

**Oswego Public Library**  
**Board of Trustees Regular Meeting**

Tuesday, August 4, 2020  
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:05 p.m.  
**Announcement:** This meeting is being recorded and the public will be muted before and after public comment.  
**Attendance taken:**  
Board members present: Kathleen Mantaro, Catherine Santos, Cynthia Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace  
OPL representatives: Ann Allen FOL Rep., Andrea Ross, Deb Standish  
Public: none
2. **Approval of Agenda:**  
Motion to approve the agenda made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Ann Allen reporting - FOL are waiting for the library to be more fully open and are eager to assist and support as needed. All events continue to be on hold due to the challenges of Covid-19.
5. **Approval of Minutes:**
  - a. Motion to approve the minutes for each of the two meetings held on 07/07/20 and 07/21/20, made by Bill Schickling, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
  - b. Note: The 2019-2020 Annual Budget Audit is in progress. Rob Smith will be representing Fust Charles LLC, Certified Public Accountants.
6. **Financial Report:**
  - a. paid/unpaid bills: Dr. Joseph Sgarlata reported bills are up to date.
  - b. Motion to receive and file the financial reports for March, April, and May of 2020 made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
7. **Committee Reports:**
  - a. **Finance:** Cathy Santos reporting - Budget worksheets were provided to OPL trustees in preparation for August 17th budget meeting.
  - b. **Building:** Bill Schickling reported on maintenance items to be addressed:
    - i. elevator floor lock out with Schindler
    - ii. battery back up system for the emergency and exit lights with Veritiv
    - iii. cornices with LeChase
    - iv. exterior security system with Volney Multiplex
    - v. The technology team is undergoing inventory of equipment for review
  - c. **Personnel:** Cathy Santos is in the process of updating personnel systems
  - d. **Policy:** Patron code of conduct policy 5.12 meets the criteria for "illegal building entry"
  - e. **Library Services:** vacant, no report
  - f. **Technology** - Bill reported
    - i. The library is in the process of converting to Office 365
    - ii. OPL is addressing new copier contracts and activation
  - g. **Art Gallery:** vacant, no report
  - h. **Nomination:** vacant, no report
  - i. **Safety and Security:** Cathy Santos reported- in conjunction with the NY State Forward Plan signs will be posted communicating building closure.
8. **Director's Report:**  
Andrea Ross introduced herself as the part-time Interim Director. The duties of Interim Director include: providing financial oversight, carrying out Trustee orders, ensuring compliance with policy and procedures, collaborating with OPL Board of Trustees, and preparing reports and documents as requested.

9. **Old Business:**

- a. Approval of addition to Hancock & Estabrook:

Motion to approve the additional fee of \$125.00 for legal services provided by Hancock & Estabrook, LLC. made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.

- b. Maintenance Renewal Proposal:

Motion to approve \$4,689.20 to Veritiv Corp. for maintenance renewal proposal for 1 year, made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.

10. **New Business:**

- a. Pullen Plumbing: Motion to approve payment of \$99.17 to Pullen Plumbing for repair of leak in hot water pipe on lower level, made by Cathy Santos, 2nd by Mercedes Niess, all in favor, none opposed.

- b. Curbside additional service: Motion to approve the addition of providing Curbside Print/Copy services via current Curbside Policy, 2<sup>nd</sup> by Cathy Santos, All in favor, None opposed.

- c. Donation: Motion to accept donation of \$200 (by Carole Drenchko) in memory of (her sister) Ann Heckethorn made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.

11. **Adjournment:** Motion to adjourn at 7:12 p.m. made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.

Special Board Meeting to approve the 2020-21 Budget: Monday August 17th, 2020 at 6:00 p.m.

Next Regular Board Meeting: Tuesday, September 1, 2020 at 6:00 p.m. via Zoom