

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

Tuesday, March 2, 2021

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:30 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: Mary Smith, FOL Rep. ; Andrea Ross, OPL PT Interim Director; Deborah Standish, OPL Treasurer  
Public: Zachary Vickery, Archivist Librarian at SUNY Oswego; Miranda McDermott, community member/Executive Director
2. **Approval of Agenda:**  
Motion to approve the agenda made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:**  
Miranda McDermott introduced herself and stated she is happy to accept the position as Executive Director and eager to begin March 15, 2021.
4. **Friends of the Library:** Mary Smith reported: The FOL met and their activity is slow. They are waiting for OPL to re-open before they continue their membership drive, membership renewals, and program planning.
5. **Approval of Minutes:**
  - a. Motion to approve the minutes for the February 2, 2021 Regular meeting made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
  - b. Motion to approve the minutes for the February 9, 2021 Special meeting made by Bill Schickling, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
6. **Financial Report:**
  - a. Treasurer: Deb Standish reported that she sent 4 reports to the board for review and all accounts are balanced as of 2/28/21.  
Motion to receive and file the February financial reports made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
  - b. paid/unpaid bills: Dr. Joseph Sgarlata reported that all the bills are paid up to date.
7. **Committee Reports:**
  - a. **Finance:** already discussed, no additional comments.
  - b. **Building:** Bill Schickling reported:  
Boiler repair is completed; for long term planning a new boiler may be needed.
  - c. **Personnel:** Cathy Santos reported  
The new executive director, Miranda McDermott, will be starting March 15, 2021. She has been meeting via zoom with Kathy Mantaro and Cathy Santos to plan the transition of OPL leadership. In addition PT Interim Dir. Andrea Ross will be available to assist until March 31,2021.
  - d. **Policy:** Dr. Joseph Sgarlata reported
    - i. The Policy & Procedure Manual has been updated and is awaiting board approval of revisions.
    - ii. Policy 2.5 of The By-Laws has been reviewed regarding the process for changing the date of the OPL Board meeting.
  - 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:** Bill Schickling reported  
OPL is in process of transitioning service from Volney Multiplex to STAT for management of the alarm system

8. **PT Interim Director's Report:** Andrea Ross reported  
Andrea continues to monitor bills and invoices and is available to assist the incoming executive director with the records
9. **Old Business:**
  - a. Director start date: Cathy Santos reported that the new executive director will start work Monday, March 15, 2021.
  - b. OCSD Vote & Gov. Cuomo's Ruling: Kathy Mantaro reported that she has been in contact with Karen Canale, secretary of the OCSD Board of Ed., and has picked up petitions for the OPL Board of Trustee seat that will be vacated June 30, 2021. A notification will be placed in the local paper as well as on the OPL website. As of now 120 signatures will be needed to run for the position. Karen will be taking the name and address of persons picking up petitions and the OPL staff is asked to do the same in case Karen needs to contact them in the event that the Governor changes the signature requirement due to the current pandemic.
10. **New Business:**
  - a. Term of Part Time Interim Director:  
Motion to approve the termination of the PT Interim Director position effective March 31, 2021 per OPL BoT meeting minutes dated November 12, 2020.  
Motion made by Cathy Santos, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
  - b. Change of Monthly Meeting Date:  
Motion to change the monthly meeting day of the OPL Board of Trustees to the 2nd Tuesday of April, May, and June 2021, due to the inability to access financial reports from the bank during the 1st week of the month.  
Motion made by Cathy Santos, 2nd by Dr. Joseph Sgarlata. All in favor, None opposed.
  - c. Payment to Fust Charles Chambers, LLP:  
Motion to pay Fust Charles Chambers, LLP for the 2020 Audit services to include invoice #114832 in the amount of \$3,500 and invoice #115495 in the amount of \$450 for a total of \$3,950.  
Motion made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
  - d. Retirement of OPL Clerk:  
Motion to accept the retirement of 'Clerk 2' position, effective March 22, 2021, last official work day as per NYSR.  
Motion made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
  - e. Motion to move to Executive Session at 7:23 p.m. to discuss the medical, financial, credit or employment history of a particular person or corporation, or matters leading to the appointment, employment, promotion, demotion, discipline, suspension, dismissal or removal of a particular person or corporation. (As per NYS Open Meeting Law). Motion made by Cindy Fatiga, 2nd by Mercedes Niess, All in favor, None opposed.
  - f. Motion to return to the Board of Trustees March 2, 2021 regular meeting at 8:05 p.m. made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
11. **Adjournment:** Motion to adjourn at 8:09 p.m. made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.

Next Meeting is a Special Board Meeting 2021-2022 Budget Workshop scheduled for Tuesday March 23, 2021 at 6:30p.m. February 9, 2021

Next Regular Board Meeting: Tuesday April 13, 2021, at 6:30 p.m.