

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, October 06, 2015 7:00pm - 8:30pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Edward Elsner (in for C.Ferlito)	Stephanie Magnsi (FOL)
	George DeMass	Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treasurer)	Susan McBrearty (Bookmobile)
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action
1)	Approval and Additions to Agenda Excused Absence: Kathleen Mantaro and Carol Ferlito Absent: Lee Walker Motion: - 2 nd : G.DeMass M.Becker In favor: Opposed: Absent: K.Mantaro L.Walker Motion: Passes	C.Santos	official action
2)	Welcome and Public Comment Stephanie Magnsi for FOL reported on the Friendly's fundraiser and a plan to have one at Canale's, the 2016 Budget, and the 2016 Membership drive. FOL is also looking for a draft request from C.Ferlito. Susan McBrearty for the Bookmobile reported on a fantastic summer; participation was up 38% and 5933 books were given away. The Bookmobile is also withdrawing its request to OPL to find funds to help offset the cost for legal fees/ MOU writing (item 8c)	C.Santos	greetings
3)	Correspondence C.Santos had no correspondence for OPL. M.Niess has a letter about the tax freeze, and must contact Rosemary Scullin about the paperwork that was previously submitted.	C.Santos	
4)	Approval of Minutes of September 8, 2015 Motion: - 2 nd : M.Becker G.DeMass In favor: M.Becker C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: K.Mantaro L.Walker Motion: Passes	A.Ross	official action
5)	Financial Report Report submitted to Board via email; C.Tascarella did not find anything of concern. Financial Review still in progress Motion: - 2 nd : G.DeMass A.Ross In favor: M.Becker C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: K.Mantaro L.Walker Motion: Passes	M.Niess	report
6)	Committee Reports-		
6.a)	Finance Committee Financial Review is pending J.Sgarlata is now able to sign checks when M.Niess unavailable, and is learning about the OPL accounts	M.Niess	
6.b)	Building Committee M.Becker has no report, L.Walker & C.Ferlito Absent	C.Ferlito & L.Walker	no report
6.c)	Personnel Committee No Report, but is drafting a Director Evaluation form	K.Mantaro & J.Sgarlata	no report
6.d)	Policy Committee Item 7.e, J.Sgarlata reviewed the Federal Medical Leave Policy: there is 12-26 weeks of protected leave during a 12 month period.	J.Sgarlata	no report
6.e)	Library Services Committee- No Report	A.Ross	no report
6.f)	Technology Committee- No Report	A.Ross	no report
6.g)	Art Gallery Committee- No Report, but E.Elsner asks for suggestions, M.Niess may have some pieces that can be displayed.	C.Ferlito / E.Elsner	no report
6.h)	Nomination Committee- No Report	C.Santos	no report
7)	Old Business-		
7.a)	Proposal to rescind the appointment of Rebecca Smith as library clerk part-time until September 8, 2015 at pay rate of \$10.40/hour. C.Ferlito received an email from Rita Tickle (City of Oswego- HR), to correct the designation of Rebecca Smith. Motion to rescind the appointment of Rebecca Smith as library clerk part-time until September 8, 2015 at pay rate of \$10.40/hour. Motion: - 2 nd : G.DeMass J.Sgarlata In favor: M.Becker C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: K.Mantaro L.Walker Motion: Passes	C. Ferlito	discussion
7.b)	Proposal to approve the appointment of Rebecca Smith as library aide part-time at the pay rate of \$9.98/hour on Sundays and \$8.84/hour on weekdays. Motion to approve the appointment of Rebecca Smith as library aide part-time at the pay rate of \$9.98/hour on Sundays and \$8.84/hour on weekdays. Motion: - 2 nd : J.Sgarlata M.Becker In favor: M.Becker C.Santos G.DeMass A.Ross J.Sgarlata Opposed: Absent: K.Mantaro L.Walker Motion: Passes	C. Ferlito	discussion
7.c)	Proposal to approve the purchase of a PC with QuickBooks installed for the Oswego Public Library bookkeeper to provide consistent/reliable access to the financial accounts (tabled from 08-Sep-15 meeting -- 8d to determine whether laptops could be used) Motion WITHDRAWN: E.Elsner reports that the new edition of QuickBooks has three licenses, and a laptop can be repurposed and set up within the week		discussion

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, October 06, 2015 7:00pm - 8:30pm	Board Members Present :		Others :	Visitors :
	Miles Becker	Cathy Santos (President)	Edward Elsner (in for C.Ferlito)	Stephanie Magnsi (FOL)
	George DeMass	Dr. Joseph Sgarlata (Policy)	Mercedes Niess (Co-Treasurer)	Susan McBrearty (Bookmobile)
	Andrea Ross (Recording Secretary)			

