

**Oswego Public Library**  
**Board of Trustees Special Meeting**  
**Budget Workshop**  
Wednesday, June 2, 2021  
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:36 p.m.

**Announcement:** This meeting is being recorded.

**Attendance taken:**

Board members present: Kathleen Mantaro, Catherine Santos, Cynthia Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace

OPL representatives: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Theresa Slosek, FOL Rep.

Public: Betsy Oberst

2. **Approval of Agenda:**

Motion to approve the amended agenda made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

3. **New Business:**

- a. Overview of 2020-2021 Budget Year - Cathy Santos listed items related to staffing and services that were accomplished at the OPL during the past year both while the library was open and while it was closed during the pandemic

- b. Budget Items Discussion, led by Cathy Santos:

- i. Salary increases

The board discussed 'across the board' raises vs. 'merit based' raises to include pros and cons of each and possible criteria for 'merit based' raises. It was suggested to create a budget line for bonuses (such as merit or milestone recognition) and a new policy would be needed.

More time is needed to review available funds and the direction OPL would like to take. All in favor to table the discussion.

- ii. PILOT - Medical insurance stipend

The board discussed whether to keep, reduce or delete the option of a stipend if an employee opts out of using the medical insurance offered. It was decided that OPL should keep the process as is for this next fiscal year while reviewing the cost to keep or change it, reviewing employee offer letters and contracts, and giving employees adequate notice that there may be a change. More information is needed. All in favor to table this discussion.

- iii. Building maintenance and equipment repair

The board discussed the advantage of having maintenance contracts with providers that we currently use verses calling when problems arise and having to wait for service. As OPL already has contracts with several providers, there are only a few more needed. This budget line will be adjusted to meet the need.

- iv. Construction grant application

There are several projects that might qualify for grant assistance: installation of storm windows, adding a restroom to the main floor, updating the front door, repairing the moat wall, painting of cornices, and converting to LED lighting, drainage issues and moisture damage for lower floor windows on the south side. Priority items are painting and safety of moat wall. OPL is waiting for quotes on some projects and there will be follow up at future meetings.

- v. Pending benefit increases - health insurance, retirement, workman's comp., disability, payroll tax, unemployment insurance

Cathy Santos explained that there will be an increase in cost, but the percentage is currently not known.

- vi. Additional budget information: Some amounts on the budget are still missing pending final reconciliation by the account clerk at the end of the fiscal year on June 30th. The annual rollover will be higher this year due to the pandemic closure of OPL.

4. **Adjournment:**

Motion to adjourn at 7:52 p.m. made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.

Next Regular Board meeting: Tuesday, June 8, 2021 at 6:30 p.m.