

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, May 5, 2020

1. **Call to Order:** by Catherine Santos at 6:00 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, Dr. Joseph Sgarlata, William Schickling, Heather Wallace
Others: Carol Ferlito (Dir. of OPL)
Visitors: Janet Hutchinson (FOL Rep.), Erin Lohnas, Karen Swartz
2. **Approval of Agenda:**
Motion to approve the agenda made by George DeMass, 2nd by Mercedes Niess, All in favor, None opposed.
3. **Public Comment Period:** no comments
4. **Friends of the Library:** Janet Hutchinson reporting: due to COVID-19 FOL has not met since February. The pancake breakfast fundraiser had to be cancelled as well as the raffle of a quilt that was donated. They will attempt to reschedule. They are hoping to meet in May.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes of the April 7, 2020 Regular Board Meeting made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.
 - b. Motion to approve the minutes of the April 16, 2020 Special Budget Meeting made by Mercedes Niess, 2nd by George DeMass, All in favor, None opposed.
6. **Financial Report:**
 - a. paid/unpaid bills: Kathy Mantaro and Dr. Joseph Sgarlata have been signing invoices and bills, keeping us up to date.
 - b. Motion to table the receiving and filing of the April 2020 report (the financial report unavailable due to illness) made by Mercedes Niess, 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:** instruction by Cathy Santos for the Board to acknowledge that we have reviewed and accept the draft copy of the 990 tax form from Fust Charles accounting firm. Board members will affirm their approval of the documents via e-mail; CFO Dr. Joseph Sgarlata will submit the report no later than May 15th, 2020.
 - b. **Building:** W. Schickling has no report
 - c. **Personnel:** K. Mantaro is deferring report to executive session
 - d. **Policy:** J. Sgarlata has no report
 - e. **Library Services:** NA
 - f. **Technology:** W. Schickling has no report
 - g. **Art Gallery:** C. Ferlito has no report
 - h. **Nomination:** G. DeMass has no report. He will be contacting each Board of Trustees member to prepare a report for the June agenda.
 - i. **Safety and Security:** W. Schickling has no report
8. **Director's Report:** by C. Ferlito
The director submitted a report addressing budget, building maintenance, on-line program updates, NCLS director meeting information, and employee training ideas. The director and two board members will meet on May 6th via ZOOM for a planning meeting.
Note: the director informed the board that she will be away on vacation from May 8, 2020 - May 22, 2020.

9. **Old Business:**

No old business to discuss at this time.

10. **New Business:**

a. Motion to move to Executive Session at 6:28 p.m. to discuss employment of Oswego Public Library personnel specific to the 2020/2021 budget year, and New York State/NCLS executive orders and protocols specific to COVID-19 made by Bill Schickling, 2nd by George DeMass, All in favor, None opposed.

b. Motion to move out of Executive session and return to regular board meeting at 7:07 p.m. made by Dr. Joseph Sgarlata, 2nd by George DeMass, All in favor, None opposed.

11. **Adjournment:** Motion to adjourn at 7:07 p.m. made by George DeMass, 2nd by Kathleen Mantaro, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, June 2, 2020 at 6:00 p.m. via ZOOM