

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, April 13, 2021

via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:32 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: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Janet Hutchison, FOL Rep.
Public: none
2. **Approval of Agenda:**
Motion to approve the agenda made by Cindy Fatiga, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:** no members present, no comment
4. **Friends of the Library:** Janet Hutchison reported:
The FOL meeting was cancelled for the month, they continue to wait for the library to reopen so they can resume programs
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the March 2, 2021 Regular meeting made by Dr. Joe Sgarlata, 2nd by Cindy Fatiga, All in favor, None opposed.
 - b. Motion to approve the minutes for the March 23, 2021 Special meeting made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.
6. **Financial Report:**
 - a. Treasurer: Deb Standish reported: the board received via email 4 reports to include savings, checking, profit/loss vs. actual expenses, and the balance sheet. There were no questions.
 - b. Paid/unpaid bills: Dr. Joe Sgarlata reported that all the bills are paid up to date.
 - c. Motion to receive and file the March financial reports made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** Mercedes Niess will discuss the 2021-2022 budget proposal under new business.
 - b. **Building:** Bill Schickling has no report
 - c. **Personnel:** Cathy Santos will discuss new positions under new business
 - d. **Policy:** Dr. Joe Sgarlata reported that the Policy & Procedure Manual has been updated and will follow up with Miranda to type up the reorganized table of contents
 - e. **Library Services:** vacant, no report
 - f. **Technology** - no report
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** Dr. Joe. Sgarlata and Cindy Fatiga are on the committee and will report at the May board meeting.
 - i. **Safety and Security:** no report
8. **Director's Report:** Miranda McDermott reported
Miranda e-mailed the Board four documents: March circulation statistics, director's report of activities, re-opening plan proposal (hours and procedures), and proposed budget revisions. Information highlighted during the meeting included: changes to the OPL website to increase digital presence, consult with ITS company regarding the phone system and possibly implementing an intercom system, budget priorities and suggestions, and proposed hours for reopening.
9. **Old Business:** none

10. New Business:

- a. Proposition Recommendation: Mercedes Niess presented reasons for the library tax increase request after review of the budget
- b. Election of Board Members: Cathy Santos explained that there is one seat open that needs to be placed on the ballot
- c. Vacant Positions: Cathy Santos listed vacant positions and proposals for hour increases and salary ranges.

11. Motions:

- a. Proposition: Library Tax Proposal stated by Mercedes Niess
"Shall the Oswego SD Public Library Board of Trustees be authorized to levy and collect an annual tax, separate and apart from the annual school district budget, in the amount of \$1,361,215 (an increase of 2% or \$26,690) for the continuing support and maintenance of the Oswego SD Public Library, with this appropriated amount to be the annual appropriation until thereafter modified by a future vote by the taxpayers of the Oswego City School District?"
Motion made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, 7 votes in favor, 0 opposed.
- b. Election of members: Cathy Santos
Motion to elect one member of the Oswego SD Public Library, Library Board of Trustees for a five year term, commencing July 1, 2021. Motion made by Dr. Joe Sgarlata, 2nd by Cindy Fatiga, 7 votes in favor, 0 opposed.
- c. Vacant Positions: Cathy
 - i. Line item 6003.1 Clerk 4
Motion to approve an increase of work hours for the library clerk 4 position from 24 hours to 35 hours at current pay rate. This position is budget line item 6003.1.
 - ii. Line item 6003.3 Clerk 6
Motion to approve an increase of work hours for the library clerk 6 position from 20 hours to 24 hours at current pay rate. This position is budget line item 6003.3.
 - iii. Line item 6004.2
Motion to approve the hiring of a NYS Certified Librarian 1 at a salary of \$45,000 for the position of Children's Room Librarian. This position is a reclassification of the former Children's Room Coordinator position. This position is budget line item 6004.2.
 - iv. Line item 6004.0 Clerk 3
Motion to maintain the position of Library Clerk 3 to be included in the Proposed for the Three Year Oswego S.D. Public Library Plan. This position is budget line item 6004.0.
 - v. Line item 6005 Account Clerk Typist
Motion to approve the hiring of an account clerk typist due to June 30, 2021 retirement. The salary range is \$42,000-45,000. This position is budget line item 6005.
Motion to vote to approve all 5 vacant positions as stated above made by Dr. Joseph Sgarlata, 2nd by Bill Schickling, 7 votes in favor, 0 votes opposed.
- d. Motion to move to Executive Session at 7:32 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 Cathy Santos, 2nd by Dr. Joseph Sgarlata, All in favor, None opposed.
- e. Motion to return to the Board of Trustees April 13, 2021 regular meeting at 7:59 p.m. made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.

- 12. Adjournment:** Motion to adjourn at 8:00 p.m. made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, May 11, 2021 at 6:30 p.m.