

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, September 8, 2020

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:01 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: Jeanne Brown FOL Rep.; Andrea Ross, OPL Interim Director
Public: none
2. **Approval of Agenda:**
Motion to approve the agenda made by Mercedes Niess, 2nd by Cindy Fatiga, All in favor, None opposed.
3. **Public Comment Period:** No one present, no comment.
4. **Friends of the Library:** Jeanne Brown reporting that the FOL will meet resume meeting in September and are waiting to hear how they can assist OPL.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the 08/04/20 Regular meeting made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
 - b. Motion to approve the minutes for the 8/17/20 Special meeting made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
6. **Financial Report:**
 - a. paid/unpaid bills: all the bills are paid up to date per Dr. Joseph Sgarlata
 - b. Motion to receive and file the financial reports up through July 31,2020 made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** report on budget and audit to be discussed later under old and new business
 - b. **Building:** Bill Schickling reported
 - i. Schindler is scheduled to update the elevator service next week.
 - ii. LeChase is waiting for the replacement panel, work is pending
 - iii. Veritiv meeting to review battery back up system is pending.
 - iv. The obsolete technology equipment is scheduled to be e-cycled this week
 - v. Drainage issues with OPL neighbors pending
 - vi. OPL is reviewing companies for perimeter security and coordinating meeting with appropriate personnel.
 - vii. Front signage is down due to wind or vandals. OPL will look into solutions to replace them, possibly more portable to bring in at night time.
In the meantime, hours are posted on the OPL website, flyers enclosed with book pick up, and advertised on phone when patrons call for books.
 - c. **Personnel:** OPL staff has increased work hours to accommodate increased curbside hours.
 - d. **Policy:** Dr. Joseph Sgarlata is researching and developing a policy for staff usage of OPL social media outlets.
 - e. **Library Services:** vacant, no report
 - f. **Technology** – Bill Schickling reported
 - i. OPL in process of migration to microsoft 360. Todd Batista from NCLS working with Edward Elsner to achieve this goal.
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** vacant, no report
 - i. **Safety and Security:** Foot traffic increasing around doors and alleys of OPL at night as the season changes. Security will monitor and will make recommendations for safety.

8. **Interim Director's Report:** Andrea Ross reporting
Andrea has been reviewing bills, updating the in house staff and trustee directory and following up with vendors to update contact information.
9. **Old Business:**
 - a. 2020-2021 OPL budget: Discussion and question/answer regarding the budget.
 - b. Motion to accept the 2020-2021 Budget made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
10. **New Business:**
 - a. Fust Charles audit - Cathy Santos gave a progress report on the status and fielded questions. Rob Smith will be coming Wed. Sept. 9, 2020 to pick up and review paperwork. His report will be returned for our review at future meeting.
 - b. Curbside additional services - Kathy Mantaro reported updates. Staff has offered suggestions, hours for staff have increased and curbside pick-up has increased from 10a.m.-2 p., to 10 a.m. - 4 p.m. Plans to add copy service next week, and plans to offer curbside on Saturdays beginning in October.
 - c. Motion to accept the donation by George McCarthy of \$100.00 in memory of Mary and Edward McCarthy made by Cindy Fatiga, 2nd by Heather Wallace, All in favor, None opposed.
11. **Adjournment:** Motion to adjourn at 7:04 p.m. made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, October 6, 2020 at 6:00 p.m. via Zoom.