

Oswego Public Library
Board of Trustees Regular Meeting

Wednesday, November 4, 2020

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:00 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
Board members excused: n/a
OPL representatives: Joe McManus, FOL Rep.; Andrea Ross, OPL PT Interim Director
Public: none
2. **Approval of Agenda:**
Motion to approve the agenda made by Cindy Fatiga, 2nd by Bill Schickling, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Joe McManus reported: FOL plans to have their annual gift wrapping fund raiser, they are investigating purchase of poinsettias for the holiday season, they may have a member selling quilt raffle tickets at the OPL book give away scheduled for November 7, 2020.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the 10/06/20 Regular meeting made by Bill Schickling, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
6. **Financial Report:**
 - a. paid/unpaid bills: all the bills are paid up to date.
 - b. Motion to receive and file the financial reports up through October 31, 2020 made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** no report
 - b. **Building:** no report
 - c. **Personnel:** Cathy Santos reported
 - i. OPL received a notice about the Shield Act, purpose to protect sensitive information of staff and patrons, OPL will work to comply with guidelines
 - ii. Cathy is continuing to organize personnel records for employees, in process of meeting individually with staff members
 - iii. There is a new 'Safe and Sick Leave Policy' that will affect all employees, it will be necessary to revise and modify OPL current sick leave policy
 - iv. There is an updated Pandemic Plan for protocol to protect essential employees and acquire PPE due by April, 2021.
 - d. **Policy:** Dr. Joseph Sgarlata will be working to update several policies in light of new guidelines discussed with respect to Personnel issues and Safety & Security issues, i.e. modifying sick leave policy, revision of health insurance policy, handling of patron data related to the Shield Act, and maintaining staff safety in the event of noncompliant or confrontational patrons.
 - 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:** Cathy Santos reported that there were 2 incidents of patrons attempting to enter OPL, and as winter approaches the weather will pose new challenges for staff delivering curbside service, safety policy and procedures will need to be reviewed.

8. **PT Interim Director's Report:** Andrea Ross reporting
Andrea continues to monitor invoices and assist as needed
9. **Old Business:** no report
10. **New Business:**
 - a. Library Director search update: the ad is up on the OPL website, Cathy Santos is meeting with city hall and collaborating with staff for the interview process of candidates.
 - b. Curbside service update - Kathy Mantaro reported that staff hours are extended M-F 9:00 a.m. - 6:00 p.m, with curbside service 10:00 a.m. - 5:30 p.m. and copy service has been added M-F 10:00 a.m. - 5:30 p.m. (10 page/wk per patron limit).
 - c. The 5 Year Plan of Service/Strategic Plan is due December 31, 2020. There are 21 standards, Cathy Santos will send information to the board in order to collaborate and complete on time.
 - d. Motion to approve the cost of a 2.8% increase for the Excellus Simply Blue Plus Platinum 2 Insurance Plan for eligible employees, beginning January 1, 2021 through December 31,2021. Motion made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed. Motion Passes.
 - e. Edward Elsner, OPL librarian, suggested having a 'Book Give Away' to replace the book sale and find a home for donated and discarded books. The first event is scheduled for Saturday, November 7, 2020 from 10:00 a.m. to 12:00 p.m. in front of OPL. Social distancing procedures are in place. FOL are invited to attend and may sell raffle tickets for a quilt. The event has been advertised on the OPL website and paper announcements placed in curbside bags to spread the word. There are plans to repeat the event as scheduling allows.
11. **Adjournment:** Motion to adjourn at 6:43 p.m. made by Dr. Joseph Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, December 1, 2020 at 6:00 p.m.