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| OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, September 05, 2017 6:59pm - 8:05pm | Board Members Present : | | Others : | Visitors : |
| | Miles Becker | Cathy Santos (President) | Carol Ferlito (D.OPL) | Jeanne Brown (FOL) |
| | | Dr. Joseph Sgarlata (Policy) | Mercedes Niess (Co-Treas) | Karen Swartz (OPL) |
| | Kathleen Mantaro (VP) | | | |
| | Andrea Ross (Recording Secretary) | | | |

| # | Item | Presenter | Action |
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| 1) Approval and Additions to Agenda | C.Santos | official action |
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No Additions

Motion to Accept Oswego Public Library Board of Trustees Regular Board Meeting Agenda for **05-September-2017**

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| Motion: M.Becker | - 2nd: K.Mantaro | In favor: M.Becker K.Mantaro A.Ross | Opposed: | Absent: G.DeMass L.Walker | Motion: Passes |
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| 2) Welcome and Public Comment | C.Santos | greetings |
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Greetings to FOL member Jeanne Brown and OPL Children's Librarian Karen Swartz

- From Karen Swartz, information on the boat in the children's room
 - Ribbon cutting over the summer very successful
 - Boat made by Art Jones; a plaque to honor contributions will be added.
 - Boat needs a name (Vote at 8.g)
 - There will be a press release and voting by community,
 - When name chosen, the name will be added to the boat and a christening of the boat will be held
 - Names on short-list tie in to literature/libraries and local history (Gerrit Smith, James Fenimore Cooper, Alvin Bronson, and Virginia Dean)
 - A.Ross will help make an electronic voting ballot to post to the library's web site
- News from FOL:
 - No August meeting, but FOL had call from miniature golf company: The company offered to do the annual event for free, in exchange for donating all proceeds to a library in Houston, Texas. C.Ferlito & A.Ross suggest connecting to a specific library, through local FOL groups

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| 3) Correspondence | C.Santos |
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No Correspondence

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| 4) Approval of Minutes of Regular Board Meeting Tuesday 01-August-2017 | A.Ross | official action |
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Motion to Accept Minutes of Tuesday 01-August-2017 Regular Board Meeting

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| Motion: M.Becker | - 2nd: K.Mantaro | In favor: M.Becker K.Mantaro A.Ross | Opposed: | Absent: G.DeMass L.Walker | Motion: Passes |
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| 5) Financial Report | M.Niess | report |
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M.Niess: no issues to report

Motion to Receive and File Financial Report

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| Motion: M.Becker | - 2nd: J.Sgarlata | In favor: M.Becker K.Mantaro A.Ross | Opposed: | Absent: G.DeMass L.Walker | Motion: Passes |
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| 6) Committee Reports- |
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| 6.a) Finance Committee (M.Niess, J.Sgarlata, C.Ferlito, C.Tascarella) | M.Niess | discussion |
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6.a.1) Review report from Cuddy & Ward. Acceptance of report (vote @ 8.b)

- C.Tascarella reviewed the Comptroller report and approved it, C.Ferlito forwarded to all Board members. Vote at 8.b
- C.Ferlito contacted the Comptroller's office about changing the contact person for communiques. OPL needs a password from the Comptroller's office to log into the site to file the report.

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| 6.b) Building Committee (L.Walker, C.Ferlito, G.Krul) | L.Walker | report |
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6.b.1) Price quote by Terpening Woodworking of \$ 3204.16 to remove, build & install lower sash of window in Children's Room.

\$1602.08 down payment to reserve space on schedule (Vote at 7.c)

C.Ferlito reports that window is rotting, and must be replaced. SAMS grant will cover all but \$54 of the total cost. Vote at 7.c

6.b.2) Electrical panel failure/upper floor-Rombaugh contacted

Light panel failure on children's floor; Rombaugh will get a quote to C.Ferlito

6.b.3) Leaks in pipes in office area & Community entrance area fixed

Leaks have been fixed, but final check of seals cannot occur until heat comes on

6.b.4) Water damage reappearing on side panel of window behind circ desk Main floor

Bubbling reoccurring on wall; ongoing issue? May require routine maintenance.

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| 6.c) Personnel Committee (K.Mantaro, J.Sgarlata, G.DeMass) | K.Mantaro & J.Sgarlata | report |
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6.c.1) Status of filling vacant Library Clerks

One 20hr/wk position is open, waiting on reply from final candidate. If reply is 'no', search may be expanded to off-list

Few applicants; change job description? Expand ad locations?

