

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, May 11, 2021
via Zoom

1. **Call to Order:** by Kathleen Mantaro at 6:30 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, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace
Board members excused: Cynthia Fatiga
OPL representatives: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Theresa Slosek, FOL Rep.
Public: Zachary Vickery (joined late)
2. **Approval of Agenda:**
Motion to approve the agenda made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:** no members present at the time, no comment
4. **Friends of the Library:** Theresa Slosek reported:
The FOL sent a letter to the local media regarding the upcoming vote for the library budget and trustees on May 18, 2021, and it has been published.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the April 13, 2021 regular meeting made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.
6. **Financial Report:**
 - a. Treasurer: Deb Standish reported: the board was sent via email the financial reports to review. 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 April financial reports made by Cathy Santos, 2nd by Mercedes Niess, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** Mercedes Niess no report
 - b. **Building:** Bill Schickling reported
 - i. There is a quote regarding the painting of the cornices, motion to follow later in this meeting.
 - ii. Bill updated the board on the replacement/modification of windows and doors.
 - c. **Personnel:** Cathy Santos reported
 - i. The job descriptions for Librarian 1 position and Account Clerk are nearly complete to be sent to City Hall for review.
 - ii. The Pandemic Report in draft form has been sent to Paulette Roes for review and feedback
 - iii. Two versions of the budget have been prepared and OPL is waiting on the budget vote as it will influence personnel benefits.
 - d. **Policy:** Dr. Joe Sgarlata reported there will be a meeting this coming Thursday to discuss policies.
 - e. **Library Services:** vacant, no report
 - f. **Technology** - Bill Schickling, no report
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** Dr. J. Sgarlata and Cindy Fatiga are on the committee and will report at the June board meeting.
 - i. **Safety and Security:** Bill Schickling reported
The transition from Volney Multiplex to STAT is in progress, more details on service and price quote to follow.

8. **Director's Report:** Miranda McDermott reported
Miranda emailed the Board two reports: library activities and April statistics. Information highlighted during the meeting included the ongoing transition from Drupal to Word Press, proposed increase of hours for Clerk 6, and proposed changes for curbside hours, as well as some details regarding outreach programs and visits performed by librarian Edward Elsner.
9. **Old Business:** none
10. **New Business:** no reports, motions to follow
11. **Motions:**
 - a. **Fust Charles Chambers Payment**
Motion to approve payment of \$1,245.00 to Fust Charles Chambers LLP for professional services. The cost of services for the Form 990C and CHAR 500 for the year ended June 30, 2020 is \$1,050.00; the cost for out of pocket expenses (report production, travel, postage and technology fees) is \$195.00. Motion made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.
 - b. **Fust Charles Chambers - Accept Tax Report**
Motion to accept and approve the Federal 990C tax report forms and CHAR 500 completed by Fust Charles Chambers LLP for the year ending June 30, 2020. Motion made by Cathy Santos, 2nd by Mercedes Niess, All in favor. None opposed.
 - c. **NYS Annual Report**
Motion to confirm the Oswego SD Public Library operated in accordance with all provisions of Education Law and Regulations of the Commissioner for the review of the 2020-2021 Annual Report. Motion made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
 - d. **Vacation Day**
Motion to approve closure of the Oswego SD Public Library to celebrate racial diversity on June 19th, 2021 (Juneteenth) in place of (the scheduled) Columbus Day closure. Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata. 5 votes yes, 1 vote no. Motion Passes.
 - e. **Children's Room Summer Reading Assistant**
Motion to resume Summer Reading Assistant position for 2021 Summer hours beginning May 10, 2021 through August 20, 2021 at a pay rate of \$12.50 per hour, not to exceed 20 hours per week. Motion made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
 - f. **Cornices**
Motion to approve the hiring of Minetto Painting to paint the cornice panels on the new addition at a cost not to exceed \$1,725.00. Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.
 - g. **Motion to move to Executive Session**
Motion to move to Executive Session at 7:05 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 Bill Schickling, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.
 - h. **Motion to return to the Board of Trustees May 11, 2021 regular meeting at 7:42 p.m. made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.**
 - i. **Motion regarding increased hours for Clerk 6**
Motion to approve the increase of hours for Clerk 6 from current 24 hours to an additional 11 hours of part-time due to temporary leave of absence of a library clerk, from the period of time from May 12, 2021 to July 21, 2021. Motion made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.
 - j. **Motion to increase curbside hours**
Motion to increase the following expanded curbside hours as of June 1, 2021 : Monday 9am-7pm, Tuesday 9am-6pm, Wednesday 9am-7pm, Thursday 9am-6pm, Friday 9am-6pm, Saturday 9am-5pm. Motion made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

k. Motion to accept gift

Motion to accept one time donation of \$14,239.75 from the estate of Elizabeth M. Moshier made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

12. **Adjournment:** Motion to adjourn at 8:05 p.m. made by Dr. Joe Sgarlata, 2nd by Cathy Santos , All in favor, None opposed.

Next Regular Board Meeting: Tuesday, June 8, 2021 at 6:30 p.m.