

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 13-November-2018 7:04pm - 8:09pm	Board Members Present :		Others :	Visitors :
		Cathy Santos (President)	Carol Ferlito (D.OPL)	Stephanie Magrisi (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)		
		Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

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

1)	Call to Order	C.Santos	Official Action
Meeting was rescheduled from 06-November-2018 due to Election Day George DeMass Excused from meeting			

2)	Approval of Agenda	C.Santos	Official Action							
No Additions to the agenda Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 13-November-2018										
	<table border="1"> <tr> <td>Motion: A.Ross</td> <td>- 2nd: J.Sgarlata</td> <td>In favor: K.Mantaro A.Ross</td> <td>C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: A.Ross	- 2nd: J.Sgarlata	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: A.Ross	- 2nd: J.Sgarlata	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes				

3)	Public Comment Period	C.Santos	
No Public Comment			

4)	Friends of the Library	FOL Representative	Report
FOL Representative 13-November-2019 Stephanie Magrisi <ul style="list-style-type: none"> FOL has events booked through June 2019 FOL has been approached about a "Paint & Sip" fundraiser event at the library C.Ferlito- Board would need to approve alcohol use in OPL building, and NO minors would be allowed C.Santos- Asks C.Ferlito to contact NCLS about logistics, if there are concerns about insurance, etc. FOL requests OPL's budget request for FOL; C.Ferlito will submit to FOL by 01-December-2018 			

5)	Approval of Minutes	A.Ross	Official Action
-----------	----------------------------	--------	-----------------

5.a)	Approval of Minutes of Regular Board Meeting Tuesday 02-October-2018		Official Action							
Motion to Accept Minutes of Tuesday 02-October-2018 REGULAR Board Meeting										
	<table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: A.Ross</td> <td>In favor: K.Mantaro A.Ross</td> <td>C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: J.Sgarlata	- 2nd: A.Ross	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: J.Sgarlata	- 2nd: A.Ross	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes				

5.b)	Approval of Minutes of Special Meeting Thursday 08-November-2018		Official Action							
Motion to Accept Minutes of Thursday 08-November-2018 Special Board Meeting										
	<table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: A.Ross</td> <td>In favor: K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>Opposed: L.Walker</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: J.Sgarlata	- 2nd: A.Ross	In favor: K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed: L.Walker	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: J.Sgarlata	- 2nd: A.Ross	In favor: K.Mantaro A.Ross	C.Santos J.Sgarlata	Opposed: L.Walker	Absent: G.DeMass M.Niess	Motion: Passes				

6)	Financial Report	M.Niess	Official Action
M.Niess ""absent"" , J.Sgarlata informs BOT Financials are consistent			

6.a)	Paid / Unpaid Bills	C.Ferlito	Official Action							
Note on old unpaid bills: despite August dates, bills were not received at OPL until the end of October 2018 Motion to Receive and File November 2018 Financial Report										
	<table border="1"> <tr> <td>Motion: L.Walker</td> <td>- 2nd: K.Mantaro</td> <td>In favor: K.Mantaro A.Ross</td> <td>C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: L.Walker	- 2nd: K.Mantaro	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: L.Walker	- 2nd: K.Mantaro	In favor: K.Mantaro A.Ross	C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes				

7)	Committee Reports-		
-----------	---------------------------	--	--

7.a)	Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella)	M.Niess	No Report
Search continues for new Treasurer			

7.a.1)	Discussion on securing new financial audit company Cuddy & Ward have recommended a new company OPL must send out a Request for Proposals (RFP) detailing requirements, such as NYS-imposed filing dates by which OPL must abide.		
---------------	--	--	--

7.b)	Building Committee (L.Walker, C.Ferlito, G.Krul)	L.Walker & C.Ferlito	Report
C.Ferlito gave summary of recent issues ^ Projects completed: Window replacement, Painting to north-side of building. G.Krul and C.Ferlito creating to-do list for future projects			

