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| OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, November 04, 2014 7:08pm - 9:25pm | Board Members Present : | | Others : | Visitors : |
| | | Cathy Santos (President) | Sharon Bonney (Treasurer) | Larry Mayo (FOL) |
| | Kathleen Mantaro (VP) | Dr. Joseph Sgarlata (Policy) | Carol Ferlito (Director, OPL) | MaryBeth Leeson (Auditor) |
| | Mercedes Niess (Finance) | Lee Walker Jr. | | |
| | Andrea Ross (Recording Sec.) | | | |

| # | Item | Presenter | Action |
|--------|---|-----------------------|-----------------|
| 1) | Approval and Additions to Agenda 7:08 call to order The following amendments/additions to the agenda have been made: 8.c) item #5: cost is \$336.00 ; Two 6.a items, Renumber to 6.a.1 and 6.a.2 ; Switch 8.c.5 and 8.c.4 ; Two 9.c items, Renumber to 9.c and 9.d ; Switch 9.c.5 and 8.c.4 ; Add new item 6 to building section of 9.d , Add more detailed numbering to section 9.d , Add all committees to list in section 9.d ; M.Becker : Excused absense due to Election Day responsibilities Motion: K.Mantaro In favor: M.Niess J.Sgarlata Opposed: Absent: - 2 nd : A.Ross C.Santos L.Walker M.Becker Motion: Passes | C.Santos | official action |
| 2) | Welcome and Public Comment L.Mayo Will be away/unavailable for meetings until March Food for thought: Think about Zinio online periodicals (free via NCLS) (cannot check individual library use, only use @ NCLS level) look @ numbers to avoid redundancy with print (but consider who uses; do they prefer print) indiflix free movies look into investment; confirmed some investments CANNOT be made Recommend that 1/2 of investments put against Pathfinder note MB.Leeson "Thank you" ; MB.Leeson is new to library audit | C.Santos | greetings |
| 3) | Correspondence Letter sent to M.Smithe regarding hole in front of library; repair has been completed. | C.Santos | |
| 4) | Approval of Minutes of October 07, 2014 No Amendments suggested for minutes prior to approval Motion: J.Sgarlata In favor: M.Niess C.Santos Opposed: Absent: - 2 nd : K.Mantaro A.Ross L.Walker M.Becker Motion: Passes | A.Ross | action |
| 5) | Financial Report Discussion held with MB.Leeson over best way to show tax revenue on financial reports (wild fluctuations because of unknown payment dates vs monthly expected averages). all other fluctuations are reasonable S.Bonney: the " discrepancy " with the 6000 /clerk line is due to new hires and departures Motion to accept Financial report Motion: M.Niess In favor: K.Mantaro C.Santos Opposed: Absent: - 2 nd : L.Walker A.Ross J.Sgarlata M.Becker Motion: Passes | S.Bonney | report |
| 6) | Committee Reports- | | |
| 6.a) | Finance Committee | | |
| 6.a.1) | Finance Committee Finance / Comptroller Report No written instructions or procedures , and no prior reports to follow. S.Bonney created template to follow for future. S.Bonney will be departing as Treasurer today 11/04/14 Board asked for formal resignation letter for file, as well as a letter noting deficiencies and/or needs of reporting to inform Board's search for a replacement R.Sculin also leaving soon, replacements must be found, as Board requires outside person with accounting know-how. C.Tascorella will be contacted for help with the interim , as well as for signing the 990s Personnel and Finance Committees will discuss how to proceed, as well as managing any issues with the Comptroller Report. Upcoming debt collection issue (NCLS) | M.Niess | report |
| 6.a.2) | Cuddy & Ward, LLP MB.Leeson discussed financial review (see full review for details) Suggestions for improvement included in letter to the Board: Don't use auditors to prepare the report (though 95% of not-for-profits use auditors to prepare the report) OCSD owes OPL \$76k in tax revenues : step1: C.Tascorella will write letter to OSCD. If no response, step2: contact attorney Cost of audit \$4k-5k | Accountant | Report |
| 6.b) | Building Committee See full report by L.Walker | L.Walker | report |
| 6.c) | Personnel Committee | K.Mantaro & C.Ferlito | no report |
| 6.d) | Policy Committee | J.Sgarlata | no report |
| 6.e) | Library Services Committee- See subcommittee report. | A.Ross | report |
| 6.f) | Technology Committee- | C.Ferlito | no report |

