

<b>OSWEGO PUBLIC LIBRARY</b> <b>Board of Trustees Agenda</b> <b>Regular Board Meeting</b> <b>Tuesday, September 13, 2016</b> <b>7:01pm - 8:07pm</b>	<b>Board Members Present :</b>		<b>Others :</b>	<b>Visitors :</b>
	Miles <b>Becker</b>	Cathy <b>Santos</b> (Pres)	Carol <b>Ferlito</b> (D.OPL)	
	George <b>DeMass</b>	Dr. Joseph <b>Sgarlata</b> (Policy)	Mercedes <b>Niess</b> (Co-Treasurer)	
	Kathleen <b>Mantaro</b> (VP)			
	Andrea <b>Ross</b> (R.Sec)			

#	Item	Action	Presenter
1)	<u>Approval and Additions to Agenda</u> This Board Meeting was moved from 06-SEP-16 due to scheduling conflicts Item 8.e changed to 8.e.1 and added items 8.e.2 and 8.e.3 Motion to Accept Agenda <b>Motion:</b> - 2 <sup>nd</sup> : M.Becker J.Sgarlata <b>In favor:</b> M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata <b>Opposed:</b> <b>Absent:</b> L.Walker <b>Motion:</b> Passes	official action	C.Santos
2)	<u>Welcome and Public Comment</u> No Visitors present.	greetings	C.Santos
3)	<u>Correspondence</u> No correspondence received by C.Santos Gifts received by OPL, <ul style="list-style-type: none"> <li>• In memory of Gladys Little : \$40.00 from Ann Marie French</li> <li>• In memory of Jim McGann : \$25.00 from Diane Zych, &amp; \$30.00 from Mercedes Niess &amp; J. Rivers Walsh.</li> <li>• In memory of Edward &amp; Mary McCarthy : \$75.00 from George &amp; Rhonda McCarthy</li> <li>• In memory of Thomas Edward Elsner : \$30.00 from Mercedes Niess &amp; J. Rivers Walsh</li> <li>• Smithsonian Magazine Subscription from Robert Foster</li> <li>• Adirondack Explorer periodical from the Lake Placid Education Foundation</li> <li>• Letter and check for \$53,597.38 received from the Oswego City School District; for SD underpayment of the Library Tax Levy for a 4 year period.</li> </ul>		C.Santos
4)	<u>Approval of Minutes of 02-August-2016</u> No corrections noted. <b>Motion:</b> - 2 <sup>nd</sup> : J.Sgarlata M.Becker <b>In favor:</b> M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata <b>Opposed:</b> <b>Absent:</b> L.Walker <b>Motion:</b> Passes	official action	A.Ross
5)	<u>Financial Report</u> J.Sgarlata - Phone conference for Bond Rate held 08-SEP-16 with Travis McGahey of S&P Global: OPL has A- rate. Conference attendees from OPL: R.Scullin, M.Niess, C.Tascarella, J.Sgarlata, C.Ferlito - No changes in balance sheet Motion to Receive and File Report <b>Motion:</b> - 2 <sup>nd</sup> : J.Sgarlata M.Becker <b>In favor:</b> M.Becker K.Mantaro C.Santos G.DeMass A.Ross J.Sgarlata <b>Opposed:</b> <b>Absent:</b> L.Walker <b>Motion:</b> Passes	report	M.Niess
6)	<u>Committee Reports-</u>		
6.a)	<u>Finance Committee</u> M.Niess has only a small report: - Expanding on the Financial Report, M.Niess informs the Board that every 2-3 years, the bond rating is reanalyzed. - Some of the back funds from the school district have been received; they will be likely applied to the Bridge Loan with Pathfinder once C.Tascarella confirms early payments are allowable - M.Niess will now be working on the Comptroller's report	report	M.Niess
6.b)	<u>Building Committee</u> C.Ferlito - Alarms: - Red Hawk did not provide code, however Davis Ulmer was able to resolve issue with Fire Alarm. - Panic alarms are still falsely triggering at night (other device in area on same frequency?) Temporary solution is in place. - Windows are leaking, cause unknown; investigation needed. Issue only occurs with driving rain.	report	C.Ferlito & L.Walker
6.c)	<u>Personnel Committee</u> Discussion of four hour/wk. increase to Clerk 4's hours. Motion at item 8c - with increase to 24hr/wk., Clerk 4 can opt into a health insurance policy through OPL - OPL would assume an increase in personnel costs, but there is space in the budget. - OPL is open 7days/wk. and now has a much larger building, with no corresponding increase in staffing; more coverage is sorely needed. - Increase of staff hours is part of a 3-5 year plan to increase effectiveness of OPL. - Change in Clerk 4 hours will allow Clerk 6 to move to an evening when more coverage is needed on Children's floor. - Clerk 6 position currently vacant, motion to fill 11hr/wk. at item 8.b	report	K.Mantaro & J.Sgarlata
6.d)	<u>Policy Committee</u> Votes at item 8.e	no report	J.Sgarlata
6.e)	<u>Library Services Committee-</u>	no report	A.Ross
6.f)	<u>Technology Committee-</u>	no report	A.Ross
6.g)	<u>Art Gallery Committee-</u>	no report	C.Ferlito / E.Elsner
6.h)	<u>Nomination Committee-</u>	no report	C.Santos
7)	<u>Old Business-</u> No Old Business		

