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|---|--|-------------------------------------|------------------------------|-------------------|
| OSWEGO PUBLIC LIBRARY Board of Trustees Agenda Regular Board Meeting Tuesday, September 08, 2015 7:00pm - 8:03pm | Board Members Present : | | Others : | Visitors : |
| | Miles Becker | Cathy Santos (President) | Carol Ferlito (D.OPL) | |
| | | Dr. Joseph Sgarlata (Policy) | | |
| | Kathleen Mantaro (VP) | Lee Walker Jr. | | |
| | Andrea Ross (Recording Secretary) | | | |

| # | Item | Presenter | Action |
|------|---|------------------------|-----------------|
| 1) | <u>Approval and Additions to Agenda</u> Name corrections: 8.b change "Brown" to "Smith"; 8.c correct "Dine" to "Diane" Corrected or modified language of motions 8.b, 8.c, & 8.d for clarification. In favor: M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata Opposed: Absent: G.DeMass Motion: Passes | C.Santos | official action |
| 2) | <u>Welcome and Public Comment</u> No 'Welcome' or public comment(s) as there were no visitors | C.Santos | greetings |
| 3) | <u>Correspondence</u> Correspondence was received by the OPL Director, C.Ferlito. Gifts: \$25 from Sparrow in memory of Ruth Woodworth Letters Girl Scouts sent a 'Thank You' to OPL for hosting an event. The Scouts made a lot of items for pets (see director's report) George Krul wishes to purchase the oldest OPL snow blower for \$200 (will cover taxes, fees, charges) - Board must look into : legality of selling equipment, if it must first be offered to another not-for-profit. More research must be done, a report will be made at the 06 October meeting. (The snow blower is too old to be traded in.) Anne Mahoney wishes for a photo to be hung by the plaque for Cribbens - Defer to Mercedes Niess until 06 October meeting: she has the details from the Capitol Campaign of what parameters/rules were established for all plaques | C.Santos | |
| 4) | <u>Approval of Minutes of August 04, 2015</u> No changes requested Motion: J.Sgarlata - 2nd: M.Becker In favor: M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata Opposed: Absent: G.DeMass Motion: Passes | A.Ross | official action |
| 5) | <u>Financial Report</u> J.Sgarlata reports nothing unusual in the financials Motion to Receive and file Report Motion: M.Becker - 2nd: L.Walker In favor: M.Becker K.Mantaro C.Santos L.Walker A.Ross J.Sgarlata Opposed: Absent: G.DeMass Motion: Passes | M.Niess | report |
| 6) | <u>Committee Reports-</u> | | |
| 6.a) | <u>Finance Committee</u> Mercedes Niess sent several questions to the Board via email, see full responses/details in C.Ferlito's email. - for overtime/comp-time question: C.Ferlito and George Krul usually do not have comp-time/vacation remaining at the end of the fiscal year. However, both have remaining time this year due to being "on-call" for issues relating to the turret repair. - Updating the signature authority will be done at tonight's meeting when most parties are present - Ginny Decare needs a separate computer with QuickBooks to complete her duties; she is unable to continue to rely on access to other staff member's computers. - The Financial Review will be ready for the November deadline. In future, to ensure the review is completed in a timely manner, auditors need to be contacted by no later than April. The Treasurer (or Co-Treasurers) will be responsible for arranging the appointment(s) with auditors. - The Board has decided that Co-Treasurer Mercedes Niess will meet with and work with Auditors, and report the Financial Review to the Board. | M.Niess | |
| 6.b) | <u>Building Committee</u> Discussion of quotes for exterior paint for windows - L.Walker did not get quotes on paint colors, and asks that C.Ferlito investigate several companies (Minnetto Painting & Wet Paint Co.). - C.Ferlito notes that LeChase recommends Raymond Kelly for historic paint projects. Update on building renovations (see Director's Report for further detail) - Air handlers : Upstate is still investigating the issues. - Elevator button is broken, and needs a new part, which has been ordered. - North-face foundation will need to be pointed with in the next year, the Board should factor this into the next budget (perhaps seek grants) - Better outside lighting may be needed, though George Krul wonders if "too much" light may attract other problems. - There was not a repeat of outdoor urination/defecation in August | C.Ferlito & L.Walker | report |
| 6.c) | <u>Personnel Committee</u> - The mechanism for the Director's Evaluation is being redesigned - After discussion with CSEA, Rita Tickle advises OPL can offer "leave of absence" in lieu of resignation (see motions at 7.a and 8.b) | K.Mantaro & J.Sgarlata | no report |
| 6.d) | <u>Policy Committee</u> Discussion of "Leave of Absence" policy - J.Sgarlata has tentative language for a new "Leave of Absence" policy for OPL at 2.20A in the Policy Manual "An employee may be granted a leave of absence without pay upon request to the Director" - The Board has tabled approval of the language pending further review and possible modification | J.Sgarlata | no report |
| 6.e) | <u>Library Services Committee-</u> No Report | A.Ross | report |
| 6.f) | <u>Technology Committee-</u> No Report | A.Ross | report |
| 6.g) | <u>Art Gallery Committee-</u> No Report | C.Ferlito / E.Elsner | no report |
| 6.h) | <u>Nomination Committee-</u> No Report | C.Santos | no report |

