

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, July 13, 2021

1. **Call to Order:** by Bill Schickling at 6:33 p.m
2. **Attendance:**
Board members present: William Schickling (President), Mercedes Niess, Betsy Oberst, Catherine Santos, Dr. Joseph Sgarlata, Heather Wallace; excused Cindy Fatiga (Vice President).
OPL representatives: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Mary Smith, FOL Rep.
Public: Two community members.
3. **Approval of Agenda:**
Motion to approve the amended agenda made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
4. **Public Comment Period:** no comments at this time.
5. **Friends of the Library:** Mary Smith reported: Now that the library is open to patrons they are looking forward to resuming programming and fundraising. The FOL board is requesting the OPL budget line amount for the purchase of books to make changes to their budget as needed.
6. **Approval of Minutes:**
Motion to approve the minutes for the June 8, 2021 regular meeting and the minutes for the June 30, 2021 special meeting made by Mercedes Niess, 2nd by Cathy Santos, All in favor, None opposed.
7. **Financial Report:**
 - a. Treasurer: Deb Standish reported: The board was sent via email the financial reports to review. She is working on final reports for the audit.
 - b. Financials:
 - i. Paid/unpaid bills: Dr. Joe Sgarlata reported that all the bills are paid up to date.
 - ii. Motion to receive and file the June financial reports made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed.
8. **Committee Reports:**
 - a. **Finance:** Mercedes Niess no report
 - b. **Building, Technology, and Security:** Bill Schickling/Miranda McDermott submitted notes from a 6/11/21 meeting listing items in need of board approval (motions 11.b,c,d,e,i) as well as other pending issues being investigated including moat wall repair, window and door replacement, hot spots, old microfilm machine.
 - c. **Personnel:** Cindy Fatiga excused, no report
 - d. **Policy:** Dr. Joe Sgarlata reported on revisions to policies that were tabled at the June 8, 2021 meeting.
 - i. Revision of Policy 3.1 Paid Holidays for Employees:
Motion to add a paid library holiday for June 19 (Juneteenth) made by Heather Wallace, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
 - ii. Policy 3.3 Sick Leave: Policy revised.
Motion to approve the new Sick Leave policy.
Revisions: According to the Regis set in Labor Law 196(b), employees are able to carry over unused sick leave; the reasons for taking sick leave have been expanded.
Motion made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
 - iii. Revision of Policy 3.2 Vacation Time
Motion to table the approval of revisions to the Vacation Time policy made by Mercedes Niess, 2nd by Heather Wallace, All in favor, None opposed. Motion is tabled.
9. **Director's Report:** Miranda McDermott reported
Miranda e-mailed a report that included the July 8, 2021 opening for patrons, staff training, building and technology updates, and benefit quotes.

10. Old Business: Safety and Security a & b; Personnel c & d

- a. Motion to approve new contract for STAT security services starting August 1st, One time cost of \$1045, monthly recurring cost of \$90, Yearly cost of \$225 for annual fire inspection.
Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- b. Motion to approve the ICUSPI contract per the following terms:
 - i. ICUSPI will bill the Oswego Public Library at a rate of \$8.95 per hour over the current prevailing wage plus supplemental rate per New York State. Cost breakdown - July 1, 2021, prevailing wage \$22.69 plus supplemental benefits; \$2.16 plus ICUSPI rate of \$8.95 for a total of \$33.80, to be adjusted anytime the rate changes.
 - ii. Minimum of four billable hours per shift = 20 hours per week; Maximum of eight billable hours per shift, total of 40 hours per week; any additional hours will add a second security guard.
 - iii. If the library is closed and a guard is not required, there will be no minimum hours.
Motion made by Heather Wallace, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- c. Motion to approve Dental Insurance for staff.
Discussion included budget considerations, building maintenance priorities, and strategic planning.
Motion to table the discussion made by Cathy Santos, 2nd by Dr. Joe Sgarlata, All in favor, None opposed.
Motion tabled.
- d. Motion to approve the contract agreement to hire an interim account clerk beginning June 16, 2021, at \$30.00 per hour, not to exceed 25 hours per week, through August 31, 2021. Motion made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed. Motion passes.