#	Item	Presenter	Action																																				
7.d)	<u>Proposal to approve the cost of no more than \$700.00 to Amedio Trucking for the removal of the Palladium Times newspapers currently stored in the Penfield Library, SUNY Oswego (pending the assistance of the Hockey team, Mercedes Niess email "Pall Times update PLEASE read" dated 21-Sep-15))</u> Amedio's has already removed the papers, and Barbara Shaffer of Penfield Library is pleased with the move. The Board will need to find a fund source. J.Sgarlata motioned to Table the proposal until the Board has the bill from Amedio's Motion TABLED	M. Niess	discussion																																				
7.e)	<u>Proposal to approve the leave of absence policy</u> Following the discussion of leave policy from 08-Sep-15 meeting, item 6d--approval of language changes) and research by J.Sgarlata, the following language is proposed for inclusion in the official policy manual: Leave of Absence Policy added at 2.20A "An employee may be granted a leave of absence without pay upon recommendation of the Director and approval of the Board of Trustees. Leave of Absence may be requested for: school attendance, travel, illness not covered by sick leave, family/maternity/paternity leave, or work experience elsewhere that would benefit the Library. Whenever possible, an employee wishing Leave of Absence must notify the Director in writing at least 14 days in advance. This written notice includes expected dates the Leave should begin and end, and the reason for the request." Motion to approve the leave of absence policy as stated above. <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>G.DeMass</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata					discussion																		
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					
8)	<u>New Business-</u>																																						
8.a)	<u>Director's Report</u> E.Elsner gave a brief review, C.Ferlito will have full report on her return. The library has a new database, "beanstack" to recommend children's books	C.Ferlito / E.Elsner report																																					
8.a.1)	<u>Announcement of changes in Library circulation procedures</u> New: Child, YA, NonFiction Adult books will now be "Priority Oswego" hold, but can go out to other North Country libraries if no hold is in place.																																						
8.b)	<u>Proposal to approve the appointment of Laurie Sheridan as a part-time library clerk at the pay rate of \$10.40/hour for 15 hours per week.</u> Motion to approve the appointment of Laurie Sheridan as a part-time library clerk at the pay rate of \$10.40/hour for 15 hours per week. <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>M.Becker</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	M.Becker	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata				C.Ferlito																			
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
J.Sgarlata	M.Becker	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					
8.c)	<u>Proposal to approve a financial contribution (for an amount to be determined by the Board of Trustees) for payment of attorney fees associated with the Bookmobile/OPL purchase contract and agreement</u> Motion WITHDRAWN by Bookmobile	C.Santos																																					
8.d)	<u>Proposal to approve the use of the Community Room on Sunday, October 25, 2015 at 6:00 pm for a community presentation by Kit Swartz-- Pastor; topic-immigration pending OPL paperwork.</u> Kit Swartz wanted to be very sure approval for the presentation was proper, given his connection to a current librarian, K.Swartz. J.Sgarlata points out the existing policy at 5.6.12 E.Elsner notes there is required paperwork that must be completed C.Santos will contact K.Swartz, a 5pm arrival/start time is better for the library staff. Motion to approve the use of the Community Room on Sunday, October 25, 2015 at 6:00 pm for a community presentation <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>G.DeMass</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata				M.Niess																			
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					
8.e)	<u>Proposal to approve up to 32 additional work hours for the month of October 2015 to OPL bookkeeper Virginia DeCaire for the completion of the New York State Comptroller report</u> Language edited from "Proposal to approve additional payroll hours (up to x# hrs / x\$)to OPL bookkeeper Virginia DeCaire for the completion of the New York State Comptroller report" to "Proposal to approve up to 32 additional work hours for the month of October 2015 to OPL bookkeeper Virginia DeCaire for the completion of the New York State Comptroller report" Motion to accept the changes to the language of the proposal <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>G.DeMass</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table> Motion to approve up to 32 additional work hours for the month of October 2015 to OPL bookkeeper Virginia DeCaire for the completion of the New York State Comptroller report <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>A.Ross</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata				Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	M.Becker	A.Ross	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata				C.Ferlito	
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
M.Becker	G.DeMass	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
M.Becker	A.Ross	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					
8.f)	<u>Proposal to approve the sale of the 12 year old snow blower to George Krul for \$200.00.</u> C.Ferlito and C.Santos communicated with NCLS (Steve Bolton and Angela Newman). Board must confirm with C.Ferlito that item was posted. Motion TABLED pending return of C.Ferlito	C.Ferlito																																					
	<u>Adjournment: Next regular board meeting is 7 pm on November 3, 2015.</u> <table border="0" style="width:100%"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>A.Ross</td> <td>M.Becker G.DeMass</td> <td></td> <td>K.Mantaro L.Walker</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>A.Ross J.Sgarlata</td> <td></td> <td></td> <td></td> </tr> </table>	Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:	J.Sgarlata	A.Ross	M.Becker G.DeMass		K.Mantaro L.Walker	Passes			A.Ross J.Sgarlata																							
Motion:	- 2nd:	In favor:	Opposed:	Absent:	Motion:																																		
J.Sgarlata	A.Ross	M.Becker G.DeMass		K.Mantaro L.Walker	Passes																																		
		A.Ross J.Sgarlata																																					