

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, September 14, 2021

1. **Call to Order:** by Bill Schickling at 6:36 p.m.
2. **Attendance:**
Board members present: William Schickling (President), Cynthia Fatiga (V.P.), Mercedes Niess, Elizabeth Oberst, Dr. Joseph Sgarlata, Heather Wallace; Excused: Catherine Santos
OPL representatives: Edward Elsner, OPL Interim Director; Cathryn McVearry OPL Children's Librarian; Deborah Standish, OPL Treasurer
Public: Erin Lohnas, OPL Technology Instructor; Karen & Kit Swartz; Brooks Wright, KBM Insurance Broker; Mary Kay Stone, Oswego Historical Society/Richardson Bates House; 3 additional members of the public present (Susan McBrearty, Oswego Book Mobile; Samuel Lohnas; Justin White, Oswego Historian)
3. **Approval of Agenda:**
 - a. Note: changes to the agenda include:
 - i. addition under public comment period for Brooks Wright from KBM Insurance to discuss employee health insurance plans
 - ii. addition to include a motion to appoint an OPL Interim Director
 - b. Motion to approve the amended agenda, made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
4. **Public Comment Period:**
 - a. Welcome Cathryn McVearry
Cathryn McVearry was welcomed as OPL's newly hired Children's Librarian. She introduced herself and shared her background and appreciation/enthusiasm for the position
 - b. Brooks Wright, Insurance Broker for KBM Insurance
Mr. Wright explained his role as the new OPL insurance broker and presented the advantage and savings for adopting a new insurance policy for Medicare eligible employees. He also discussed options for other service plans such as dental and vision that he could do further research on if the board requests. He can also provide education to employees about the insurance plans provided.
 - c. Mary Kay Stone
Ms. Stone inquired about use of the OPL community room for an upcoming program provided by Oswego Historian, Justin White of the Oswego Historical Society/Richardson Bates House (Saturday, September 25, 2021 at 1:00p.m.). She had conflicting information about required fee for use. Board Pres. W. Schickling informed Ms. Stone that the current OPL policy is in effect and directed her to speak with E. Elsner about her reservation.
 - d. Erin Lohnas
Ms. Lohnas distributed an appeal letter to OPL board regarding the elimination of the Technology Instructor position. W. Schickling responded that the issue will be reviewed by the board at a future date.
 - e. Kit Swartz
Rev. Swartz expressed his appreciation to the Board of Trustees for the work that they have been doing during this time of transition. He inquired and made a request if the future Board meeting agendas could be posted for the public prior to the meeting, and expressed appreciation of how the minutes are posted.
5. **Friends of the Library:** No representative present. W. Schickling attended the recent FOL meeting September 13, 2021 and reported that they discussed fundraising ideas. They are making a current donation of \$1500 to OPL for unrestricted use. They are requesting a desired budget for OPL needs by November. They plan to resume the annual mini golf event this coming January and inquired if they can hold the event on Sunday (if the library is closed for regular use), vs. Monday (MLK Day).

6. Approval of Minutes:

- a. August 2, 2021 special meeting minutes: Note that a correction was made to item 7. The words "hourly/non-exempt" were added to clarify which employees were receiving the across the board raise. Motion to approve the amended minutes for the August 2, 2021 special meeting made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- b. Motion to approve the minutes for the August 10, 2021 regular meeting made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.

7. Financial Report:

- a. Treasurer: D. Standish reported: The board was sent via email the financial reports for review. She is working with Lisa Sova from Canales to complete the transition of budget input. Ms. Standish announced that the signatories on all Pathfinder accounts have been changed as follows: Kathleen Mantaro, Catherine Santos, and Cindy Tascarella have been removed and Cynthia Fatiga and William Schickling have been added. Mercedes Niess and Dr. Joseph Sgarlata remain.
Ms. Standish and M. Niess are still in process of researching signatories for the NBT account.
- 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 August financial reports made by Dr. J. Sgarlata, 2nd by W. Schickling, 5 in favor, 1 abstain. None opposed.

8. Committee Reports:

- a. **Finance:** no report
- b. **Building, Technology and Security:** no report
- c. **Personnel:** C. Fatiga reported:
 - i. Per Civil Service policy and procedure, the executive director position of OPL is vacant, effective September 14, 2021.
 - ii. The former account clerk position is currently under review.
 - iii. Motion to appoint Edward Elsner as OPL Interim Director effective September 14, 2021. Motion made by H. Wallace, 2nd by E. Oberst, All in favor, None opposed.
- d. **Policy:** Dr. J. Sgarlata will report on vacation time policy updates under New Business.

9. Director's Report: report was sent prior via e-mail and discussion on topics is deferred to future meetings.

10. Old Business:

- a. Vacation Policy Discussion - Dr. J. Sgarlata presented revisions to policy 3.2 Vacation Time Leave for review. Policy changes include: employees no longer have to wait one year to become eligible for vacation leave with pay and accruals also increased following five years of service.
Motion to approve revised Vacation Policy 3.2 made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- b. Adoption of Bond Refinancing -
Motion to adopt the bond refinancing resolution. Motion made by M. Niess, 2nd by C. Fatiga, 4 votes yes, 2 abstain, motion passes.
W. Schickling will be present at follow up meetings with Bond Schoeneck & King and Baird & Co. as this process moves forward.
- c. West Side Building Letters- there was follow up discussion about warranty and installation process.
Motion to approve the purchase and installation of letters for the west side of the OPL building in the amount of \$5419.80.
Motion made by M. Niess, 2nd by E. Oberst, All in favor, None opposed.

11. New Business:

- a. Removal of discarded book cart:
Motion to approve the sale of a discarded book cart to a board member for \$.50. Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, 5 votes in favor, 1 abstain.

b. Donations

- i. Motion to accept \$100 donation from George and Martha McCarthy in memory of Edward and Mary McCarthy, to be used for any purpose. Motion made by M. Niess , 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- ii. Motion to accept \$1,000 donation from Thomas Ebert to be used to buy children's books. Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

c. Discuss NCLS' Central Library Plan 2022 -2026

d. Discuss NCLS' Direct Access Plan 2022 -2026

e. Discuss NCLS' Plan of Service Draft 2022 - 2026

The above 3 documents were presented with opportunity for questions and comments.

Motion to approve the following documents: NCLS Central Library Plan 2022-2026, NCLS Direct Access Plan 2022-2026, NCLS Plan of Service Draft 2022-2026 made by Dr. J. Sgarlata, 2nd by W. Schickling, All in favor, None opposed.

Note: There is paperwork that W. Schickling will need to fill out and send in to NCLS.

f. Health Insurance:

The Board discussed adding an insurance policy that will be a cost savings to OPL and employees.

Motion to add a group Medicare policy that Medicare eligible employees are mandated to move to. Motion made by M. Niess, 2nd by Dr. J. Sgarlata. All in favor, none opposed.

12. Adjournment:

Motion to adjourn at 8:21 p.m. made by Mercedes Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.

Next Regular Meeting: Tuesday, October 12, 2021 at 6:30 p.m.