

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, November 14, 2017 7:00pm - 8:00pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Carol Ferlito (D.OPL)	Jeanne Brown (FOL)
	George DeMass	Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treas)	Katie Godici (FOL)
	Kathleen Mantaro (VP)	Lee Walker Jr.		
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
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1) Approval and Additions to Agenda C.Santos official action

Added item 8.f, a motion on discussion of new library sign discussed 14-November-2017 in item 7.b, and 03-October-2017 in items 2 & 8.b
 Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for 14-November-2017

Motion: G.DeMass	- 2nd: A.Ross	In favor: M.Becker K.Mantaro G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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2) Welcome and Public Comment C.Santos greetings

Greetings to FOL members Jeanne Brown and Katie Godici

- Katie Godici reports that FOL is looking to hold an "overnight in the library event" on 16-February-2018 (Friday preceding winter break)
 - ∞ event timing 7pm Friday 16-February-2018 to 9am Saturday 17-February-2018
 - ∞ Plan for topical stations like "Campfire songs & stories", "Stargazing", with related books available at the stations.
 - ∞ This is a trial run with boy scouts (and other boys?) with a possible goal of a girls' library night
 - ∞ A cap will be set on number of attendees, and pre-registration will be required.
- ◊ Board sees several issues to investigate, so more discussion (and vote) will be held at 05-December-2017 OPL Meeting.
 - ∞ C.Santos: insurance concerns; is the library covered for such an event? Would waivers be needed?
 - ∞ C.Ferlito: extra hours for custodian after event to prepare for OPL regular building hours
 - ∞ K.Mantaro: any guardians would need to be vetted ahead of time, and at least one person with first aid experience should be present.
- Jeanne Brown reports that the annual FOL holiday fundraiser will be held in December: More volunteers are needed to gift wrap at river's end bookstore.

3) Correspondence C.Santos

No Correspondence

4) Approval of Minutes of Regular Board Meeting Tuesday 03-October-2017 A.Ross official action

Motion to Accept Minutes of Tuesday 03-October-2017 Regular Board Meeting

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

M.Niess & J.Sgarlata: no issues to report

Motion to Receive and File Financial Report

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

6.a) Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella) M.Niess discussion

- C.Ferlito reports that the Comptroller's report was submitted.

6.b) Building Committee (L.Walker, C.Ferlito, G.Krul) L.Walker report

- C.Ferlito reports that the front doors may need a different lock
- C.Ferlito reports that power surges knocked out heating, but that has been repaired

6.b.1) Discussion: Recommendation from Scott Parmelee of Utica National (the OPL insurance company) regarding repairs in the basement mechanical room.

C.Ferlito met with Scott Parmelee, who made 6 recommendations. Five have been completed, one still needed (gap between wall and ceiling should be closed).
 C.Ferlito looking into cost of fix

6.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass) K.Mantaro & J.Sgarlata report

Committee dealing with several staffing changes (votes at 7.a, 8.c, 8.d, 8.e)

No one has yet been found for weekends, search will continue

Committee will send insurance proposals to Board for review before vote

Looking into conflicting information on provision of paid family leave as of 01-January-2018

6.d) Policy Committee (J.Sgarlata) J.Sgarlata no report

6.e) Library Services Committee (A.Ross, E.Elsner, D.Collins, K.Swartz, M.Redding) A.Ross report

The boat in the Children's Room has a name: with 40% of the total vote, the community has chosen "S.S. Gerrit Smith".

In second place with 32% of the vote was "S.S. Virginia Dean".

K.Swartz will have a christening once the nameplate is made and installed.

6.f) Technology Committee (A.Ross, E.Elsner) A.Ross no report

C.Ferlito notes that the preparation for the fiber optic line has started

6.g) Art Gallery Committee (C.Ferlito, E.Elsner) C.Ferlito no report

6.h) Nomination Committee (C.Santos, G.DeMass) K.Mantaro no report

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7) Old Business-		C.Ferlito	
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7.a) <u>Motion to approve the appointment of R.Smith, W.Geroux, and J.Blanchard as part-time library clerk substitutes, each at a rate of \$10.28/hour, effective 14-November-2017</u>			
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Board approved provisionally in prior meetings:
 J.Blanchard approved as Clerk item 8.d 03-May-2016;
 R.Smith item approved as Clerk item 8.c 08-September-2015, approved as Aide item 7.b 06-October-2015
 City Hall requested that Board reapprove

Motion: M.Becker	- 2nd: J.Sgarlata	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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7.b) <u>Discussion: Library Sign Committee</u>			
Final design presented to Board for approval. Vote at 8.f			

8) New Business-			
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8.a) <u>Director's Report</u>		C.Ferlito/E.Elsner	report
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Submitted electronically to Board : see full report for details
 • C.Ferlito looking for new cleaner
 • OPL looking into several grants

8.b) <u>Motion to approve the resignation of Library Clerk D.Collins effective 09-November-2017</u>			
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Motion: L.Walker	- 2nd: G.DeMass	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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8.c) <u>Motion to approve the appointment of M.Kahler to the provisional position of Library Clerk (20hours/week at the rate of \$10.75/Hour) effective 30-November-2017.</u>			
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This Appointment is to fill the vacancy by M.McLean.

Motion: J.Sgarlata	- 2nd: L.Walker	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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8.d) <u>Motion to approve the appointment of H.Murphy to the provisional position of Library Clerk (24hours/week at the rate of \$10.75/Hour) effective 30-November-2017.</u>			
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Motion: G.DeMass	- 2nd: J.Sgarlata	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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8.e) <u>Motion to close the Oswego Public Library Sunday 24-December-2017 and Monday 25-December-2017 for Christmas.</u>			
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Motion: L.Walker	- 2nd: G.DeMass	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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8.f) <u>Motion to approve Hunt Signs' design as detailed in the invoice dated "11/9/17", to be paid for by Friends of the Library</u>			
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Motion: J.Sgarlata	- 2nd: G.DeMass	In favor: M.Becker G.DeMass	K.Mantaro A.Ross	C.Santos J.Sgarlata	L.Walker	Opposed:	Absent:	Motion: Passes
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Adjournment: Next regular board meeting is 7 pm on Tuesday 05-December-2017.			
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Motion to Adjourn

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