7.b.1)	Discussion of STAT Security Assessment Details of STAT Assessment will be discussed when received from S.T.A.T Communications, Inc. OPL can pick and choose from list of options OPL can apply in next year's round of building/construction grants to cover some implementation costs (such as cameras)	C.Ferlito	Report
---------------	---	-----------	--------

7.b.2)	Discussion of Basement Security Concerns L.Walker wants Police (Oswego City, State) to make walk-thrus of the building periodically. What other measures can be taken? Can the basement be shut off? Metal detectors added? Armed guard? C.Ferlito notes that the basement can not be shut off with security gate and by elevator, because it is the only bathroom location. C.Santos advises that ICU did an analysis and found it would be difficult to manage closing that part of the building after a certain time. J.Sgarlata asks about having a second guard; C.Santos will look into this option C.Ferlito and C.Santos will be meeting with Chief of Police and Mayor Barlow Wednesday 14-November-2018 to discuss security concerns C.Ferlito will keep staff updated on security discussions	C.Santos	Report
---------------	--	----------	--------

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday 13-November-2018 7:04pm - 8:09pm	Board Members Present :		Others :	Visitors :
		Cathy Santos (President)	Carol Ferlito (D.OPL)	Stephanie Magrisi (FOL)
	Kathleen Mantaro (VP)	Dr. Joseph Sgarlata (Policy)		
		Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

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

7) Committee Reports-Continued

7.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass)	K.Mantaro, J.Sgarlata, G.DeMass	No Report
7.b.1) Discussion of Employee Health Insurance K.Mantaro reminds Board that vote on calendar year 2019 Insurance plan must be taken at 04-December-2018 Regular Board Meeting Board will be provided with plan information to review prior to meeting	K.Mantaro	
7.b.2) Discussion of Cleaner Position C.Ferlito looking to fill weekend position, 4hours/day at minimum wage; will post in newspaper	C.Santos	
7.b.3) Discussion of Staff Schedules A.Ross looked into several options to streamline staff scheduling Two pay options are LibStaffer and Schedule Anywhere; they are comparable in price. A free option might be Google Calendar A.Ross will be available to present options to staff, and receive input. Free trials can be evaluated in January/February 2019	A.Ross	
7.d) Policy Committee (J.Sgarlata) A vote will be held at the 04-December-2018 meeting on the changes to Policy 5.12. A vote will be needed on clarification to vacation policy Board should continue to review ALL policies as part of the 5year Plan	J.Sgarlata & K.Mantaro	Report
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	No Report
7.g) Art Gallery Committee (C.Ferlito, E.Elsner) New shows are lined up	C.Ferlito / E.Elsner	Report
7.h) Nomination Committee (C.Santos, G.DeMass)	C.Santos	No Report

8) Director's Report See full report for details • Auditor's report was sent to Comptroller • SAMS grant final payment was approved and should arrive soon.	C.Ferlito / E.Elsner	Report
---	-----------------------------	---------------

9) Old Business- No Old Business		
--	--	--

10) New Business-								
10.a) Part-Time Clerk Position Part-Time Clerk was previously a sub; needed as prior part-time clerk resigned Position is 24hours/week Motion to approve the hiring for a part-time clerk position at \$11.40/hour effective 14-November-2018	C.Ferlito / E.Elsner	Report						
<table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: K.Mantaro</td> <td>In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: J.Sgarlata	- 2nd: K.Mantaro	In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: J.Sgarlata	- 2nd: K.Mantaro	In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes			

Adjournment: Next regular board meeting is 7 pm on Tuesday 04-December-2018 Motion to Adjourn								
<table border="1"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: L.Walker</td> <td>In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata</td> <td>Opposed:</td> <td>Absent: G.DeMass M.Niess</td> <td>Motion: Passes</td> </tr> </table>	Motion: J.Sgarlata	- 2nd: L.Walker	In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes		
Motion: J.Sgarlata	- 2nd: L.Walker	In favor: K.Mantaro A.Ross C.Santos L.Walker J.Sgarlata	Opposed:	Absent: G.DeMass M.Niess	Motion: Passes			