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| 6) | <u>Committee Reports-</u> | | |
| 6.g) | <u>Art Gallery Committee-</u> Tabled pending review of and search for replacements for Charlie Young | C.Ferlito | no report |
| 6.h) | <u>Nomination Committee-</u> | | no report |
| 7) | <u>Old Business-</u> | | |
| 7.a) | <u>Palladium Times</u> K.Mantaro will go to basement of Penfield library to look at old newspapers (cover 1840-2013); Barbara Shaffer and C.Ferlito are looking into a grant to digitize the collection, possibly with the NYS Library Project Letter sent to J.Spalding More information needed; item should be tabled. | C.Ferlito | discussion |
| 7.b) | <u>Tourism Display</u> C.Ferlito bought display (ordered, but not yet in library) for \$200 on the equipment line. FOL expected to reimburse half of the cost. | A.Ross | discussion |
| 7.c) | <u>NCLS Debt Collection policy</u> Tabled pending further information | C.Ferlito | discussion |
| 8) | <u>New Business-</u> | | |
| 8.a) | <u>Director's Report</u> C.Ferlito covered most content in other areas; see full report for details ebooks: at 25% of all ebooks used, Oswego is 2nd highest user (after Watertown) for all of NCLS | C.Ferlito | report |
| 8.b) | <u>Audubon books @ Penfield library</u> Housed in Special Collections Board needs further information about value of books (financial and historic); M.Niess will tackle this as a winter project. Books are the quattros size. Tabled until information gathered (January or Febuary meeting) | C.Ferlito | discussion |
| 8.c) | <u>Building</u> Information provided in report @ item 6.b | L.Walker | discussion |
| | <u>Project</u> | <u>Cost</u> | <u>Company</u> |
| 8.c.1) | Installation of 2 duplex receptacles behind main floor circulation desk | \$2,400.00 | Rombaugh Electric |
| 8.c.2) | Installation of 110 volt source to heat coil unit for a fan | \$390.00 | Rombaugh Electric |
| 8.c.3) | Install duplex receptacle at south entrance for patron counter | \$255.00 | Rombaugh Electric |
| 8.c.4) | Use T&M rate to troubleshoot Hubble lighting control unit and develop a recovery plan | \$336.00 | Rombaugh Electric |
| 8.c.5) | Install hydronic heating fan coil unit in stairwell | \$2,726.00 | Upstate temperature Control |
| 8.d) | <u>Excellus Health Insurance - Policy Renewal</u> Board is waiting on word from Donna Kuhn after midterm-election; vote tabled until 12/2 meeting of Board. (12/10 deadline) | K.Mantaro | discussion |
| 8.e) | <u>Library Substitutes</u> Subs could be "downgraded" from 'Clerk' to 'Aide'; this move means that there is no longer a Civil Service test requirement Subcommittee on Personnel will discuss this option. | C.Ferlito | discussion |

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| 9) | Resolutions- | | |
| 9.a) | Palladium Times : to be defined per discussion (item 7.a) | | |
| | Tabled | | |
| | Motion: L.Walker | In favor: K.Mantaro C.Santos | Opposed: |
| | – 2 nd : A.Ross | M.Niess J.Sgarlata | Absent: M.Becker |
| | | | Motion: Passes |
| 9.b) | To approve Oswego Public Library participation with the NCLS Debt Collection Policy : to be defined per discussion (item 7.c) | | |
| | Tabled pending more information from NCLS | | |
| | Motion: A.Ross | In favor: K.Mantaro J.Sgarlata | Opposed: |
| | – 2 nd : M.Niess | C.Santos L.Walker | Absent: M.Becker |
| | | | Motion: Passes |
| 9.c) | Audubon books : to be defined per discussion (item 8.b) | | |
| | Tabled | | |
| | Motion: L.Walker | In favor: K.Mantaro C.Santos | Opposed: |
| | – 2 nd : A.Ross | M.Niess J.Sgarlata | Absent: M.Becker |
| | | | Motion: Passes |
| 9.d) | Subcommittee resolutions: pending sub-committee discussion and recommendations to the Board | | |
| 9.d.1) | Finance Committee | | |
| | Tabled | | |
| 9.d.2) | Building Committee (item 8.c) | | |
| | Vote to approve the following building updates with Rombaugh Electric | | |
| 9.d.2.a) | Installation of 2 duplex receptacles behind main floor circulation desk | \$2,400.00 | |
| 9.d.2.b) | Installation of 110 volt source to heat coil unit for a fan | \$390.00 | |
| 9.d.2.c) | Install duplex receptacle at south entrance for patron counter | \$255.00 | |
| 9.d.2.d) | Use T&M rate to troubleshoot Hubble lighting control unit and develop a recovery plan | \$336.00 | |
| | Motion: M.Niess | In favor: K.Mantaro C.Santos | Opposed: |
| | – 2 nd : J.Sgarlata | A.Ross L.Walker | Absent: M.Becker |
| | | | Motion: Passes |
| 9.d.2.e) | Vote to approve the following building updates with Upstate temperature Control | | |
| | Install hydronic heating fan coil unit in stairwell | \$2,726.00 | |
| | Motion: M.Niess | In favor: K.Mantaro C.Santos | Opposed: |
| | – 2 nd : J.Sgarlata | A.Ross L.Walker | Absent: M.Becker |
| | | | Motion: Passes |
| 9.d.2.f) | Vote to buy digital copy of sign and replace existing sign | | |
| | K.Mantaro will donate the cost of the digital copy (\$125.00) | | |
| | Motion: A.Ross | In favor: K.Mantaro C.Santos | Opposed: |
| | – 2 nd : L.Walker | M.Niess J.Sgarlata | Absent: M.Becker |
| | | | Motion: Passes |
| 9.d.3) | Personnel Committee (item 8.d) | | |
| | Approval to renew Excellus Health Insurance Policy with increases as defined for 2015 year. | | |
| | Tabled | | |
| 9.d.4) | Policy Committee | | |
| | Tabled | | |
| 9.d.5) | Library Services Committee- | | |
| | Tabled | | |
| 9.d.6) | Technology Committee- | | |
| | Tabled | | |
| 9.d.7) | Art Gallery Committee- | | |
| | Tabled | | |
| 9.d.8) | Nomination Committee- | | |
| | Tabled | | |
| | Adjournment: Next regular board meeting is Tuesday, December 02, 2014, 7 pm | | |
| | Motion: A.Ross | In favor: M.Niess J.Sgarlata | Opposed: |
| | – 2 nd : K.Mantaro | C.Santos L.Walker | Absent: M.Becker |
| | | | Motion: Passes |