

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, June 8, 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, Cindy Fatiga, Mercedes Niess, William Schickling, Dr. Joseph Sgarlata, Heather Wallace
OPL representatives: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Mary Smith, FOL Rep.
Public: Zachary Vickery
2. **Approval of Agenda:**
Motion to approve the amended agenda made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
3. **Public Comment Period:** no comment
4. **Friends of the Library:** Mary Smith reported:
The FOL activity has been slow awaiting the re-opening of the library to the public; they have a meeting scheduled for June 14, 2021 at 3:45. The meeting will be held via zoom. The Board president and director received an invitation to attend the meeting.
5. **Approval of Minutes:**
 - a. Motion to approve the minutes for the May 11, 2021 regular meeting made by Bill Schickling, 2nd by Cindy Fatiga, All in favor, None opposed.
 - b. Motion to approve the minutes for the June 2, 2021 special budget workshop meeting made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.
6. **Financial Report:**
 - a. Treasurer: Deb Standish reported: the board was sent via email the financial reports to review. The Balance sheet is up to date and correct. There were errors found on the other reports most likely due to data entry error; there will be a meeting tomorrow with the account clerk to make corrections and amended reports will be sent to the board for review.
 - b. Paid/unpaid bills: Dr. Joe Sgarlata reported that all the bills are paid up to date.
 - c. Motion to receive and file the May financial reports made by Dr. Joseph Sgarlata, 2nd by Cindy Fatiga, All in favor, None opposed.
7. **Committee Reports:**
 - a. **Finance:** Mercedes Niess no report
 - b. **Building:** Bill Schickling reported
There was a discussion about the status of the STAT transition. Clarification and confirmation are needed for a defined list of services provided, if the former company needs to recover equipment from OPL, if OPL needs additional equipment and cost before board approval can be made.
 - c. **Personnel:** Cathy Santos no report
 - d. **Policy:** Dr. Joe Sgarlata reported: several policies have been revised and need approval. See motions under 10.a.
 - e. **Library Services:** vacant, no report
 - f. **Technology** - Bill Schickling, no report
 - g. **Art Gallery:** vacant, no report
 - h. **Nomination:** Dr. Joe Sgarlata and Cindy Fatiga will name officers. See motion 10.e.
 - i. **Safety and Security:** Bill Schickling no additional report as information was covered under STAT
8. **Director's Report:** Miranda McDermott reported
Miranda emailed the Board several reports. Information highlighted during the meeting included review of June curbside hours, details about staff training webinars, building issues, technology equipment and software

needs, personnel vacancies, benefit proposals, requests for holiday closures, donations, and progress on construction grant requests.

9. Old Business:

- a. Motion to correct information of the March 3, 2020 board of trustees meeting for Item #10.b.ii. which states the salary rate for clerk 4 at \$12.50. The correct rate was \$12.25 and is verified on the payroll report. Motion made by Dr. Joe Sgarlata, 2nd by Cindy Fatiga, All in favor, None opposed.
- b. Motion to correct information of the December 1, 2020 board of trustees meeting for Item #11.d. which states the salary rate for an Intern at \$12.05 (Dec. 7, 2020-Jan. 15, 2021). The correct rate was \$12.50 and was verified by accounting records. Motion made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.

10. New Business:

- a. Motions to accept the revisions for policies. Note: These policies were from old policy #2.4 and have been restructured.
 - i. Policy 3.1 Paid Holidays for Employees - reviewed as is
Motion to rescind the motion regarding Juneteenth that was made on May 11, 2021 by Mercedes Niess, 2nd by Dr. Joe Sgarlata (Item 11.d.)
Motion to add a paid library holiday for only June 19, 2021 (Juneteenth), made by Bill Schickling, 2nd by Cathy Santos, 6 votes in favor, 1 opposed.
 - ii. Policy 3.2 Vacation Time Leaves
Inconsistencies with the employee handbook noted. Motion is tabled.
 - iii. Policy 3.3 Sick Leave Policy
There were questions about new changes and how to interpret state mandates. It was suggested that OPL contacts the lawyer from NCLS for clarification. Motion is tabled.
 - iv. Policy 3.5 Personal Leave
Motion to accept the revision for Policy 3.5 made by Bill Schickling, 2nd by Cathy Santos, All in favor, None opposed.
 - v. Policy 3.6 Bereavement Leave Policy
Motion to accept the revision for Policy 3.6 made by Bill Schickling, 2nd by Mercedes Niess, All in favor, None opposed.
 - vi. Policy 3.8 Leave of Absence
Motion to accept the revision for Policy 3.8 made by Mercedes Niess, 2nd by Cindy Fatiga, All in favor, None opposed.
 - vii. Policy 3.7 Jury Duty
Motion to accept the revision for Policy 3.7 made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
 - viii. Policy 3.10 Paid Substitutes
Motion to accept the revision for Policy 3.10 made by Cindy Fatiga, 2nd by Bill Schickling, All in favor, None opposed.
Note: The employee handbook will need to be revised to match the policies as they appear in the OPL Board of Trustee Manual
- b. Motion to accept donation of \$500.00 from Joyce McDermott to be used for any purpose, made by Dr. Joe Sgarlata, 2nd by Cindy Fatiga, All in favor, None opposed.
- c. Motion to accept \$100.00 Gift Card from Parthenon for participation in an online survey, made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.
- d. Motion to approve an extension of the ICU Contract for Security of the Oswego SD Public Library effective July 23, 2021 through June 30, 2022 at the current rate. The current rate is based on the current prevailing wage plus the supplemental benefits then added to that ICUSPI rate of \$8.95. Prevailing wage and supplemental changes are usually adjusted July 1st every year.
Cathy Santos has been in contact with William George of ICU Security to finalize the contract. Motion tabled until the rest of the information can be obtained.

- e. Motion to approve the slate of officers for the OPL Board of Trustees beginning July 1, 2021 through June 31, 2022:

On June 8, 2021 to the Board of Trustees from the nominating committee of Dr. Joe Sgarlata and Cindy Fatiga, the following officers will be:

President, Bill Schickling

Vice President, Cindy Fatiga

Secretary Heather Wallace

Fiscal Officer Dr. Joe Sgarlata

Motion made by Mercedes Niess, 2nd by Kathy Mantaro, All in favor, None opposed.

Note: Dr. Joe Sgarlata expressed appreciation to Kathy Mantaro for her work during the past years as her term ends June 30,2021.

Bill Schickling requested that the current board has a photo taken as is tradition of past boards.

- f. Motion to close the library on Saturday, July 3rd, 2021, Saturday, September 4, 2021, and Monday, October 11, 2021 in conjunction with the approved New York State holidays. Miranda was asked to check statistics on how many visits occur on these days in years past, and this practice will be reassessed after this year. Motion made by Kathy Mantaro, 2nd by Cindy Fatiga, All in favor, None opposed.
 - g. Motion to accept donation of \$300.00 in memory of 4 individuals from Linda Shannon, made by Dr. Joseph Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed
11. **Adjournment:** Motion to adjourn at 8:32 p.m. made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed.

Next Regular Board Meeting: Tuesday, July 13, 2021 at 6:30 p.m.