

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

Tuesday, October 6, 2020

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:02 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: Janet Hutcheson, FOL Rep.; Andrea Ross, OPL PT Interim Director  
Public: none
2. **Approval of Agenda:**  
Motion to approve the agenda made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Janet Hutcheson reported: FOL held a meeting September 14, 2020. There are currently no activities scheduled due to the library closure and fundraising is on hold. The next meeting will be in November.
5. **Approval of Minutes:**
  - a. Motion to approve the minutes for the 09/08/20 Regular meeting made by Cathy Santos, 2nd by Mercedes Niess, 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 September 30, 2020 made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.
7. **Committee Reports:**
  - a. **Finance:** no report
  - b. **Building:** Bill Schickling reported
    - i. The elevator equipment has been installed but rest of work is on hold waiting for programming changes.
    - ii. Le Chase has completed the cornice repairs.
    - iii. The technology equipment e-cycling has been completed.
  - c. **Personnel:** Cathy Santos and Cindy Fatiga are in the process of organizing personnel files
  - d. **Policy:** Dr. Joseph Sgarlata and Andrea Ross are in the process of developing updated policies for photographing patrons in the library and use of library social media by staff members.
  - e. **Library Services:** vacant, no report
  - f. **Technology** - Bill Schickling reported
    - i. OPL continues the process of migration to Microsoft 365. Edward Elsner is working with Todd Batista from NCLS to complete the work.
  - g. **Art Gallery:** vacant, no report
  - h. **Nomination:** vacant, no report
  - i. **Safety and Security:** Cathy Santos reported that foot traffic around the perimeter of OPL continues to increase in the alley ways. Kerrie, security, is monitoring activity. Staff is using the front door for entry instead of the side door for safety.
8. **PT Interim Director's Report:** Andrea Ross reporting  
Andrea continues to review bills, update vendor contact information, and assist with review and development of policies.
9. **Old Business:** no report

## 10. New Business:

- a. Library Director II Ad - Cathy Santos highlighted the material with position requirements and answered related questions sent by the Board of Trustees, also referring the Board to the Trustee Handbook for more detail. Ad will be placed after secure e-mail address can be set up for applicants.  
Motion to approve the Advertisement for Library Director II made by Mercedes Niess, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
- b. Curbside additional service update - Kathy Mantaro reported  
Beginning Tuesday, October 13, 2020 Hours will be extended on Tuesdays and Thursdays 9:00 a.m. - 6:00 p.m. while they will stay the same 9:00 a.m. - 5:00 p.m. Monday, Wednesday and Friday. Saturdays will remain closed until further discussion. Replacing the signage out front is still in progress.
- c. Motion to extend contract for Andrea Ross, PT Interim Director, to November 15, 2020 made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.
- d. Motion to extend contract for Deborah Standish, PT Account Clerk, to November 15, 2020 made by Dr. Joseph Sgarlata, 2nd by Cindy Fatiga, All in favor, None opposed.

**11. Adjournment:** Motion to adjourn at 6:39 p.m. made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.

Next Regular Board Meeting: Wednesday, November 4, 2020 at 6:00 p.m.