OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting **Tuesday, October 07, 2014** **7:02pm - 9:52pm**	Board Members **Present :**		Others :	Visitors :
	Miles **Becker**	Cathy **Santos** (President)	Sharon **Bonney** (Treasurer)	Janet **Hutchinson** (FOL)
	Kathleen **Mantaro** (VP)	Dr. Joseph **Sgarlata** (Policy)	Carol **Ferlito** (Director, OPL)	Angela **Newman** (NCLS)
	Mercedes **Niess** (Finance)			Steve **Bolton** (NCLS)
	Andrea **Ross** (Rec. Secretary)			Edward **Elsner** (OPL employee)

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

7:02 call to order

Motion: M.Becker	In favor:			Opposed:	Absent:	Motion:
– 2nd: J.Sgarlata		K.Mantaro	A.Ross		L.Walker	**Passes**
		M.Niess	C.Santos			

#	Item	Presenter	Action
2)	Welcome and Public Comment	C.Santos	greetings

J.Hutchinson (Friends of the Library) discused several FOL projects:
Golf is on hold
giftwrap project at The River's End Bookstore. FOL is looking for 36 volunteere to cover 2hr slots. Volunteers will receive 20% off on books.
S.Bolton (NCLS) thanks the Board for the invitation to meet; states he is willing to stop by any time.
A.Newman (NCLS) notes she is the youth sevices committee, thanks Oswego for being only one to submitt photos for Summer Reading Program.

#	Item	Presenter	Action
3)	Correspondence	C.Santos	

C.Santos: received none

#	Item	Presenter	Action
4)	Approval of Minutes of September 02, 2014	A.Ross	action

No Amendments suggested for minutes prior to approval

Motion: M.Becker	In favor:			Opposed:	Absent:	Motion:
– 2nd: K.Mantaro		M.Niess	C.Santos		L.Walker	**Passes**
		A.Ross	J.Sgarlata			

#	Item	Presenter	Action
5)	Financial Report	S.Bonney	report

S.Bonney gave overview of report (see full report for details) and suggested further modifications to report to reflect new reporting period "discrepencies" One such issue is a much lower than expected tax intake.
M.Niess wants to discussany proposed changes with Cindy and the Finance Committee.
M.Becker interested in building grants (C.Mantaro notes we do apply, C.Ferlito notes there were none we qualified for this year)
Motion to recieve and file report.

Motion: M.Becker	In favor:			Opposed:	Absent:	Motion:
– 2nd: A.Ross		C.Santos	K.Mantaro		L.Walker	**Passes**
		J.Sgarlata	M.Niess			

#	Item	Presenter	Action
6)	Committee Reports-		

C.Santos read letter addressed to staff. Notebook/binder of minutes and reports wil be made available to all staff in breakroom. Staff are invited to make reccommendations.
Staff is feeling very possitive about Board and new Committees.

#	Item	Presenter	Action
6.a)	North Country Library Services (NCLS)		
6.a.1)	(NCLS) - Steve Bolton, Director (Debt Collection)		report

S.Bolton gave overview of NCLS. Some items of note:

- NCLS is adding a "buy it now" button in the catalog so patrons can purchase a copy of a book; NCLS will get a portion of the sale, which can be used to purchase ebooks and audiobooks.
- At the annual meeting, a contest and raffle were suggested for libraries that join NYLA and for the library that sends the most emails to the Governor is support of libraries (copies sent to NCLS) proposed prizes include IT help and storyhour.
- Briefly touched on statistics: NYS has long history of cuts to libraries, in 2007 cuts were 23%. Today's budget is still 15% below pre-2007 funds (so not keeping up with inflation). There are 550 Trustees statewide.
- Library PAC - newyorkersforbetterlibraries.org
- Unique Management Services (UMS, http://www.unique-mgmt.com/) is a collection agency that will integrate with circulation. This will make it easier for staff collect fines/fees. (UMS can look into updated addresses/phone numbers, and will pass that onto ibraries). OPL is owed $72,000.00 in fines over many years. The Finance Committee will evaluate this service. The cost to NCLS is $7,500.00 for software, then there is a cost of $8.95/delinquint patron. There is a 4:1 return on investment for this service. UMS will take over contacting patrons at 60days and fines over $25.00 when there has been no patron response to earlier notices. Collecting these fines is a responsibility the Board should take seriously, as we are stewards of the taxpayers' money (K.Mantaro & S.Bolton). J.Hutchinson brought up the fines Amnesty Day. C.Ferlito noted it cannot be scheduled, as people will wait till that day to avoid fines. S.Bonney notes that the per person fee can be charged to the patron (rather than the library covering the cost) so all possible fins can be recouped. NCLS wants libraries to respond by the end of November (resolution should be added to the 11/4/14 agenda).
  See October letter from S.Bolton for mor details.
- NCLS was unable to get multiple libaries to work out agreement for shared/cooperative tech person, as originally discussed, but a third technition was added to IT at NCLS.

