or reversing/adjusting the written ban within 5 business days of receiving the notice of appeal. This decision will be final."

Motion to approve rewording to policy 5.12 as described above

Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
J.Sgarlata	M.Niess	G.DeMass		K.Mantaro	Passes
		M.Niess		L.Walker	
		A.Ross			
		C.Santos			
		J.Sgarlata			

Motion to approve revisions to policy 5.12, Patron Behavior

Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:
G.DeMass	A.Ross	G.DeMass		K.Mantaro	Passes
		M.Niess		L.Walker	
		A.Ross			
		C.Santos			
		J.Sgarlata			

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 07-May-2019 7:00pm - 9:22pm	Board Members Present :		Others :	Visitors :
	George DeMass	Cathy Santos (President)	Carol Ferlito (D.OPL)	Theresa Slosek (FOL)
		Dr. Joseph Sgarlata (Policy)		Bill Schiekling (visitor)
	Mercedes Niess			
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
---	------	-----------	--------

10) New Business-

10.a) Filming & Photography : New Policy 5.14 & 5.14a C.Ferlito official

A Waiver form is already available for filming in the library.
 C.Santos would like a "Hold Harmless" component for the library
 Changes made to numbered policy statement prior to vote; changed #8 to #9 and inserted new #8; labeled the form "5.14A" :
 "8. Library reserves right to obtain more information on filming."
 Motion to approve new policy 5.14 and form 5.14A to officially permit Filming and Photography in the library

Motion: G.DeMass	- 2nd: A.Ross	In favor: G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	Opposed:	Absent: K.Mantaro L.Walker	Motion: Passes
----------------------------	-------------------------	---	-----------------	---	---------------------------------

10.b) Treasurer Salary J.Sgarlata official

C.Santos - NCLS sent job description for hiring Treasurer
 C.Ferlito - funds set aside in budget for contracted work.
 J.Sgarlata advises including in the job description "The treasurer is a non-voting member of the Board of Trustees"
 Motion to retain the service of a treasurer at a rate of \$1,500/year.

Motion: A.Ross	- 2nd: C.Santos	In favor: G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	Opposed:	Absent: K.Mantaro L.Walker	Motion: Passes
--------------------------	---------------------------	---	-----------------	---	---------------------------------

10.c) Professional Development Workshops and Webinars for Staff and Board C.Santos discussion

Each Board member should aim to attend/participate in at least 2 or 3 Professional Development, Workshop, or Webinar opportunities per year.

10.d) Study Room : Changes to Policy 5.4 C.Ferlito

Board had opportunity to review the proposed text prior to the meeting, no changes were made.
 Motion to approve revisions to policy 5.4, Study Rooms

Motion: M.Niess	- 2nd: G.DeMass	In favor: G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	Opposed:	Absent: K.Mantaro L.Walker	Motion: Passes
---------------------------	---------------------------	---	-----------------	---	---------------------------------

10.e) Review of Summer Calendar C.Santos discussion

Calendar is informational for Board and Staff, and runs through October 2019. Staff appreciates knowing ahead of time when meeting dates will be.

10.f) Safety and Security Meeting Report C.Santos discussion

Review of security meeting held 05-May-2019 with C.Ferlito, ICU-security staff, K.Mantaro, and C.Santos

10.g) Private Fundraising C.Santos discussion

Board discussed question of fundraising for another local entity using OPL connection
 C.Santos will discuss further with Joe Eisner (is this a conflict of interest?) and report back to Board.

10.h) NCLS C.Santos discussion

Motion to Nominate Kathleen Mantaro to the North Country Library Service Board

Motion: J.Sgarlata	- 2nd: A.Ross	In favor: G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	Opposed:	Absent: K.Mantaro L.Walker	Motion: Passes
------------------------------	-------------------------	---	-----------------	---	---------------------------------

Adjournment: Next regular board meeting is 7 pm on Tuesday 04-June-2019 C.Santos official

Motion to Adjourn

Motion: J.Sgarlata	- 2nd: M.Niess	In favor: G.DeMass M.Niess C.Santos A.Ross J.Sgarlata	Opposed:	Absent: K.Mantaro L.Walker	Motion: Passes
------------------------------	--------------------------	---	-----------------	---	---------------------------------