

Oswego Public Library
Board of Trustees Regular Meeting
Tuesday, April 7, 2020 (note: changed from April 1, 2020)

1. **Call to Order:** by Catherine Santos at 6:05 p.m.
Announcement: the public will be muted before and after public comment
Attendance taken:
Board members present: Catherine Santos, Kathleen Mantaro, George DeMass, Mercedes Niess, Dr. Joseph Sgarlata, William Schickling, Heather Wallace
Others: Carol Ferlito (Dir. of OPL), Erin Lohnas, Monica Kahler
2. **Approval of Agenda:** Motion to approve the agenda made by Dr. Joseph Sgarlata, 2nd by George DeMass, all in favor, none opposed.
3. **Public Comment Period:** no comments
4. **Friends of the Library:** no FOL Representative present, no report.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes of the March 3, 2020 Regular Board Meeting made by Dr. Joseph Sgarlata, 2nd by William Schickling, all in favor, none opposed.
 - b. Motion to approve the minutes of the March 18, 2020 Emergency Board Meeting made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, all in favor, none opposed.
6. **Financial Report:**
 - a. paid/unpaid bills: all bills paid up until April 7, 2020
 - b. Motion to receive and file March 2020 report made by William Schickling, 2nd by Dr. Joseph Sgarlata, all in favor, none opposed.
7. **Committee Reports:** All committee reports were submitted in advance of the meeting for review by the board. There was time for questions and discussion.
 - a. **Finance:** report by M. Niess
 - b. **Building:** report by W. Schickling
 - i. Elevator - see New Business agenda item 10d.
 - ii. Parapet cornices - no further updates
 - iii. Front doors (adding windows) - The governor's executive order and how it applies to requests for work to be done on OPL doors was discussed. See New Business agenda item 10c.
 - iv. Building cleaning and general maintenance is ongoing, with some special projects while the building is closed.
 - c. **Personnel:** report by K. Mantaro
 - i. for staffing changes see New Business agenda items 10 e, f, g.
 - d. **Policy:** report by J. Sgarlata
 - i. "Emergency Preparedness Policy" to be developed by committee
 - ii. Safety and Security committee - It was decided to let the Safety and Security committee stand as an Ad Hoc committee.
 - e. **Library Services:** NA
 - f. **Technology:** report by W. Schickling
 - i. Copiers - new copier contract was submitted
 - ii. S.T.A.T. - security upgrades were completed 3/20/20
 - iii. Perimeter alarm - in process of seeking bids for new system
 - g. **Art Gallery:** C. Ferlito no report
 - h. **Nomination:** report by G. DeMass
 - i. see New Business agenda item 10a.
 - i. **Safety and Security:** report by W. Schickling
 - i. Status of committee see Policy agenda item 7d.2

8. **Director's Report:** by C. Ferlito
Staffing projects, NCLS updates, and building updates were highlighted, and there is an item donation made by OPL - see New Business agenda item 10b.
9. **Old Business:**
 - a. 2020/2021 Oswego Public Library Budget: Cathy Santos reported that the vote for the budget has been changed and extended to June 1, 2020. There are currently three budget proposals we will need to consider. Cathy is waiting to confirm the date of the final budget submission. If the budget needs to be submitted by the original date of April 17th, the board will need to meet next week for further discussion. This business is tabled until the board can meet and further discuss plans.
10. **New Business:**
 - a. Resolution to elect (1) member of the Library Board of Trustees for a five year term commencing July 1 2020 and expiring June 30 2025.
Motion made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, all in favor, none opposed. Motion passes.
 - b. Motion to approve the donation of six large coils of filament to SUNY Oswego and CITI to make face shields to be shared with Oswego County Emergency Management Services first responders, SUNY Oswego Health Services, and University police.
Motion made by Dr. Joseph Sgarlata, 2nd by William Schickling, all in favor, none opposed. Motion passes.
 - c. Motion to approve the cost of \$1500.00 to Terpening Woodworking to add glass to two interior doors and refinishing.
Motion made by Mercedes Niess, 2nd by George DeMass, all in favor, none opposed. Motion passes.
 - d. Motion to approve the cost of adding a new panel to the elevator for five switch lockouts, not to exceed the cost of \$4850.00
Motion made by Mercedes Niess, 2nd by George DeMass, all in favor, none opposed. Motion passes.
 - e. Motion to approve the hiring of Judy Malone as a part-time library clerk as needed, at a rate of \$12.05 per hour effective April 7, 2020
Motion made by George DeMass, 2nd by Dr. Joseph Sgarlata, all in favor, none opposed. Motion passes.
 - f. Motion to accept the resignation of Joshua Good, cleaner, effective March 14, 2020
Motion made by William Schickling, 2nd by George DeMass, all in favor, none opposed. Motion passes.
 - g. Motion to approve the hiring of Brooke Crespo as a Summer Reading Assistant for the Summer Children's Program at rate of \$12.05/hour and not to exceed 35 hours per week effective April 7, 2020.
Motion made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, all in favor, none opposed. Motion passes.
11. **Adjournment:** Motion to adjourn at 6:37 made by George DeMass, 2nd by Dr. Joseph Sgarlata, all in favor, none opposed.

Next Regular Board Meeting: Tuesday, May 5, 2020 at 6:00 p.m.