

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, January 5, 2021

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:04 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, Heather Wallace
Board members excused: William Schickling, Dr. Joseph Sgarlata
OPL representatives: Jeanne Brown, FOL Rep. (late); Andrea Ross, OPL PT Interim Director
Public: none
2. **Approval of Agenda:**
There will be two items under new business: Appointment of Treasurer and Audit Update, as well as one motion. Motion to approve the amended agenda made by Cathy Santos, 2nd by Mercedes Niess, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Jeanne Brown reported: The FOL are not conducting their membership drive in January, but waiting until more is known about library services going forward. OPL expressed their thankfulness to the FOL for their gifts in appreciation of the staff and board.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the 12/01/20 Regular meeting made by Cindy Fatiga, 2nd by Mercedes Niess, All in favor, None opposed.
6. **Financial Report:**
 - a. Paid/unpaid bills: all the bills are paid up to date. Mercedes Niess had a question about amounts under positions of Vol. Coord. and Library Aide for period from July 2020 - June 2021. Cathy Santos will follow up with Account Clerk.
 - b. Motion to receive and file the financial reports up through December 31, 2020 made by Cathy Santos, 2nd by Cindy Fatiga, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Building:** no report
 - c. **Personnel:** Cathy Santos reported
 - i. process of organizing and updating personnel files is complete
 - d. **Policy:** no report
 - e. **Library Services:** vacant, no report
 - f. **Technology** - no report
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** vacant, no report
 - i. **Safety and Security:** no report
8. **PT Interim Director's Report:** Andrea Ross reported
Andrea continues to monitor invoices and is assisting in the director search
9. **Old Business:**
 - a. Director Search: Cathy Santos updated: the interview of candidates and presentations have been completed. This week reference calls will be made and there will be a meeting of the search committee to discuss and rank candidates. Next week's goal is site visit, discussion of contract and offer to prepare for board approval by the February meeting.

10. New Business:

- a. Appointment of Treasurer: Deb Standish, PT interim account clerk has agreed to act in the position of Treasurer of OPL
- b. Audit Update: Cathy Santos has received a letter from Rob Smith confirming that the audit is complete. Fust Charles representatives will attend a future OPL board meeting to deliver and review the report.

11. Motions:

- a. Motion to approve the appointment of Deb Standish as Treasurer of OPL beginning February 1, 2021 through December 31, 2021 at a salary of \$1,500.00 Motion made by Cathy Santos, 2nd by Mercedes Niess, All in favor, None opposed. Motion passes.

12. **Adjournment:** Motion to adjourn at 6:36 p.m. made by Cathy Santos, 2nd by Cindy Fatiga, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, February 2, 2021 at 6:00 p.m. (Meeting time was changed to 7:00 p.m.)