

Oswego Public Library
Board of Trustees Special Meeting
Tuesday, October 16, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, Mercedes Niess, Bill Schickling, Heather Wallace

Excused: George DeMass, Dr. Joseph Sgarlata

Absent: none

Others: Carol Ferlito, director

Visitors: none

1. **Call to Order** 6:04 by Cathy Santos
2. **Approval of Agenda**
3. **Public Comment Period:** There was an invitation on the table from FOL, the Creative Writing class is having a reception on Tuesday October 22 from 6:00-7:30 at the River's End Bookstore, young writers will be sharing some of their work.
4. **Friends of the Library:** a representative will present at the November regular board meeting
5. **Approval of the minutes:** minutes will be presented at the November regular board meeting
6. **Financial Report:** to be discussed at the November regular meeting
7. **Committee Reports:**
 - a. **Finance:** defer until November meeting
 - b. **Personnel:** Kathleen Mantaro met with Rosemary Scullen and will report on insurance at the November meeting
 - c. **Policy:** no report
 - d. **Library Services:** no report
 - e. **Technology/Building:**
 - * Bill Schickling has provided the Tech committee (Edward, Erin, George) with an agenda and weekly meeting plan. Upcoming issues include the SIRSI installation update, getting an estimate to move wiring by the front desk
 - * Carol Ferlito reported Schindler staff was here to inspect the elevator but did not discuss with library staff. The board has requested they put something in writing about the condition of the elevator to be able to post for patrons.
 - * The 3rd floor shelves are unstable and will need end caps; search for vendor and estimate in progress.
 - f. **Safety and Security:**

Cathy Santos made note of how persons of interest are communicated to the staff, the smoking and vaping signs are here and need to be installed
8. **Director's Report:**
 - a. Carol Ferlito discussed the ad/job posting for the positions of library clerk, library aid, and weekend/evening substitutes
 - b. There was also discussion about where to advertise, how to train potential new employees, reaching out to other libraries for model of protocol, Cathy and Kathy will be doing more research as they visit another library.
9. **Old Business:**
 - a. Motion to approve the cost of \$1900.00 To Lake Ontario Interiors for replacement of the entry doors on the mail level

- b. Cathy Santos had a concern over conflict of interest for the above mentioned vendor. Policy will be discussed with Dr. Joseph Sgarlata and a rep from NCLS, Kathleen Mantaro and Carol Ferlito will contact other vendors to obtain estimates on door replacement.
- c. Mercedes Niess made a motion to table the motion until the board had more information and clarification. Bill Schickling recused. Rest of group in favor. MOTION TABLED

10. New Business:

- a. Motion to revise Policy 5.12 "Pet Policy" section, and add in section stated in Saratoga's policy, to be in compliance with current ADA guidelines
Motion to revise as discussed made by Mercedes Niess, 2nd by Bill Schickling. All in favor. None opposed
- b. Palladium Times advertisement: reviewed and discussed, revisions in progress by Carol Ferlito and Cathy Santos
- c. Mission Statement: group combined ideas and drafted two potential statements to be shared with OPL staff for feedback and revisions...stay tuned.
- d. Front Doors/SHPO (State Historic Preservation Office):
The doors are not secure, they were breached in past week. Cathy Santos cannot find documentation about them. She will contact SHPO about them, discussion on course of action deferred until November meeting.
- e. Copper Plates: still in process of reviewing the conditions of donation and feasibility of accepting or declining the offer to house them; will discuss further at November meeting
- f. FOL programming - Cake Pans
The OPL is in possession of 15 pans. Policies regarding use are upcoming. The FOL will be providing/funding the display and supporting accessories. They are planning a cake decorating class, and a reception to celebrate and introduce the addition of cake pans to circulation.

- 11. Adjournment:** motion to adjourn the meeting at 8:23 made by Mercedes Niess, 2nd by Bill Schickling. All in favor. None opposed.

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