

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

Tuesday, June 2, 2020

via Zoom

1. **Call to Order:** by Catherine Santos at 6:03 p.m.  
**Announcement:** the public will be muted before and after public comment.  
This meeting is being recorded.  
**Attendance taken:**  
Board members present: Catherine Santos, Kathleen Mantaro, George DeMass, Mercedes Niess, William Schickling, Heather Wallace,  
Dr. Joseph Sgarlata is excused  
Visitors: MaryAnn Donahue, Erin Lohnas, Monica Kahler, Mary Smith (FOL Rep.), Karen Swartz
2. **Approval of Agenda:**  
Motion to approve the agenda made by bill Schickling, 2nd by George DeMass, All in favor, None opposed.
3. **Public Comment Period:** Edward Elsner sent an e-mail informing about the availability of virtual book on-line services called Kanopy and Hoopla. OPL will consider the resource as it makes plans going forward. There were no other comments.
4. **Friends of the Library:** Mary Smith reporting: The FOL is still adding to it's membership, but the numbers of members and business members are down. Most events cancelled or postponed (due to Covid-19). They are waiting on phase re-openings to resume scheduling classes at the OPL.
5. **Approval of Minutes:**
  - a. Motion to approve the minutes of the May 5, 2020 Regular Board Meeting made by George DeMass, 2nd by Kathy Mantaro, All in favor, None opposed.
  - b. Motion to approve the minutes of the May 18, 2020 Special Budget Meeting made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.
6. **Financial Report:**
  - a. Paid/unpaid bills: Kathy Mantaro reported that the invoices and paying of bills as well as payroll is up to date.
  - b. The financial report for May is unavailable to be received and filed.
7. **Committee Reports:**
  - a. **Finance:** no report
  - b. **Building:** W. Schickling reporting: The front door window installation is complete, tables and chairs have been moved for social distancing. Estimates have been received for fixing the tables and constructing book case end caps.
  - c. **Personnel:** no report
  - d. **Policy:**  
In accordance with the executive orders from New York State, the board is responsible to provide the NY Forward Safety Plan, Infection Control Plan, and revisions to our Codes of Conduct based on the changes that will need to be made in our operations. These documents are required before we can allow anyone (other than essential staff) to begin working. We have been provided with templates and reference information to assist us in completing these documents. For your review, information can be found at [ncls.libguides.com](http://ncls.libguides.com). Staff is welcome to send ideas to the OPL Board.
  - e. **Library Services:** NA
  - f. **Technology:** no report
  - g. **Art Gallery:** no report

h. **Nomination:** George DeMass presented the slate of officers for the 2020/2021 year as of July 1, 2020.

The positions are as follows: President - Kathleen Mantaro

Vice President - Catherine Santos

Secretary - Heather Wallace

Fiscal Officer - Dr. Joseph Sgarlata

Motion to accept the slate as presented by George DeMass made by Mercedes Niess, 2nd by Bill Schickling,

All in favor, None opposed.

i. **Safety and Security:** W. Schickling reporting: Per K. Cahill cameras being monitored and the foot traffic around the OPL grounds is increasing.

8. **Director's Report:** not available

9. **Old Business:**

a. Update on building cornices: Per note from the insurance company, OPL is only eligible to fix/replace the 3 broken panels. The remaining ones cannot be addressed at this time as the work would be 'preventative'. Kathy Mantaro will follow up with NCLS to investigate being able to fix them under a construction grant. She will also inquire if OPL can use the grant for purchase of more book shelf end caps.

10. **New Business:**

a. Motion to approve the design and installation of a pair of end caps for bookshelves by Terpening Woodwork for \$980.00 made by George DeMass, 2nd by Mercedes Niess, All in favor, None opposed.

b. Motion to approve the installation of red oak trim around 3ft x 5ft top edge of seven study tables for a total cost of \$750.00 by Terpening Woodworking made by Mercedes Niess, 2nd by George DeMass, All in favor, None opposed.

c. Motion to approve the hiring of a part time bookkeeping assistant via a contractual agreement not to exceed 15 hours per week at a rate of \$14.00 per hour made by Mercedes Niess, 2nd by Kathy Mantaro, All in favor, None opposed.

11. **Adjournment:** Motion to adjourn at 6:33 p.m. made by Mercedes Niess, 2nd by George DeMass, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, July 7, 2020 at 6:00 p.m. via ZOOM