

Oswego Public Library
Board of Trustees Regular Meeting

Tuesday, October 12, 2021

1. **Call to Order:** by W. Schickling at 6:30 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: Edward Elsner, OPL Librarian; Deborah Standish, OPL Treasurer
Public: 1 member
3. **Approval of Agenda:**
 - a. Motion to approve the amended agenda, made by M. Niess, 2nd by C. Fatiga , All in favor, None opposed.
4. **Correspondence and Communications:**
 - a. There has been an inquiry regarding the requirement to place a memorial plaque with a person's name on an end cap or other location within the library. Research will be done for OPL's current naming policy and process.
 - b. The OPL board would like to recognize and thank E. Elsner for stepping up into the Interim Director position.
5. **Public Comment Period:** no comment
6. **Friends of the Library:** none present
7. **Approval of Minutes:**
 - a. Motion to approve the minutes for the September 7, 2021 special meeting and the September 14, 2021 regular meeting made by Dr. J. Sgarlata, 2nd by M. Niess, All in favor, None opposed.
8. **Financial Report:**
 - a. Treasurer Report:
 - i. D. Standish reported: The board was sent reports via e-mail. Reports were reviewed and discussed.
 - ii. C. Fatiga reported that Mount Vernon Fire Insurance Co. USLI is verifying whether or not the OPL treasurer has been bonded and will follow up.
 - iii. Signatories of NBT bank account: The former signers on the NBT account were identified and the balance of the NBT bank account was specified. Two actions were presented that the board can take: to change signers or dissolve the account. After discussion:
Resolve to authorize Mary Shanley to dissolve the NBT account and get the balance of \$7,507.40 in the form of a check; and deposit the funds into one of OPL's active accounts/namely the main operating account.
Motion made by Dr. J. Sgarlata, 2nd by M. Niess. All in favor. None opposed.
 - 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 September financial reports made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
9. **Committee Reports:**
 - a. **Finance:** see report above
 - b. **Building, Technology, and Security:**
 - i. Note that S.T.A.T. Communications has merged with Doyle Security Systems.
 - ii. There was an incident resulting in a patron being barred from OPL.
 - c. **Personnel:** C. Fatiga reporting, will defer until Executive Session.
 - d. **Policy:** Dr. J. Sgarlata reporting, will defer until New Business.
10. **Director's Report:** E. Elsner reported, see Director's report for details.
 - a. Information highlighted included: increase of visitors to OPL, groups using the community room, substitute clerks in place to assist with staffing, presentation of information regarding donations and repairs needed. Upcoming holiday closings were reviewed as per existing policy. E. Elsner and W. Shickling are attending meetings for the bond refinancing process.

- b. Motion to accept a \$100 donation from Jane Swinehart in memory of Kathy Quackenbush. Motion made by C. Fatiga, 2nd by C. Santos, All in favor, None opposed.
- c. Motion to repair the boiler and accept the quote from J&A Mechanical for the amount of \$3,285.00. Motion made by M. Niess, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
- d. Motion to accept the control panel lighting quote from Scriba Electric for the amount of \$3,200.00. Motion made by M. Niess, 2nd by Dr. J. Sgarlata, 6 votes in favor, 1 abstain. Motion passes.

11. Old Business:

- a. ICU Policy: E. Elsner has reviewed the ICU policy with current security guard, no changes have been made. C. Santos recommended reviewing the security protocol with current staff due to turnover during the pandemic.
- b. Wet Paint has completed the job as per the contract (see motion from 9/7/21 minutes item 7.a.ii.).
- c. Medicare Policy:
During the September 14th, 2021 meeting (item 11.f.) there was a motion regarding health insurance. "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.
The motion did not include the effective date of the new policy.
Amended motion to read as follows: Motion to add a group Medicare policy that Medicare eligible employees are mandated to move to, date effective is September 14, 2021. Motion made by E. Oberst, 2nd by C. Fatiga, All in favor, None opposed.
- d. Motion to increase the number of active substitute clerks from 2 to 6. Motion made by C. Fatiga, 2nd by Dr. J. Sgarlata, All in favor, None opposed

12. New Business:

- a. Comp Time Policy- Discussion:
 - i. OPL's current comp time policy was reviewed. Discussion included differences in how employees that were salaried and exempt vs. non-exempt and salaried vs. hourly would be affected. There is confusion with regard to interpretation of NY State and Federal Labor Law. The board feels that best practice is to move away from use of comp time. More time is needed to explore the issue and get clarification. The current policy remains in place.
 - ii. Motion to table the discussion about comp time policy, and request consultation from Lisa Sova, Canale's Accounting and Jennifer Reebel, Personnel Director Oswego City Hall at a future meeting. Motion made by M. Niess, 2nd by C. Fatiga, All in favor, None opposed.
- b. Committee Assignments - Discussion:
 - i. E. Oberst presented a list of the OPL's Board of Trustees current standing committees and current ad hoc committees, as per the OPL Trustee bylaws. She outlined a proposal with recommendations for reorganization to include elimination of some ad hoc committees, making an ad hoc committee a standing committee, and adding a new ad hoc committee; as well as suggestions for members of each committee.
 - ii. E. Oberst recommended review and update of current OPL bylaws
 - iii. There was time for discussion and questions.
 - iv. Motion to eliminate the ad hoc committees titled Library Services and Art Gallery. Motion made by W. Schickling, 2nd by Dr. J. Sgarlata, All in favor, None opposed.
 - v. Motion to add Children's Services as a new ad hoc committee. Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
 - vi. The policy committee will review, update and amend the bylaws as needed. Committee assignments will be made by the president.
- c. Motion to move to Executive Session at 8:17 p.m. for
 - i. discussion regarding 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).
 - ii. discussion regarding proposed, pending or current litigation
Motion made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.

- d. Motion to move from executive session to the Board of Trustees October 12, 2021 regular meeting at 9:00 p.m. made by Dr. J. Sgarlata, 2nd by C. Fatiga, All in favor, None opposed.
- e. Motion to allow the Interim Director to hire a technology aide at \$20.00/hour not to exceed 25 hours/week for a period of 3 months under contract.
Motion made by Dr. J. Sgarlata, 2nd by C. Santos, All in favor, None opposed.
- f. Motion to approve an out of title salary increase of 31% for the newly appointed Interim Director effective as of September 14, 2021, not to exceed 12 months. Motion made by C. Fatiga, 2nd by M. Niess, All in favor, None opposed.
- g. Adjournment:
Motion to adjourn at 9:02 p.m. made by Dr. J. Sgarlata, 2nd by C. Santos, All in favor, None opposed.

Next Regular Meeting: Tuesday, November 9, 2021 at 6:30 p.m.