11. New Business: Building a-h; Security: i-j; Other: k-n; Discussion: o-r.

- a. Motion to approve Oswego Library signage in the form of letters on the west side of the building.
Discussion included color, size, and thickness of letters, cost, vendor recommendation based on local weather, and warranty.
Motion to table approval until more information can be obtained, made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
- b. Motion to approve the LED conversion from National Grid in the amount of \$1,900.
Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- c. Motion to approve consolidating two photocopier/scanner contracts. (Terminating ABS and Wells Fargo, transition to using only Usherwood)
Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- d. Motion to approve the purchase of an annual boiler maintenance contract with J&A, annual cost of \$4620.
Motion made by Cathy Santos, 2nd by Mercedes Niess, All in favor. None opposed. Motion passes
- e. Motion to approve the purchase of an annual air conditioning maintenance package from Upstate Temperature. Annual cost of \$2,250, and also one time cost for A/C condenser at \$8,220 and refrigerant.
Cost to be determined.
Motion made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
- f. Motion to approve a one-year contract with Vertiv for battery backup maintenance. Annual cost of \$4925, renew by 7/16/21.
Motion made by Mercedes Niess, 2nd by Heather Wallace, All in favor, None opposed.
- g. Motion to approve the ITS Telephone contract Renewal by 8/31/2021 at an annual cost of \$1,100.
Motion made by Cathy Santos, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- h. Motion to approve the hiring of Critter Ridders at an annual cost of \$525.
Motion made by Cathy Santos, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes.
- i. Motion to approve Atis elevator inspection at a cost of \$125 per test, there are 4 quarterly tests. There is an additional charge of \$125 per hour (for approximately 2 hours annually) to observe a fifth test. (Inspection required per New York State law.)
Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, All in favor, None opposed. Motion passes
- j. Motion to modify two items from the Pandemic Policy.
 - i. Masks will be optional for vaccinated staff and patrons and mandatory for unvaccinated staff and patrons.

- ii. Eliminate curbside services due to marked decrease in usage.
Motion made by Dr. Joe Sgarlata, 2nd by Mercedes Niess, All in favor, None opposed. Motion passes.
 - k. Motion to welcome Betsy Oberst as our newest member of the Oswego Public Library Board of Trustees, to serve a five year term through June 30, 2026. Motion made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
 - l. Library Slogan:
Motion to adopt the slogan of "Read, Learn, Grow" made by Dr. Joe Sgarlata, 2nd by Cathy Santos, All in favor, None opposed. Motion passes.
 - m. Motion to approve the removal of a discarded book cart to a board member; no monetary value to this item. Motion made by Mercedes Niess, 2nd by Dr. Joe Sgarlata, 6 votes in favor, 1 abstain. Motion passes.
 - n. Note: NCLS email addresses:
Any board member can get NCLS email addresses, as suggested in trustees handbook. If interested, let the director know your cell # for a text, and she will facilitate the set up with NCLS.
 - o. NYS Annual Report on a calendar basis (Jan - Dec 2021) instead of fiscal year to be less confusing.
Discussion initiated. There are many questions about how to transition, what other reports are affected, and several other aspects that require more research and consideration.
 - p. Eliminate Physical Servers:
Discussion included servers malfunctioning and becoming obsolete as OPL is moving data to the cloud.
 - q. Bond Refinancing: Discussion is deferred until more information can be acquired from consultants and parties that would be involved.
 - r. Etime: Discussion about this was deferred, more information needed.
12. Adjournment:
Motion to adjourn at 8:43 p.m. made by Dr. Joe Sgarlata, 2nd by Bill Schickling, All in favor, None opposed.

Next Regular Meeting: Tuesday, August 10, 2021 at 6:30 p.m.