

Oswego Public Library
Board of Trustees Special Meeting
Wednesday, June 30, 2021

1. **Call to Order:** by Catherine Santos at 6:32 p.m.

Announcement: This meeting is being recorded.

Attendance taken:

Board members present: Catherine Santos, Cindy Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace; excused: Kathleen Mantaro

OPL representatives: Miranda McDermott, OPL Director

Public: none present

2. **Approval of Agenda:**

Motion to approve the agenda made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.

3. **Public Comment Period:** no members present, no comment

4. **Approval of minutes** for June 8, 2021 moved to the next regular board meeting.

5. **Director's report:**

Opening of the Oswego Public Library: The director presented the reopening plan addressing four categories: modifications of the Health Emergency Plan, recommendations made by the City of Oswego Code Enforcement Office, updates and modifications to the Pandemic Policy, and the hiring of substitutes to work as clerks.

6. **Old Business:** none

7. **New Business:**

- a. Motion to approve the Health Emergency Plan for the Oswego Public Library effective July 8, 2021 for the reopening of the library. This plan has been developed in accordance with NYS legislation S8617B/A10832. This plan requires public employers to adopt a plan for operations in the event of a declared public health emergency involving a communicable disease. The plan includes the identification of essential positions, facilitation of remote work for non-essential positions, provision of personal protective equipment, and protocols for supporting contact tracing.

Motion made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.

- b. Motion to accept the recommendations made by the City of Oswego Code Enforcement Office to ensure that all safety precautions are adhered to in conjunction with the opening of the Oswego Public Library on July 8, 2021.

Discussion included: staff schedules, limited building access, patron capacity, time limits, and building safety measures.

Motion made by Bill Schickling, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.

- c. Motion to approve the updates and modifications to the Pandemic policy dated March 15, 2020.

Discussion included: use of masks, decreased availability of curbside services, services on main floor, access to technology, no access to restrooms, posting of signs, and safety and security measures.

Motion made by Bill Schickling, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.

- d. Motion to approve the Memo of Understanding (MOU) for the hiring of two substitutes to each work as library clerks on an as per needed basis, not to exceed 20 hours per week, effective July 8, 2021. The salary for each substitute will be \$12.50 per hour.

Motion made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

8. **Adjournment:** Motion to adjourn at 8:12 p.m. made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.

9. **Reconvening** of the June 30, 2021 meeting at 8:15 p.m.:

Motion to continue the Regular monthly meeting day of the OPL Board of Trustees on the 2nd Tuesday of every month. Refer to Board minutes dated March 2, 2021. Any modifications to regular meeting dates will require approval from the Board. Motion made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.

10. **Adjournment:** Motion to adjourn at 8:21 p.m. made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.

Next Regular Meeting: Tuesday, July 13, 2021 6:30 pm