

**Oswego Public Library**  
**Board of Trustees Regular Meeting**  
Tuesday, October 1, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, Mercedes Niess, Dr. Joseph Sgarlata, Heather Wallace

Excused: George DeMass, Bill Schickling

Absent:

Others: Carol Ferlito, director

Visitors: Mary Smith (FOL Rep.)

1. **Call to Order** 6:05 p.m. by Cathy Santos
2. **Approval of Agenda:** motion by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:**  
FOL Rep. Mary Smith  
Mary reported that the group will be starting to campaign for membership. There are several 'Learn To' classes scheduled including jewelry making, paper mosaic, cake decorating, and wreath making (classes are posted on the bulletin board by the front door). Upcoming fundraising events include indoor mini golf, wine & chocolate, and selling of calendars. A patron of the library would like to donate 30 cake pans to be checked out as library resources.
5. **Approval of the Minutes:** Motion to approve Minutes from OPLBoT Regular Meeting September 4, 2019, and Minutes from OPLBoT Special Meeting September 25, 2019 made by Dr. Joseph Sgarlata, 2nd by Kathleen Mantaro, All in favor, none opposed
6. **Financial Report:**  
Cathy Santos stated that Fust Charles will be attending the November board meeting to educate us and answer questions about the budget  
Carol Ferlito informed us that the Comptrollers Report has been submitted on September 30th with the help of Rob Smith from Fust Charles, we will have to wait for feedback.  
Mercedes Niess still has questions about the Charitable Trust amount/where it has been moved  
Kathleen will follow up with Rosemary Scullen about the trust money  
Motion to receive and file September financial budget report by Dr. Joseph Sgarlata, 2nd by Kathleen Mantaro, All in favor, none opposed.
7. **Committee Reports:**
  - a. **Finance:**  
Dr. Joseph Sgarlata reminded the board of the ongoing need and search for someone to fill position of Treasurer
  - b. **Building:**  
See the Directors Report for details; ceiling leaks have been addressed, there is an estimate for putting glass panels into the interior front doors, the Fire Department will train staff. Carol Ferlito added that she will be purchasing 'no smoking/no vaping' signs; patrons are continuing to complain and inquire about the safety of the elevator. Carol will contact the company to evaluate and invite George Krull to be present.
  - c. **Personnel:**  
Kathleen Mantaro talked to Rosemary Scullen about the insurance. They will be meeting next week to discuss pay raises and how health insurance will relate. This will be discussed further at the November board meeting.

- d. **Policy:** no report
  - e. **Library Services:** no report
  - f. **Technology:**
  - g. **Art Gallery:** new display up by Deb Gilbert
  - h. **Nomination:** no report
  - i. **Safety/security:** see "Safety and Security Meeting Notes 9/25/19"
8. **Director's Report:** see full report for details  
 Carol Ferlito already reported Building and Technology sections. She highlighted literacy programs: Imagination Library, Literacy Providers, Read to Me, and CLAC suggestions for new data bases. She also updated status of finding needed Technology Aides and Library Clerks or Aides.
9. **Old Business:**
- a. Mission Statement and b. Board of Trustee Goals: Cathy Santos stated that the Mission Statement is the responsibility of the board and she shared annual meeting notes relating to the Statement and goals/steps to carry out that vision. **There is a Special Meeting planned for Tuesday, October 15, 2019 at 6:00 p.m.** to discuss and construct these items.
10. **New Business:**
- a. **Motion to approve the cost of \$1,900.00 to Lake Ontario Interiors for replacement of the entry doors on the main level.**  
 ( We have a quote for replacing the panels with 1/4" safety glass and sanding/refinishing the doors to match the current finish. The board needs clarification of how the panels will be replaced i.e. 2 small panels or 1 larger panel per each of 2 doors).  
 Mercedes Niess made a motion to table the motion. All in favor. MOTION TABLED
  - b. **Motion to approve the cost of \$192 for the advertising of OPL services in the Palladium Times.**  
 (The cost includes running the ad 3 times in the Palladium Times, 2 times in the Valley News, 1 time in the community advertiser, and putting it on the Pall Times facebook page).  
 Motion to approve by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, none opposed. MOTION PASSES
  - c. **Motion to approve the cost of \$12.05/hr. for the position of substitute clerks, substitute employees not eligible for benefits.**  
 Motion made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, none opposed. MOTION PASSES
  - d. **Motion to approve a donation from Mark Monmoier a set of three copper plate engravings for the US geological surveys originally published in 1900.**  
 The board had several concerns to include restrictions on the display (time limit, sharing with other locations, etc.), cost to frame plates, difficulty mounting them, insurance appraisal, location of display for conservation, etc.  
 Kathleen Mantaro made a motion to table the vote and offered to meet with Mr. Monmoier to see the plates and discuss conditions of offer more completely. All in favor of tabling the motion.  
 MOTION TABLED
  - e. **Motion to accept the donation of 30 cake pans from Friends of the Library.**  
 Motion made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata. All in favor, none opposed.  
 MOTION PASSES
11. **Adjournment:** motion to adjourn the meeting at 7:41 p.m. made by Kathleen Mantaro, 2nd by Dr. Joseph Sgarlata. All in favor. None opposed.

Special meeting to discuss mission statement and goals Tuesday, October 15, 2019 at 6:00

Next regular board meeting: Wednesday, November 6, 2019 at 7:00 p.m.