

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 (Recording Sec.)			Edward Elsner (OPL employee)

#	Item	Presenter	Action										
1)	Approval and Additions to Agenda 7:02 call to order The following amendments/additions to the agenda have been made: Delete 8.c), as it duplicates 9.a) ; Delete 8.e) as it is covered in 7.b) ; Delete 9.c), Pres. Direction ; Delete 9.e), as it duplicates 9.d) Add new 8.f) Pathfinder Stock ; Add new 9.h) Crystal Wilcox, approval of appointment to Library Technology Instructor @ \$17/hr as of 04-SEP-14 Change agenda items as follows: 8.d->8.c, 8.f->8.d, 9.d->9.c, 9.e->9.d, 9.f->9.e, 9.g->9.f <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor: K.Mantaro A.Ross</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: J.Sgarlata</td> <td>M.Niess C.Santos</td> <td></td> <td>L.Walker</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor: K.Mantaro A.Ross	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	M.Niess C.Santos		L.Walker	Passes	C.Santos	official action
Motion: M.Becker	In favor: K.Mantaro A.Ross	Opposed:	Absent:	Motion:									
- 2 nd : J.Sgarlata	M.Niess C.Santos		L.Walker	Passes									
2)	Welcome and Public Comment J.Hutchinson (Friends of the Library) discussed several FOL projects: Golf is on hold giftwrap project at The River's End Bookstore. FOL is looking for 36 volunteered 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 services committee, thanks Oswego for being only one to submit photos.	C.Santos	greetings										
3)	Correspondence C.Santos: received none	C.Santos											
4)	Approval of Minutes of September 02, 2014 No Amendments suggested for minutes prior to approval <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor: M.Niess C.Santos</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: K.Mantaro</td> <td>A.Ross J.Sgarlata</td> <td></td> <td>L.Walker</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:	- 2 nd : K.Mantaro	A.Ross J.Sgarlata		L.Walker	Passes	A.Ross	action
Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:									
- 2 nd : K.Mantaro	A.Ross J.Sgarlata		L.Walker	Passes									
5)	Financial Report S.Bonney absent; table for now (until next meeting if S.Bonney does not arrive late) Motion to tabling budget review M.Niess - finances look fine, but not sure; will discuss with S.Bonney <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor: M.Niess C.Santos</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: J.Sgarlata</td> <td>K.Mantaro A.Ross</td> <td></td> <td>L.Walker</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	K.Mantaro A.Ross		L.Walker	Passes	S.Bonney	report
Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:									
- 2 nd : J.Sgarlata	K.Mantaro A.Ross		L.Walker	Passes									
6)	Committee Reports-												
6.a)	Finance Committee Committee will first meet on 9/16 Cindy will oversee "audit" on 09-SEP-14. "Audit" has been used to refer to the correctly titled "Financial Review" C.Santos: took Charlie Young off list of authorized Trustees with Pathfinder Bank, added C.Santos Discussion of some potential uses for a Trust, when it becomes available.	M.Niess	report										
6.b)	Building Committee L.Walker not present to give report; M.Becker - no report at this time. C.Ferlito - C.Ferlito & George met with Joel : we will receive before and after portfolio with plan for going forward Turret separating - need plan (consult structural engineer) Priority: Must check for what needs to be done: Randy Zickler (SWBR) C.Ferlito will make first contact about assessment so board can get full report. M.Becker will sit in on that meeting (Should include George and L.Walker) The Board should take a look at Children's Room to see the new murals (Jennifer & Becca) George worked on carpet shampooing, will continue to monitor safety cone (has been taken). This is a safety HAZARD; someone could get hurt. Mike Smith contacted.	L.Walker	report										
6.c)	Personnel Committee Two good candidates, C.Wilcox best fit. C.Wilcox currently contracted. C.Ferlito recommends C.Wilcox: best background; best vision and forward planning; Does not need to take test (Employee under PC contract). Board must approve pay rate of \$17/hr Interviewed candidate that may be able to instruct on weekends and/or evenings (w/ support of FOL) Panic Buttons installed (C.Ferlito). Some issues with false calls (no TRUE calls yet), Police response good. K.Mantaro & J.Sgarlata - questions on duties of Personnel Committee, J.Sgarlata looked into policies on that issue.		no report										
6.d)	Policy Committee (6.d) amended policies (6.d.aa) Recommended revisions 5.4 Study Room - add to list: Study Room may not be used for solicitation 5.6.b Committee Room Applications - section can be deleted due to security code (will not give out code) 4.2 Lending - C.Ferlito wants to table 1.5 Conflict of Interest (1.5.a) - No revision, but all members must sign (Approval of policy in Resolutions) Motion to table 4.2 <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Motion: M.Becker</td> <td style="width: 25%;">In favor: M.Niess C.Santos</td> <td style="width: 25%;">Opposed:</td> <td style="width: 25%;">Absent:</td> <td style="width: 20%;">Motion:</td> </tr> <tr> <td>- 2nd: J.Sgarlata</td> <td>K.Mantaro A.Ross</td> <td></td> <td>L.Walker</td> <td>Passes</td> </tr> </table>	Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:	- 2 nd : J.Sgarlata	K.Mantaro A.Ross		L.Walker	Passes	J.Sgarlata	discussion
Motion: M.Becker	In favor: M.Niess C.Santos	Opposed:	Absent:	Motion:									
- 2 nd : J.Sgarlata	K.Mantaro A.Ross		L.Walker	Passes									
6.e)	Library Services Committee- Tabled; there have been no new meetings, 1st meeting will be 23-SEP-14	A.Ross	no report										
6.f)	Technology Committee- Tabled; there have been no new meetings, 1st meeting will be 23-SEP-14 (Members: E.Elsner, C.Wilcox, A.Ross)		no 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 (Recording Sec.)			Edward Elsner (OPL employee)