6.c.2) Assign closing date for Veteran's Day (Nov 10/11?) (vote @ 8.e)

Veteran's Day holiday officially falls on Saturday, and is observed on Friday. The library has three options for opening schedule: Close just Friday, just Saturday, or close both days. Given the potential impact on staffing for opening on a holiday, closing both days seems preferable. Vote at 8.e

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| 6.d) Policy Committee (J.Sgarlata) | J.Sgarlata | report |
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6.d.1) Policy Book Adjustment

Minutes from Sept 2016 listed an 'a' for a policy number but should not have; policy will be renumbered from 2.20a to 2.24 to correct the error.

6.d.2) 6.3 Internet Safety-Access by minors (vote @ 8.d)

Policy must have a statement added about the filter that is part of the fiber optic plan.

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6) Committee Reports- (continued)

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| 6.e) | Library Services Committee (A.Ross, E.Elsner, D.Collins, K.Swartz, M.Redding) | A.Ross | no report |
| 6.f) | Technology Committee (A.Ross, E.Elsner) | A.Ross | report |
| | 6.f.1) Technology Plan-approval required by Board (vote @ 8.f) The Board has had a chance to review the plan, vote at 8.f | | |
| 6.g) | Art Gallery Committee (C.Ferlito, E.Elsner) | C.Ferlito | report |
| | Current show is Susan Comerford. C.Ferlito looking for next artists. Jeanne Brown suggests Bob Jones. | | |
| 6.h) | Nomination Committee (C.Santos, G.DeMass) | K.Mantaro | no report |

7) Old Business-

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| | | C.Ferlito | | | | | | | | |
| 7.a) | SAMS grant has been officially approved for \$50,000 by Senate | C.Ferlito/E.Elsner | report | | | | | | | |
| | Final steps can be taken by OPL now that official approval has come through. | | | | | | | | | |
| 7.b) | Training of Trustees scheduled for 6pm Tuesday 19-September-2017 | | Discussion | | | | | | | |
| | Board, staff, and FOL invited to training | | | | | | | | | |
| 7.c) | Motion to approve contract with Terpening Woodworking for \$3,294.16 | | | | | | | | | |
| | <table border="0"> <tr> <td>Motion: J.Sgarlata</td> <td>- 2nd: A.Ross</td> <td>In favor: K.Mantaro A.Ross</td> <td>C.Santos J.Sgarlata</td> <td>Opposed: M.Becker</td> <td>Absent: G.DeMass L.Walker</td> <td>Motion: Passes</td> </tr> </table> | Motion: J.Sgarlata | - 2nd: A.Ross | In favor: K.Mantaro A.Ross | C.Santos J.Sgarlata | Opposed: M.Becker | Absent: G.DeMass L.Walker | Motion: Passes | | |
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| 7.d) | Reminder that end of fiscal year report due to Comptroller 29-Aug-2017 (60 days afterFYE) | | | | | | | | | |
| | Discussion at item 6.a.1: OPL awaiting Comptroller-assigned password to access site to file report | | | | | | | | | |

8) New Business-

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| 8.a) | Director's Report | C.Ferlito/E.Elsner | report | | | | | | | | |
| | Submitted electronically to Board : see full report for details | | | | | | | | | | |
| | <ul style="list-style-type: none"> • Problem patron banned • New phone system installed • Book sale netted \$300 for the library • Name correction needed on Shah plaque • OPL continues to make progress on all criteria for NCLS \$700 incentive grant • Board and FOL should notify C.Ferlito of any contacts with legislators, as this is kept record | | | | | | | | | | |
| 8.b) | Motion to accept report from Cuddy & Ward | | Discussion | | | | | | | | |
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| 8.c) | Motion to install "Juanita Kersey Children's Room" on header of Children's Room door | | | | | | | | | | |
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| 8.d) | Motion to replace current "6.3 Internet Safety-Access by Minors" policy with revised "6.3 Internet Safety Policy/Access by Minors" | | | | | | | | | | |
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| 8.e) | Motion to close the Oswego Public Library Friday 10-November-2017 and Saturday 11-November-2017 for Veteran's Day (observed) and Veteran's Day | | | | | | | | | | |
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| 8.f) | Motion to accept Technology Plan to be submitted to NCLS. | | Discussion | | | | | | | | |
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| 8.g) | Naming of Boat in Children's Room | K.Swartz | | | | | | | | | |
| | Discussion during public comment at item 2 | | | | | | | | | | |

Adjournment: Next regular board meeting is 7 pm on Tuesday 03-October-2017.

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| | Motion to Adjourn | | | | | | | | | | |
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