

Oswego Public Library
Board of Trustees Regular Meeting
Wednesday, September 4, 2019

Board Members Present: Cathy Santos, Kathleen Mantaro, George DeMass, Mercedes Niess, Dr. Joseph Sgarlata, Bill Schickling, Heather Wallace

Excused:

Absent:

Others: Carol Ferlito, director

Visitors: Ann Allen (FOL)

1. **Call to Order** 6:10 p.m. by Cathy Santos
2. **Approval of Agenda:** motion by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, none opposed
3. **Public Comment Period:** none
4. **Friends of the Library:**
FOL Rep. Ann Allen
Ann reported there are currently 97 memberships including several businesses. She listed upcoming fundraisers and 'Learn To...' sessions that the group is planning. The 'Read Around Oswego' calendars are available in several locations and generating interest. The Friends are back to meeting regularly on the 2nd Monday of the month, the next meeting is September 9 at 4:30.
5. **Approval of the Minutes:** Motion to approve Minutes from OPLBoT Regular Meeting August 6, 2019 by George DeMass, 2nd by Bill Schickling, All in favor, none opposed
6. **Financial Report:**
 - a. Motion to receive and file August financial report by George DeMass, 2nd by Bill Schickling
7. **Committee Reports:**
 - a. Finance: Mercedes Niess requested to have the financial report sent out for board review prior to the meeting. Cathy Santos will discuss the possible change with Rosemary Scullen.
 - b. Building: Carol Ferlito reported
 1. Issue with a patron being accidentally locked in and actions taken to educate staff and prevent future incidents.
 2. Locks installation is complete.
 3. Minetto Painting has completed the exterior painting and will be giving a quote for painting the exterior railings. They will also give a quote for interior painting during the winter.
 4. Window shades/blinds for the first floor: still in process of finding a solution, a vendor and a cost estimate.
 5. George Krull has contacted Upstate Temperature Control, still in process of investigating leaks in air/heat system
 - c. Personnel: Kathy Mantaro stated there will be report during executive session.
 - d. Policy: Dr. Joseph Sgarlata will report under 'Old Business' item 9.
 - e. Library Services: no report
 - f. Technology: no report
 - g. Art Gallery: no report
 - h. Nomination: no report

8. **Director's Report:** see full report for details

Carol Ferlito highlighted security issues/actions, ongoing financial review, summer reading program statistics, need for additional technology staffing, and a letter written to Fire Chief Randy Griffin for assistance updating procedure due to a recent incident at OPL.

Mercedes Niess requested that Carol ask Fust Charles and Chambers rep. how to remove the 'charitable trust' line from the budget. She also made a suggestion for who to contact for technology staff. And, she inquired about the need for a P.A. system which Kathy Mantaro reported is being researched.

9. **Old Business:**

- a. Motion to approve policy revisions to policy 2.2, "Staff Development" motion made by Dr. Joseph Sgarlata, 2nd by George DeMass, One abstention, None opposed, motion passes
- b. Motion to approve the addition of form 2.2a. "Staff Development Training Share" motion made by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, None opposed, motion passes

10. **New Business:**

- a. Reorganization of Board of Trustees Committee Structure:
Cathy Santos presented suggestions for adding and subtracting committees.
Dr. Joseph Sgarlata reminded the members of the By Laws for standing committees, and reviewed the process for amending the By Laws to create new standing committees or temporary ad hoc committees.
Kathy Mantaro recommended tabling the issue until the strategic plan is identified due to changing priorities.
Mercedes Niess suggested holding a 'special meeting' to discuss only committees.
- b. Motion to approve the "Unarmed Security Services" contract to include duties specific to OPL: Cathy Santos, Kathy Mantaro, Carol Ferlito, and Kerrie Cahill met to review and discuss on 8/5/19.
Motion made to approve by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed, motion passes.
- c. Motion to approve revisions to Policy 6.2 "Rules Governing Internet Use" made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed, motion passes
- d. Motion to approve the addition to the circulation policy park/museum passes. Policies 4.2a through 4.6 were included. The directors of NCLS have agreed to unified rules for circulating passes.
Motion made to approve by Bill Schickling, 2nd by George DeMass, 2 members abstain, none oppose, motion passes
- e. Motion to approve the authorization of a contractual payment for a technology assistant at a rate not to exceed \$12.50/hr. up to 9 hrs. per week to patrons during periods not covered by our technology instructor.
Motion made by Dr. Joseph Sgarlata, 2nd by Bill Schickling. All in favor, None opposed, motion passes
- f. Motion to move to **Executive Session**. for official presentation by the Personnel Committee, at 7:50 p.m., made by Dr. Joseph Sgarlata, 2nd by George DeMass. All approved, None opposed
- g. Motion to end Executive Session and return to monthly Board Meeting at 8:31 p.m., made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata

11. **Adjournment:** Motion to adjourn out of Executive Session and return to Regular meeting at 8:31 made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All approved, None opposed

Next regular board meeting: Tuesday, October 1, 2019 at 6:00 p.m.