A.Newman noted an upcomming workshop (part of a five part training course), and her hope for more in the future. C.Santos suggested financial literacy, possibly in April. C.Ferlito noted a course through Pathfinder that has been used in the past.

#	Item	Presenter	Action
6.a.2)	(NCLS) - Larry Mayo - Representative		report

L.Mayo not present

#	Item	Presenter	Action
6.b)	Finance Committee	M.Niess	report

Committee is waiting on Cindy. Committee has not met yet.
M.Niess notes Committee will go over "audit"/ financial review.
M.Niess noted S.Bonney will work on Comptroller's report, due in November.
Goal to set succession plan for all phases of accounting, set responsibilities, contingency plan for R.Scullin's retirement.
Noted Community Revitalization Act (June): items to consider are an independent audit committee, whistleblower protection. A new investment policy must be written or adapted from other libraries, and using state guidelines.
A timeline will be discussed in the October meeting.

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting **Tuesday, October 07, 2014** **7:02pm - 9:52pm**	Board Members **Present :**		Others :	Visitors :
	Miles **Becker**	Cathy **Santos** (President)	Sharon **Bonney** (Treasurer)	Janet **Hutchinson** (FOL)
	Kathleen **Mantaro** (VP)	Dr. Joseph **Sgarlata** (Policy)	Carol **Ferlito** (Director, OPL)	Angela **Newman** (NCLS)
	Mercedes **Niess** (Finance)			Steve **Bolton** (NCLS)
	Andrea **Ross** (Rec. Secretary)			Edward **Elsner** (OPL employee)

#	Item	Presenter	Action
6)	Committee Reports-		
6.c)	Building Committee L.Walker not present to give report; M.Becker - reporting at this time. 3rd floor issues discussed with R.Sickler. Board should look into having an on-call replacement/sub for George (no one available if George is out sick) Heating needed for front security system (functionality issues in the cold) Doors are not energy efficient and should be replaced. New windows should be added to front. Maintenance schedule (for building projects) in development, so the Board can take action before a problem develops Library has good relationships with current contractors Stairs into building are pulling away, and need to be addresses C.Ferlito has tasked George with pricing electrical fixes.	L.Walker	report
6.d)	Personnel Committee Looked at job descriptions of OPL staff; they match the job descriptions of similar libraries. Issue of finding substitutes remains, due to civil service test set by city. More volunteers needed in library, more with tech training. Must allot time for R.Scullin to create binder of duties for her eventual replacement. Evaluation tools currently used by C.Ferlito will be evaluated, new created, as needed. Committee will be proactive in procedures for replacements (2-3 in one year)	K.Mantaro	report
6.e)	Policy Committee C.Ferlito and J.Sgarlata are on the committee No meeting yet.	J.Sgarlata	report
6.f)	Library Services Committee- First meeting was 23-SEP-14 (Members: E.Elsner, C.Wilcox, A.Ross) Committee discussed numerous topics, including databases, new computers, possible grants, fundraising, and goals. See Committee Report for full details.	A.Ross	report
6.g)	Technology Committee- First meeting was 23-SEP-14 (Members: D.Collins,K.Swartz, M.Redding, C.Wilcox, A.Ross) Committee discussed numerous topics, including working with FOL, fundraisers, outreach. See Committee Report for full details.	E.Elsner	report
6.h)	Art Gallery Committee- Charlie Young will retire this year Mindy Ostrow can't commit to this year, but may be available in the future. She will send a list of names of possible volunteers. K.Mantaro also has a short list of possible replacements. Next meeting, the Board will discuss and review possible replacements, and vote in December.	C.Ferlito	report
6.i)	Nomination Committee-		no report
7)	Old Business-		
7.a)	Palladium Times The director of the SUNY Oswego Library has let C.Ferlito know that all archival copies of the Palladium Times must be removed from Penfield Library storage. Issues to discuss: quality of microform scans, ability to keep paper, options for new scans. M.Niess wants to keep the paper, and will contact historical companies Table for November agenda	C.Ferlito	discussion
7.b)	North Country Circulation Policy C.Ferlito provided a summary of NCLS changes, and Oswego's preferred policies, such as a cap of 4 DVDs. Vote at 9.b	C.Ferlito	discussion
7.c)	Disaster Policy 5.13 Discussion of wording in disaster policies (vote at 9.b)	J.Sgarlata	discussion
8)	New Business-		
8.a)	Director's Report C.Ferlito covered all content in other areas; there are no action items, see the full report for details.	C.Ferlito	report
8.b)	NCLS conference / Barclay update C.Santos & C.Ferlito attended the NCLS conference. Noted the Keynote speaker suggested using humor in your work. C.Ferlito noted W.Barclay is very pro-library	K.Mantaro, C.Santos	report
8.c)	Tourism Display This will be moved under the purview of the Services Committee. Janet Clerkson is open and excited about having materials in the library, and will split the cost of the stand. This is an easy service to provide, and space was recently vacated by the FOL display (now located near the elevator) K.Mantaro notes that the Liverpool PL has displays if Board members want to see as example.	M.Niess	discussion
8.d)	CLRC grant writing workshop Workshop sponsored by NYLA (in Syracuse) C.Santos will attend Future sessions will be open to volunteers	C.Santos	report

OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting **Tuesday, October 07, 2014** **7:02pm - 9:52pm**	Board Members **Present :**		Others :	Visitors :
	Miles **Becker**	Cathy **Santos** (President)	Sharon **Bonney** (Treasurer)	Janet **Hutchinson** (FOL)
	Kathleen **Mantaro** (VP)	Dr. Joseph **Sgarlata** (Policy)	Carol **Ferlito** (Director, OPL)	Angela **Newman** (NCLS)
	Mercedes **Niess** (Finance)			Steve **Bolton** (NCLS)
	Andrea **Ross** (Rec. Secretary)			Edward **Elsner** (OPL employee)

#	Item	Presenter	Action
9)	Resolutions-		
9.a)	Provide a written agreement to SUNY Oswego's Penfield Library for disposal of archived Palladium Times Tabled: M.Niess will contact Historic Agency, K.Mantaro will look into storage options, C.Ferlito will contact SUNY Oswego Library Director		
9.b)	Accept revisions to Oswego Public Library Circulation Policy as presented by North Country Library Services **Motion:** M.Becker; **– 2nd:** M.Niess **In favor:** A.Ross, C.Santos, J.Sgarlata, K.Mantaro **Opposed:** **Absent:** L.Walker		Motion: **Passes**
9.c)	Accept adoption of changes to the Disaster Policy Recommendation to reformat and reprint policy book made **Motion:** J.Sgarlata; **– 2nd:** M.Becker **In favor:** A.Ross, C.Santos, K.Mantaro, M.Niess **Opposed:** **Absent:** L.Walker		Motion: **Passes**
9.d)	Approval of Tourism Display, pending discussion and recommendations to the Board No recommendations: Tabled M.Niess wants more information		
9.e)	Approval of subcommittee resolutions (pending subcommittee discussion and recommendations to the Board) Finance Committee No recommendations: Tabled Personnel Committee No recommendations: Tabled Building Committee No recommendations: Tabled Technology Committee No recommendations: Tabled Library Services Committee No recommendations: Tabled Art Gallery Committee No recommendations: Tabled		
	Adjournment: Next regular board meeting is Tuesday, November 4, 2014, 7 pm **Motion:** A.Ross; **– 2nd:** M.Becker **In favor:** C.Santos, J.Sgarlata, K.Mantaro, M.Niess **Opposed:** **Absent:** L.Walker		Motion: **Passes**