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<b>8)</b>	<b>New Business-</b>																				
<b>8.a)</b>	<b>Director's Report</b>		C.Ferlito / E.Elsner																		
	Highlights - Paperwork for final 10% funds from NYS Library Construction Grant re: turrets has been sent to & received by NY State Library Development - approval has been given for the check to be issued, anticipated balance to be sent by end of September - Canvas for vacant Clerk 6 position completed - Next staff meeting will be held at the end of September - M.Niess would like C.Ferlito to get statistics on to what extent the security officer is decreasing incidents of concern.																				
<b>8.b)</b>	<b>Motion to approve the provisional appointment of Laurie Sheridan to Library Clerk...</b>		C.Ferlito																		
	C.Ferlito pleased with how Laurie Sheridan's work, Ms. Sheridan must pass the next Civil Service Test (hence the "provisional appointment") Motion to approve the provisional appointment of Laurie Sheridan to Library Clerk, part-time at the rate of \$10.71/hour for 11 hours/week. The start date is September 14,2016.																				
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<b>8.c)</b>	<b>Motion to approve the increase of Library Clerk PT-4 from 20 hours per week to 24 hours/week</b>		C.Ferlito																		
	Discussion at 6.c; Board agrees this is an important step to ensuring the library is well staffed at all times. Motion to approve the increase of Library Clerk PT-4 from 20 hours per week to 24 hours/week at a rate pay of \$11.95/hour and eligible to 1/2 Health Benefits as per Library Policy 2.4; Health Insurance effective date is September 14,2016.																				
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<b>8.d)</b>	<b>Motions to approve NCLS plans;</b>		C.Ferlito																		
	OPL's votes due to NCLS by 22-SEP-16, information distributed to Board at 02-AUG-16 Meeting. Every NYS Board of Trustees must reply to NCLS on this matter.																				
<b>8.d.1)</b>	<b>NCLS plans of service</b>																				
	NCLS plans of service cover the entire library system, only minor tweaks have been made over the last 5 years. Motion to continue with the NCLS plans of service																				
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<b>8.d.2)</b>	<b>Central Library plan of service</b>																				
	Watertown and Ogdensburg act as central resources for electronic and storage for the entire system Motion to continue with Central Library plan of service																				
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<b>8.d.3)</b>	<b>Direct access plan</b>																				
	"Direct access plan" is the name for the interlibrary loan program Motion to continue with Direct access plan																				
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<b>8.e)</b>	<b>Whistleblower Policy</b>		J.Sgarlata																		
	Policy revision/rewording based on NCLS language, and is standard process for employees																				
<b>8.e.1)</b>	<b>Motion to approve the Whistleblower Policy as an addendum to policy 2.10 of the Policy Handbook</b>																				
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<b>8.e.2)</b>	<b>Motion to approve the addition of the Whistleblower Policy to the Employee Handbook</b>																				
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<b>8.e.3)</b>	<b>Motion to approve the Revised Employee Handbook be distributed and signed as received by all staff</b>																				
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	<b>Adjournment: Next regular board meeting is 7 pm on Tuesday October 04, 2016.</b>																				
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