

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, August 10, 2021

1. **Call to Order:** by William Schickling at 6:31 p.m.
2. **Attendance:**
Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Elizabeth Oberst, Catherine Santos, Dr. Joseph Sgarlata, Heather Wallace
OPL representatives: Miranda McDermott, OPL Director; Deborah Standish, OPL Treasurer; Stephanie Magrisi, FOL Rep.
Public: David Canale and Lisa Sova from Canale's Insurance & Accounting, Matt Wells and Tom Clifford from Bond Schoeneck & King, 3 members of the public present
3. **Approval of Agenda:**
Motion to approve the agenda, made by M. Niess, 2nd by C. Santos, All in favor, None opposed.
4. **Public Comment Period:** An envelope was given to the board President, to be taken up in executive session.
5. **Friends of the Library:** Stephanie Magrisi reported: the FOL are excited that the library is open to patrons, they have updated the sign out front with hours and added flower pots, and they are looking forward to resuming programs in September
6. **Approval of Minutes:**
Motion to approve the minutes for the July 13, 2021 regular meeting made by Dr. J. Sgarlata, 2nd by C. Santos, All in favor, None opposed.
7. **Canale's Accounting Proposal**
 - a. Lisa Sova presented a description of services that Canale's can provide to OPL to assist with accounting tasks, as well as proposed times that their staff can work at OPL in addition to remotely. The board had opportunity to ask questions and discuss.
 - b. Motion to hire Canale's Insurance & Accounting for their accounting services for one year at a cost of \$600.00 per month, plus additional fees as necessary (which has to be voted on by the Board of Trustees) effective Monday, August 16, 2021 through August 15, 2022.
Motion made by E. Oberst, 2nd by C. Fatiga. 4 votes in favor, 3 votes abstained, motion passes.
8. **Bond, Schoeneck & King Bond Refinancing Presentation:**
Matt Wells presented the benefits and projected cost savings of bond refinancing, the procedure and parties that need to be involved in the process, and the associated professional fees (built into the refinancing). A follow up meeting with Baird & Co. will be scheduled to learn more before making a decision.
9. **Financial Report:**
 - a. Treasurer: D. Standish reported: The board was sent via email the financial reports to review.
 - i. C. Santos reported that nearly all of the necessary paperwork for the audit has been submitted and will be completed by the end of the week.
 - ii. C. Santos noted that the treasurer will complete the oath of office and be bonded in the immediate future.
 - b. Financials:
 - i. Paid/unpaid bills: Dr. J. Sgarlata reported that all the bills are paid up to date.
 - ii. Motion to receive and file the July financial reports made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

10. Committee Reports:

- a. **Finance:** see financial report above
- b. **Building, Technology and Security:**
 - i. Motion to terminate the contract with LAT to save \$1,850.00 annually, effective immediately.
Motion made by C. Santos, 2nd by C. Fatiga, All in favor, None opposed.
- c. **Personnel:** C. Fatiga reported: The interviews for Children's Program Coordinator are complete and an offer is being presented this week.
- d. **Policy:** Dr. J. Sgarlata presented a folder with an updated Table of Contents and policy revisions, ready to be compiled into an updated Policy & Procedure Manual. The board president has possession of the folder for further action needed.

11. **Director's Report:** M. McDermott sent a detailed report to the board and several priority topics were discussed (see motions under Old Business). Remaining topics that require discussion were deferred to future meetings.

12. Old Business:

- a. Motion to approve the quote from JCL Contracting in the amount of \$7440.00 for the reconstruction of the OPL Moat Wall.
Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed. Motion passes.
- b. Reading of the Construction Grant Commitment.
Motion to duly adopt Assurances for State Aid for the library construction program.
Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed. Motion passes.
- c. Motion to hire Canale's Insurance & Accounting to implement e-time for employees at a cost of \$105.00 per month, effective Monday August 16, 2021 for one year ending August 15, 2022.
Motion made by C. Fatiga, 2nd by C. Santos, 6 votes in favor, 1 abstain. Motion passes.
- d. Motion to purchase a color copier from Usherwood for \$1,100.00 to replace the Wells Fargo copier.
Motion made by W. Schickling, 2nd by M. Niess, All in favor, None opposed. Motion passes.
- e. Motion to pay Wells Fargo \$570 to retrieve their photocopier.
Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed. Motion passes.

13. New Business:

- a. Discussion about KBM as Insurance Broker: Board was informed that an insurance broker can research and find more cost-effective insurance policies for employees with better benefits to fit individual needs. It was requested that Brooks Wright come to OPL to make a presentation to the Board at the next Board meeting.
 - i. Motion to appoint KBM Management as insurance broker for OPL Board of Trustees.
Motion made by Dr. J. Sgarlata, 2nd by C. Santos, 6 votes in favor, 1 abstain. Motion passes.
- b. Motion to accept \$100 Grant from Fidelity Charitable to be used exclusively for charitable purposes.
Motion made by C. Fatiga, 2nd by Dr. J. Sgarlata, All in favor, None opposed. Motion passes.
- c. Motion to move to Executive Session at 8:43 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, section 105, item F).
Motion made by C. Santos, 2nd by C. Fatiga, All in favor, None opposed.
- d. Motion to move from executive session to the Board of Trustees August 10, 2021 regular meeting at 9:39 p.m. made by Dr. J. Sgarlata, 2nd by W. Schickling, All in favor, None opposed.

14. Adjournment:

Motion to adjourn at 9:40 p.m. made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.

Next Regular Meeting: Tuesday, September 14, 2021 at 6:30 p.m.