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| 7) | <u>Old Business-</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7.a) | <p><u>Approve the proposal to rescind the letter of resignation for Diane Collins dated August 15, 2015.</u></p> <p>Letter from Diane Collins rescinding her resignation was read into the record by C.Santos. OPL did not have a 'leave of absence' policy officially on the books, and Diane Collins was unaware it was an option. As it is, she would like to take a leave of absence in lieu of a resignation, and return to her position at a date to be determined.</p> <p>Motion to amend the MOU to accept the provisions of the John Allen addendum</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>M.Becker</td> <td>A.Ross</td> <td>M.Becker</td> <td></td> <td>G.DeMass</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>K.Mantaro</td> <td>C.Santos</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>A.Ross</td> <td>J.Sgarlata</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>L.Walker</td> <td></td> <td></td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | Motion: | M.Becker | A.Ross | M.Becker | | G.DeMass | Passes | | | K.Mantaro | C.Santos | | | | | A.Ross | J.Sgarlata | | | | | | L.Walker | | | K.Mantaro | discussion |
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| | | | L.Walker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8) | <u>New Business-</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.a) | <p><u>Director's Report</u></p> <p>Clerk position:</p> <ul style="list-style-type: none"> - Candidates were interviewed for clerk position, but none were suitable. - List of candidates was opened further, but none showed interest. - The position has now been opened to anyone, but the Sunday work schedule deters many. - Rebecca Smith (AmeriCorps volunteer) is willing to come in, fills all requirements for Rita Tickle's approval. (Vote at 8.c) - Position will be split into two, one 15hrs/wk and one 5hrs/wk <p>Other:</p> <ul style="list-style-type: none"> - AmeriCorps: C.Ferlito and the Personnel Committee are still trying to get another AmeriCorps person - Vacation: C.Ferlito will be away 9/27/15 - 10/11/15, as was previously arranged - Reports: Ginny Decare completed the US Census ACE Report, and the Comptroller report is in progress - Grants: The request total for the grant was increased, as OPL qualifies for more; we are waiting on paperwork from Rochester Rigging for corroboration - Turret Expense: See director's report for the breakdown of costs - Statistics: Will be reported in full at 06 October meeting, but Circulation Statistics were impacted by front door closure during repairs to turrets. - C.Santos spoke to Maralyn Ochoa at Penfield Library at SUNY Oswego; she is requiring the Pall Times to be moved before the end of September, or the papers will be thrown out to accommodate renovations at Penfield. Ed Gosek will transport to airfield, but needs help moving pallets from basement to truck(s) | C.Ferlito / E.Elsner report | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.b) | <p><u>Approve the proposal to accept Diane Collins' request for an unpaid leave of absence from September 01, 2015 through potentially September 08, 2016</u></p> <p>Motion to accept Diane Collins' request for an unpaid leave of absence from September 01, 2015 through potentially September 08, 2016</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>M.Becker</td> <td>M.Becker</td> <td></td> <td>G.DeMass</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>K.Mantaro</td> <td>C.Santos</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>A.Ross</td> <td>J.Sgarlata</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>L.Walker</td> <td></td> <td></td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | Motion: | J.Sgarlata | M.Becker | M.Becker | | G.DeMass | Passes | | | K.Mantaro | C.Santos | | | | | A.Ross | J.Sgarlata | | | | | | L.Walker | | | C.Ferlito | |
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| | | | L.Walker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.c) | <p><u>Approve the appointment of Rebecca Smith as library clerk part-time from September 08, 2015 until September 08, 2016 at a pay rate of \$10.40 per hour.</u></p> <p>Motion to approve the appointment of Rebecca Smith as library clerk part-time from September 08, 2015 until September 08, 2016 at a pay rate of \$10.40 per hour</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>M.Becker</td> <td>M.Becker</td> <td></td> <td>G.DeMass</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>K.Mantaro</td> <td>C.Santos</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>A.Ross</td> <td>J.Sgarlata</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>L.Walker</td> <td></td> <td></td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | Motion: | J.Sgarlata | M.Becker | M.Becker | | G.DeMass | Passes | | | K.Mantaro | C.Santos | | | | | A.Ross | J.Sgarlata | | | | | | L.Walker | | | C.Ferlito | |
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| | | | L.Walker | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 8.d) | <p><u>Approve the purchase of a PC with QuickBooks installed for the Oswego Public Library bookkeeper, if a laptop cannot be used, to provide additional access to the financial accounts</u></p> <p>Tabled until laptops can be checked for use in this situation.</p> <table border="0"> <tr> <td>Motion:</td> <td>- 2nd:</td> <td>In favor:</td> <td>Opposed:</td> <td>Absent:</td> <td>Motion:</td> </tr> <tr> <td>J.Sgarlata</td> <td>L.Walker</td> <td>M.Becker</td> <td></td> <td>G.DeMass</td> <td>Passes</td> </tr> <tr> <td></td> <td></td> <td>K.Mantaro</td> <td>C.Santos</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>A.Ross</td> <td>J.Sgarlata</td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td>L.Walker</td> <td></td> <td></td> </tr> </table> | Motion: | - 2nd: | In favor: | Opposed: | Absent: | Motion: | J.Sgarlata | L.Walker | M.Becker | | G.DeMass | Passes | | | K.Mantaro | C.Santos | | | | | A.Ross | J.Sgarlata | | | | | | L.Walker | | | M.Niess | |
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| | <u>Adjournment: Next regular board meeting is 7 pm on Tuesday October 06, 2015.</u> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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