#	Item	Presenter	Action		
6)	<u>Committee Reports-</u>				
6.g)	<u>Nomination Committee-</u> For next year		no report		
6.h)	<u>Art Gallery Committee-</u> Charlie Young		no report		
6.i)	<u>North Country Library Services (NCLS)</u> C.Santos hopes to meet with Larry Mayo, former a Board member. He is on the Board of Directors for NCLS. C.Santos will ask L.Mayo to visit and update Board. No report at this time.	C.Santos	no report		
7)	<u>Old Business-</u>				
7.a)	<u>Policy- "Conflict of Interest"</u> Discussed under 6.d; vote under Resolutions 9.a	J.Sgarlata	discussion		
7.b)	<u>Memo of Understanding with Friends of the Library</u> K.Mantaro and J.Sgarlata attended meeting of FOL. FOL approved MOU, sent back to Board for approval. Will not be policy, but a memorandum to follow - J.Sgarlata Establish deadline for wish list (M.Niess) K.Mantaro has query on mini-golf : funds will come in JAN15 consider earmarking funds, can increase donations (C.Ferlito) K.Mantaro encourages attending FOL events, meetings (3rd Monday @ 4:30pm) can be member for \$10 Resolution 9.d	K.Mantaro	discussion		
7.c)	<u>North Country Circulation Policy</u> Table	C.Ferlito	discussion		
7.d)	<u>Recording & transcription of Board meetings</u> Board prefers that recordings be used only to enhance transcriptions; recordings should be deleted when Board approves minutes.	A.Ross	discussion		
7.e)	<u>Development/Planning Meetings</u> C.Santos commits to meeting with all committees Meetings set by C.Santos Tentative calendar presented (President is exofficio, available every Tuesday) Critical for discussing capital campaigns K.Mantaro - Trustee Newsletter, helps with planning, scheduling (when are evaluations?) Resolution 9.c	C.Santos	discussion		
8)	<u>New Business-</u>				
8.a)	<u>Director's Report</u> C.Ferlito covered all content in other areas Phenomenal Summer Reading Program; double the time spent reading, number of people in the library increased	C.Ferlito	report		
8.b)	<u>Bookmobile</u> Program ended for Summer Weather Bad for last day,, no movie (wind) Meeting with Superintendent about future (Participants: OPL, YMCA, OCS, SUNY Oswego) YMCA owned, last few years, but did not buy it. YMCA no longer able to own; SUNY Oswego providing financial support. Books stored in basement of Armory, issue with Armory closing 5-7k books (gave away 5k Summer 2014) Works to help stop recidivism C.Ferlito - several individual grants may be available, but must be searched M.Becker wants committee to go to politicians for grants/funds (L.Walker suggests P.Richie, W.Barclay) Holiday Expo to come 40+ volunteers, fuel by committee, driver (funds raised to pay) 7 opportunities to get books 501c3? Talking stage, decision will be made. K.Mantaro brought in \$3k this summer in grants SUNY can't do more; does not fit with services	K.Mantaro	discussion		
8.c)	<u>AmeriCorps Volunteer</u> Steering Committee: can we ask for another volunteer? In planning for Summer 2015: can library fund volunteer for Bookmobile? Would need to pay \$800+ for 2nd summer volunteer (\$2k stipend + \$1k other). 300 hrs would not violate existing positions . Proposal 3/4 time on bus + 1/4 coordinate with library Bookmobile has worked to educate kids in using library. K.Mantaro will have more data before next meeting Resolution 9.e	K.Mantaro	discussion		
8.d)	<u>Pathfinder Stock</u> Library as stockholder: M.Niess recommends agreeing Approve two proxies to vote "yes" : 9/18 due date	M.Niess	report		
	Motion: - 2 nd : M.Becker	In favor: K.Mantaro A.Ross	Opposed: M.Niess C.Santos J.Sgarlata	Absent: L.Walker	Motion: Passes

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 (Recording Sec.)			Edward Elsner (OPL employee)

#	Item	Presenter	Action
9)	Resolutions-		
9.a)	Approval of Policy Revisions		
	Motion to Revise 5.4		
	Motion: M.Niess In favor: A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro C.Santos		
	Motion to Revise 5.6.b		
	Motion: M.Niess In favor: A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro C.Santos		
	Motion to Revise 1.5		
	Motion: M.Niess In favor: A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro C.Santos		
9.b)	Approval of North Country Circulation Policy		
	Tabled		
9.c)	Approval of MOU with Friends of the Library (FOL)		
	Motion: J.Sgarlata In favor: M.Niess C.Santos Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro A.Ross		
9.d)	Approval of AmeriCorps Volunteer		
	Motion to table		
	Motion: In favor: M.Niess C.Santos Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro A.Ross J.Sgarlata		
9.e)	Approval of recording and transcription of Board meeting minutes; recordings to be deleted upon approval of Minutes		
	Motion to table		
	Motion: J.Sgarlata In favor: M.Niess C.Santos Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro A.Ross		
9.f)	Approval of Crystal Wilcox as Library Technology Instructor @ \$17/hr as of 04-SEP-14		
	Motion: M.Niess In favor: A.Ross J.Sgarlata Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : M.Becker K.Mantaro C.Santos		
	Adjournment: Next regular board meeting is Tuesday, October 7, 2014, 7 pm		
	Motion: C.Santos In favor: K.Mantaro A.Ross Opposed: Absent: L.Walker Motion: Passes		
	– 2 nd : J.Sgarlata M.Becker M.Niess		